



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

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

05 March 2021 (Friday) 01:00 P.M.

Through Videoconferencing via MS Teams

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDM5Y2IzNWItYmQzOSooMzFjLTIOTUtNDE3OWY3OGQoN2I4%40thread.v2/o?context=%7b%22Tid%22%3a%220fodac9f-433c-41ba-9f57-42be6fe671a9%22%2c%22Oid%22%3a%22638c224b-aae0-4a1f-95d8-6b417df5646d%22%7d)

[join/19%3ameeting_MDM5Y2IzNWItYmQzOSooMzFjLTIOTUtNDE3OWY3OGQoN2I4%40thread.v2/o?context=%7b%22Tid%22%3a%220fodac9f-433c-41ba-9f57-42be6fe671a9%22%2c%22Oid%22%3a%22638c224b-aae0-4a1f-95d8-6b417df5646d%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDM5Y2IzNWItYmQzOSooMzFjLTIOTUtNDE3OWY3OGQoN2I4%40thread.v2/o?context=%7b%22Tid%22%3a%220fodac9f-433c-41ba-9f57-42be6fe671a9%22%2c%22Oid%22%3a%22638c224b-aae0-4a1f-95d8-6b417df5646d%22%7d)

Subject Matter : Pre-Bid Conference
Project : *Court Reporter/Steno Machine*
Mode of Procurement : Competitive Bidding
Reference No. : Lot No. 2021-05

Attendees:

1. BAC (Competitive) Members, Technical Working Group (Competitive), and BAC Secretariat (Competitive):

Name	Position
Heiddi Venecia R. Barrozo	Chairperson, BAC (Competitive)
Marina C. Bugayong	Member, BAC (Competitive)
Laiza Amor A. Lagman	Member, BAC (Competitive)
Chiara Angela LB. Blanco	Chairperson, TWG (Competitive)
Amabelle D. Del Rosario	Vice-Chairperson, TWG (Competitive)
Vladimere B. Pulmones	Member, TWG (Competitive)
Keen R. Padrones	Member, TWG (Competitive)
Rainer N. Dita	Member, TWG (Competitive)
Ferdinand A. Salviejo	Member, TWG (Competitive)
Arjay Louie Eu B. Cuanan	Chairperson, BAC Secretariat (Competitive - Goods)
Primabelle S. Gobantes	Vice-Chairperson, BAC Secretariat (Competitive-Goods)
Patricia P. Evangelista	Member, BAC Secretariat (Competitive -Goods)
Bienvenido Carlos R. Castro	Member, BAC Secretariat (Competitive-Goods)
Judith D. Arago	Member, BAC Secretariat (Competitive -Goods)
Rona A. Francisco	Member, BAC Secretariat (Competitive-Goods)
Kio Paulo H. San Andres	BAC Support
Lovelyn M. Alegre	BAC Support
Cyril Anievas	BAC Support

2. End-User:

Name	Position/Service
Socorro Lalaine A. Negad	Legal Assistant II, Legal Service (LS)

3. Prospective Bidders:

Name	Company/Organization
Christina Lachica	Pacific Office Solutions Inc. (Pacific)

I. Call to Order

The Pre-Bid Conference for the *Procurement of Court Reporter/Steno Machine* with an Approved Budget for the Contract (ABC) of One Million Six Hundred Sixty-Four Thousand Five Hundred Pesos (PhP1,664,500.00), was called to order at twelve minutes past one o'clock in the afternoon (01:12 P.M.) through videoconferencing via MS Teams, with BAC (Competitive) Chairperson Heiddi Venecia R. Barrozo as the presiding officer.

II. Determination of Quorum

The BAC Secretariat (Competitive-Goods) Chairperson, Atty. Arjay B. Cuanan, confirmed the presence of a quorum with the attendance of BAC (Competitive) Chairperson Barrozo, BAC (Competitive) Members Marina C. Bugayong and Laiza Amor A. Lagman. After having established the required quorum, the BAC Secretariat (Competitive-Goods) Chairperson likewise acknowledged the presence of the Technical Working Group (Competitive-Goods), BAC Secretariat (Competitive-Goods), support staff, as well as the representative from the end-user and the prospective bidder. Invitations to observe the Pre-Bid Conference were sent to the Bishops-Businessmen's Conference for Human Development (BBC), Commission on Audit (COA), Philippine Chamber of Commerce and Industry (PCCI), and Transparency Accountability Network (TAN). However, despite the said invitations, none of the invited observers attended or manifested their intention to join the scheduled meeting.

