PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bid Conference

"Provision of Backup Software Subscription for Microsoft 365 for the Philippine Competition Commission"

Date: 03 July 2024; 1:30 PM
Hybrid (Teleconference via Microsoft Teams and Onsite at PCC Office, 9/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

PBAC Members

1. Chairperson	Dir. Jeson Q. de la Torre
2. Vice Chairperson	Atty. Joseph Melvin B. Basas
3. Regular Member	Atty. Christian Loren B. De Los Santos
4. Provisional Member	Allan Roy D. Mordeno

PBAC Secretariat

1. Head	Rommel R. Oira
2. Assistant Head	Ma. Celeste S. Dizon
3. Member	Isabelo Miguel V. Abano
4. Member	Mark Jayson R. Fajutnao
5. Member	Jonalyn F. Funa
6. Member	Ralph Riel N. Garcia
7. Member	Zico Simeone D. Morales
8. Member	Chrislyn Joy P. Sioson
9. Member	Marlon H. Javier
10. Member	Meonel B. Nunez
11. Member	Alleah Jeane R. Rebanal
12. Member	Hanna Grace S. Verches
13. Member	Diana Lee B. Gavino

End-user Representatives

1. AO-ICTD	Mr. Samuelle David S. Onchengco
2. AO-ICTD	Mr. Mark Justin F. Sta Ana

Bidders

1. Commsource	Mr. Glen Beridico
2. Unison Computer Systems Inc.	Mr. Marvin Louie Galvez
3. Questech Co. Inc.	Ms. Niccole Chaztine Garcia
4. Software One	Ms. Nikki Tumbagahan
5. Infocentric Solutions, Inc.	Ms. Aileen Cuadrenal
	Ms. Marjorie Ona
	Mr. JB Maliwat
6. Innove	Ms. Joann Quimpo
	Ms. Shayne Orozco

I. Call to Order

The PBAC Chairperson called the meeting to order at 1:30 PM on the conduct of Pre-Bidding Conference for the **Provision of Backup Software Subscription for Microsoft 365 for the Philippine Competition Commission.**

Discussion	Recommendations/ Agreements
Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.) **A. The PBAC through its Secretariat presented and discussed the following during the Pre-Bidding Conference, as follows:** • Technical Components • Financial Components • Sealing and Marking of Bidding Documents • E-bid submission System • Schedules • General Rules **B. Project Requirements & Technical Specifications / Terms of Reference** • The End-user discussed the Terms of Reference. **C. Approved Budget for the Contract (ABC)** • The ABC for this project is One Million Two Hundred Twenty-Three Thousand Two Pesos (PhP1,223,002.00) inclusive of all applicable government taxes and services. **D. Date/ Time for the Submission and Opening of Bids** • Deadline for Submission: 15 July 2024, 12:00 NN • Opening of Bids: 15 July 2024, 1:30 PM **E. Question and Answer.** The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project: 1. Ms. Orozco from Innove sought clarification whether the PCC has an existing Microsoft 365 subscription and does PCC needs a Microsoft license. The PBAC Chairperson responded that the subscription is for renewal. Ms. Orozco asked for what type of license and Microsoft does PCC need. Mr. Sta. Ana answered they are looking for Veeam backup enterprise. Mr. Onchengco answered that for the licenses, any enterprise backup software is acceptable.	All queries were clarified. The PBAC through its Secretariat will issue a Bid Bulletin to revised/clarify the following: 1. Provision of any enterprise backup solution for Microsoft 365; 2. Configuration of servers to be done by the supplier; 3. Subscription period for twelve (12) months from installation of license; and 4. Any Software Assurance and Support (renewal/reinstatement) which lapsed before the duration of the subscription period must be covered by the provider at no additional cost to PCC. The bid submission will proceed on 15 July 2024 as scheduled.

Discussion	Recommendations/ Agreements
2. Ms. Quimpo from Innove asked for the number of copies of bidding documents that should be submitted. The PBAC Chairperson answered that three (3) copies which includes one (1) original and two (2) copies of the first and second components of its bid shall be submitted. Ms. Quimpo asked for clarification regarding the SLCC if it is specific from backup software to Microsoft 365 only. Mr. Onchengco answered that it is not limited to Microsoft 365 only. The PBAC Chairperson directed the Secretariat to prepare a supplemental bid bulletin reflecting the End-user's response allowing any backup software enterprise. 3. Ms. Ona from Infocentric Solutions, Inc. inquired if the submission of certificates of satisfactory performance from three (3) clients are limited to projects relating to backup software or equipment only or if a project regarding hardware is also acceptable. Mr. Onchengco responded that any similar backup solution is acceptable. Ms. Ona further asked if it is acceptable to submit the client satisfactory services of the same bidders that are included in their submission of SLCC. The PBAC Chairperson answered in the affirmative. 4. Mr. Maliwat of Infocentric Solutions, Inc. sought clarification if the subject procurement is for renewal or additional licenses. Mr. Onchengco answered that the procurement is for both renewal and additional licenses. Mr. Maliwat asked for the number of servers to be configured. Mr. Onchengco answered that they will address the question through the supplemental bid bulletin. The PBAC Chairperson directed the Secretariat, in coordination with the End-user, to prepare a supplemental bid bulletin reflecting the End-user's responses.	

II. Adjournment

There being no other matters discussed the pre-bidding conference was adjourned at 2:11 PM

Prepared by:

[SIGNATURE REDACTED]

ALLEAH JEANE R. REBANAL
PBAC Secretariat Member

Approved by:

[SIGNATURE REDACTED]

DIR. JESON Q. DE LA TORRE
PBAC Chairperson