



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

**BIDS AND AWARDS COMMITTEE (BAC)
MINUTES OF MEETING**

02 February 2021 (Tuesday) 01:00 P.M.

Through Videoconferencing via MS Teams

<https://teams.microsoft.com/l/meetup->

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Subject Matter : Pre-Bid Conference
Project : *Procurement of Internet Access Subscription (IAS2)*
Mode of Procurement : Competitive Bidding
Reference No. : Lot No. 2021-02

Attendees:

1. BAC Members, Technical Working Group, and BAC Secretariat:

Name	Position
Heiddi Venecia R. Barrozo	Chairperson, BAC
Marina C. Bugayong	Member, BAC
August Anthony N. Balute	Member, BAC
Amabelle D. Del Rosario	Vice-Chairperson (CB), TWG
Kent Fred B. Latorre	Member, TWG
Marie Alexis Denise S. Gayon	Vice-Chairperson (CB), BAC Secretariat
John Paul J. Sending	Member, BAC Secretariat
Kio Paulo H. San Andres	BAC Support
Lovelyn M. Alegre	BAC Support
Rosaly T. Flores	BAC Support

2. End-User:

Name	Position
Ellen Ebcas	Director III, PPIS
Ryan Vendiola	Information Systems Analyst III, PPIS-MSD
Teofilio G. Arbalate	Information Technology Officer III, PPIS-MSD

3. Prospective Bidders:

Name	Company/Organization
Maria Geeka O. Feliciano	SKYBIZ (Sky)
Trisha Marfil	SKYBIZ (Sky)
Peachy Filarca	Source Telecom (Source)
Renalyn Legaspi	Source Telecom (Source)
Anne Supnet	Innove Communication (Innove)
Tin Mamaril	Innove Communication (Innove)
Rodora Gonzales	Converge ICT Solutions
Mark Anthony Mayores	Now Corporation

I. Call to Order

The Pre-Bid Conference for the *Procurement of Internet Access Subscription (IAS2)* with an Approved Budget for the Contract (ABC) of Four Million Pesos (PhP4,000,000.00), was called to order at nine minutes past one o'clock in the afternoon (01:09 P.M.) through videoconferencing via MS Teams, with BAC Chairperson Heiddi Venecia R. Barrozo as the presiding officer.

II. Determination of Quorum

The BAC Secretariat Vice-Chairperson, Atty. Marie Alexis Denise S. Gayon, confirmed the presence of a quorum with the attendance of BAC Chairperson Barrozo, and BAC Members August Anthony N. Balute and Atty. Marina C. Bugayong.

After having established the required quorum, the BAC Secretariat Vice-Chairperson likewise acknowledged the presence of the Technical Working Group (TWG), BAC Secretariat, support staff, as well as the representatives from the end-user and the prospective consultants.

III. Proceedings

BAC Chairperson Barrozo asked BAC Secretariat Vice-Chairperson Gayon to show on screen the Terms of Reference (TOR) of the project and briefly went over the salient features thereof such as the a) project coverage, b) contract period, c) ABC, d) mode procurement, f) qualifications, g) scope of work, and h) terms of payment.

IV. Question and Answers

1. Ms. Rodora Gonzales from Converge ICT Solutions asked the possibility of extending the delivery date from seven (7) days to thirty (30) days.