III. Proceedings

BAC (Competitive) Chairperson Barrozo asked BAC Secretariat (Competitive-Goods) Chairperson Cuanan to show on screen the Terms of Reference (TOR) of the project and briefly went over the salient features thereof such as the a) specifications, b) approved budget for the contract, c) schedule of delivery, and d) warranty.



IV. Question and Answers

1. Ms. Christina Lachica from Pacific Office Solutions Inc. (Pacific) asked if they may be provided with the specifications of the laptop and desktop to be used in the installation of the software to be procured in order to determine if the said laptop or desktop would be able to meet the minimum system requirements of the said software. She also asked if their technical team could check the specifications of the laptops and desktops before the deadline of submission of bids.
 - Ms. Lalaine Negad, a representative from the Legal Service answered that most of the stenographers in their service uses Acer branded computers. As for the specifications, she stated that the Planning and Public Information Service (PPIS) is in a better position to answer the question. She added that she was not aware that there is a system requirement for the installation of the software.
 - Ms. Negad confirmed the possibility of inspecting the laptops and desktops, and asked when the prospective bidder would want to schedule the said inspection.
 - When asked by the BAC (Competitive) Chairperson on whether the BAC Secretariat (Competitive-Goods) can facilitate the scheduling of the requested inspection, the BAC Secretariat (Competitive-Goods) Chairperson answered that they will coordinate with the end-user regarding the schedule and the building administration as to the relevant health protocols.
 - TWG (Competitive) Chairperson, Atty. Chiara Angela LB. Blanco, suggested that instead of an actual or physical inspection, the ERC in-house technician can already check the technical specifications of the laptops or desktops and furnish the said specs list to the prospective bidder.
2. Ms. Lachica asked if they will be required to present the actual equipment during the conduct of the post -qualification.
 - TWG (Competitive) Chairperson Blanco answered that the equipment or item should be presented during the post-qualification if it can easily be brought.
 - Ms. Lachica clarified that the demo unit which they have on hand is actually different from the actual unit which will be delivered to the end-user. The latter shall be imported from the United States and, therefore, may not arrive on time for said post-qualification.



- Given the said explanation from the prospective bidder, TWG Chairperson Blanco clarified that there is no need to bring the demo unit.
- BAC (Competitive) Chairperson Barrozo added that in case the actual unit will not be presented during the post-qualification, the Technical Property Inspection Committee (TPIC) of the ERC shall conduct the inspection and testing of the equipment prior to acceptance.

The BAC (Competitive) Chairperson reminded the prospective bidders about the following timeline: a) deadline for the submission of request for clarifications on 08 March 2021; b) deadline for the submission of bids on 19 March 2021 at twelve noon (12:00 P.M.); c) bid opening on the same day at one o'clock in the afternoon (01:00 P.M.); and d) bid evaluation also on the same day at two o'clock in the afternoon (2:00 P.M.).

The BAC (Competitive) Chairperson also reminded the prospective bidders of the following:

- The ERC BAC (Competitive) requests that bidders should bring the original copies of the documents submitted during the opening of the bids for comparison purposes;
- For downloading of the documents and bidding forms, the link to the ERC and GPPB websites are provided in item 12 of the Invitation to Bid (ITB);
- The use of revised template provided by the GPPB particularly the updated version of the Omnibus Sworn Statement (OSS);
- Compliance with the 2004 Rules on Notarial Practice, as amended, in relation to the acceptable competent evidence of identity;
- Checklist of the Technical and Financial Documents may be found on page 33 and 34 of the PBD; and
- Compliance with Section 25, Rule VIII of the 2016 R-IRR of RA 9184 in so far as the submission of bids in two (2) separate sealed bid envelopes containing the technical and financial component.

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V. Adjournment

Having no more questions, discussions, and clarifications, the meeting was adjourned at thirty-nine minutes past one o'clock in the afternoon (01:39 P.M.).

Approved by:

HEIDDI VENECIA R. BARROZO
BAC (Competitive) Chairperson

(TOOK NO PART)
GREGORIO L. OFALSA
BAC (Competitive) Vice-Chairperson

MARINA C. BUGAYONG
BAC (Competitive) Member

(TOOK NO PART)
ZIERLA MARIE S. RANAY
BAC (Competitive) Member


LAIZA AMOR A. LAGMAN
BAC (Competitive) Member

ATTESTED BY:



ARJAY LOUIE EU. B. CUANAN
Chairperson, BAC Secretariat (Competitive – Goods)