- Ms. Anne Supnet from Innove Communications also asked for an extension since the standard delivery period ranges from forty-five (45) to sixty (60) days for new subscribers. She added that it is difficult to deliver at present considering the hardships brought by the pandemic.
 - Ms. Maria Geeka O. Feliciano from SKYBIZ also agreed with the comment of Ms. Supnet and asked for an extension of thirty (30) to forty-five (45) days.
 - Ms. Peachy Filarca from Source Telecom manifested that the 7-day delivery period is doable for the main office, but for the other sites she agreed with the extension. She also asked if the subject procurement is for one (1) lot.
 - The BAC answered in the affirmative and clarified that the winning bidder must provide services for all the three (3) sites.
2. Mr. Ryan Vendiola from PPIS-MSD asked if the prospective bidders are already aware or familiar with the main office of the ERC.
- Ms. Gonzales answered that Converge already have facilities at the main office as well in the regional sites. She added that despite the existing facilities, there might be some difficulty in securing the necessary permits with the building administration considering the pandemic.
 - The BAC Chairperson then asked the prospective bidders if the request for extension is only applicable in the regional sites.
 - Ms. Supnet replied that the extension may be applicable to the regional sites only. However, for convenience of all, she suggested that there be one delivery period, including the requested extension, for all sites considering that the standard timeframe for installation or build is 45-60 days.
 - Ms. Gonzales clarified if all three sites need to be supplied with the service, such that if they are not capable of putting up an internet service in one location, they will be disqualified.
 - The BAC replied in the affirmative.
3. Mr. Mark Anthony Mayores from Now Corporation asked if the ERC would consider a fixed wireless connection for the subject procurement.

- Mr. Ryan Vendiola answered in the negative.
4. Ms. Gonzales asked if the BAC would consider a third-party provider for the regional offices such that the physical link will be outsourced but the actual service will come from them.
 - Mr. Vendiola answered in the affirmative.
 5. Ms. Tin Mamaril from Innove asked the end-user to clarify “Maintenance of 1 secondary DNS” and “One time set up of Primary and Secondary DNS” contained in the TOR. She also asked regarding the Quarterly Bertest (Leased Line) since the standard is already RFC 2544 testing.
 - Mr. Vendiola clarified that for the maintenance of DNS, the winning bidder will provide the necessary IP addresses gateway and DNS.
 - Mr. Vendiola answered in the affirmative since the standard testing is equivalent to the Bertest.
 6. The BAC Chairperson asked the prospective bidders if there will be an implication on the procurement if ever the ERC will transfer to a new location.
 - Ms. Mamaril answered that the transfer will have implications since it will be on a new building and it is considered as a new field. She added that if the ERC chooses to transfer the existing installations, the downtime is much longer compared to a parallel transfer wherein the existing installation will not have any service interruptions. Once the new installations are complete, the ERC may opt to terminate the existing installation and proceed with the parallel installation.
 7. Director Ellen Ebcas from PPIS and a representative from the end-user asked if it is practical or prudent to proceed with the procurement given the possibility that the ERC main office will transfer to a new location. She also asked if it is better for the ERC to have a definite location before proceeding with the procurement.
 - Ms. Feliciano suggested that they can start with the wiring preparation in the new building and the cost may be subsidized by extending the contract term.

- Ms. Feliciano noted that it would be better if the ERC already knows the location for the transfer in order for them to assess whether there are available facilities in the area.
 - Dir. Ebcas manifested that she had initial discussions with Director Sharon O. Montaner, the head of the Finance and Administrative Service, but no specific timeline and other details regarding the planned transfer to a new building could be provided at this time.
 - Ms. Feliciano answered that they have facilities in Metro Manila and the only possible challenge would be the timeline and additional costs.
 - Dir. Ebcas clarified that the purpose of the IAS2 is a standby service. It must co-exist with the existing or main internet service being provided by the current internet service provider (ISP). It is not being procured to be ready in the new building and for the existing internet service with the current provider to be later on disconnected.
8. Ms. Gonzales asked when is the expected timeline of transfer to a new location.
- The BAC Chairperson answered that there is no concrete timeline at the moment.
9. BAC Member Dr. August Anthony N. Balute asked the prospective bidders if they are particular with the conduit installation of a particular infrastructure or do they have a certain timeframe for the conditioning of the location of the ISP as an example. He explained that for the transfer, normally they would do an address check of a particular connection and if such check will add to the delivery time of the procurement. He also asked what is the fastest time that they can deliver if the installation of conduits is not an issue. Lastly, he asked how long the delivery would be if there is already an existing infrastructure.
- Ms. Gonzales answered that they consider the factors mentioned especially the type of building and other factors including the need for securing the necessary permits.
 - Ms. Feliciano answered that in case the transfer is to a different location, they still must lay out the fiber connection in the building and such is also dependent on whether there is an existing facility in the building. The fastest time would still be thirty (30) days.

- Ms. Feliciano answered that it will take seven (7) to fourteen (14) days if the infrastructure is already available. She added that it is feasible to have a zero (0) downtime - the main connection still in service while moving to the new location.
10. Mr. Arbalate from the PPIS asked is there an additional cost in the switching of the connection. He also asked if there will be additional costs if the new building already has an existing infrastructure.
- Ms. Feliciano answered that the additional cost is for the layout in the new building if there is no existing infrastructure.
 - Ms. Feliciano answered in the affirmative.
 - Ms. Gonzales agreed with Ms. Feliciano.
 - Dr. Balute asked the potential bidder what comprises the additional cost.
 - Dir. Ebcas suggested to issue a Bid Bulletin to address the questions raised.
11. The BAC Chairperson asked the prospective bidders on what particular information they need to have at this stage of the procurement process to be included in the bid bulletin.
- Ms. Gonzales answered that they need to know the area where the transfer will be and if possible, the building.
 - Ms. Filarca manifested the following: 1) It is better that the building is already known, 2) when the building is already identified, the service provider will coordinate with the building administration to determine who are the existing providers therein. It also depends on the management of the building if it will entail additional costs.
 - Ms. Mamaril suggested that the ERC inform the winning bidder at least two (2) months prior to implementation on the exact building location for them to prepare. She added that they can provide a parallel circuit to have no downtime.
12. Ms. Supnet asked if the contract will only be for the year 2021 only (December 31, 2021) or will extend further until the end of the contract period which is twelve (12) months.

- BAC Chairperson answered that all contracts should end by 31 December 2021 since the government already implements a cash-based budget system.
13. Ms. Mamaril asked the BAC to clarify “NTU/Modem” – whether the ERC will provide the router. She also asked if the router is “RJ 45”.
- Mr. Arbalate answered that it is packaged. The router must likewise be provided by the winning bidder.
 - Mr. Arbalate asked the prospective bidder to refer the question to their technical staff who may be more familiar.
14. Ms. Gonzales asked what specific model the end-user prefers.
- Mr. Arbalate answered that the specifications are provided in the TOR.
 - He added that the modem must be provided by the service provider.
15. The BAC Chairperson reminded the prospective bidders to follow the template provided for by the GPPB, and to comply with the 2004 Notarial Rules of Practice.
16. Ms. Supnet asked if they can submit certified true copies of their documents since their main office is in Cebu. They might not get the originals considering the challenges of the pandemic.
- The BAC Chairperson answered in the affirmative. She explained that the BAC requested the original documents to be brought during the bid opening for comparison purposes only and to expedite the process.

The BAC Chairperson reminded the prospective bidders about the following timeline: a) deadline for the submission of request for clarifications on 05 February 2021; b) deadline for the submission of bids on 16 February 2021 at twelve noon (12:00 P.M.); and c) bid opening on the same day at one o'clock in the afternoon (01:00 P.M.).

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V. Adjournment

Having no more questions, discussions, and clarifications, the meeting was adjourned at twenty-one minutes past two o'clock in the afternoon (02:21 P.M.).

Approved by:

HEIDDI VENECIA R. BARROZO
BAC Chairperson


(TOOK NO PART)
SHARON O. MONTAÑER
BAC Vice-Chairperson

MARINA C. BUGAYONG
BAC Member

AUGUST ANTHONY N. BALUTE
BAC Member

(TOOK NO PART)
JOSE ROMULO L. CASTRO†
BAC Member

ATTESTED BY:


MARIE ALEXIS DENISE S. GAYON
Vice-Chairperson, BAC Secretariat