



Republic of the Philippines  
**ENERGY  
REGULATORY  
COMMISSION**

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

**07 September 2020 (Monday) 10:00 A.M.**

Through Videoconferencing via Zoom

<https://us02web.zoom.us/j/86972781861?pwd=UU4vNEg5bFhZRUpKVElVYlhuTFB4Zz09>

Meeting ID: 869 7278 1861

Password: 672816

Subject Matter : Pre-Bid Conference  
Project : *Procurement of MS Exchange / MS SharePoint  
Upgrade and Migration Services*  
Mode of Procurement: Competitive Bidding  
Reference No. : Lot No. 2020-15

Attendees:

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

<b>Name</b>	<b>Position</b>
Heiddi Venecia R. Barrozo	Chairperson, BAC
August Anthony N. Balute	Member, BAC
Jose Romulo L. Castro	Member, BAC
Marina C. Bugayong	Member, BAC
Chiara Angela LB. Blanco	Chairperson, BAC TWG
Amabelle D. Del Rosario	Vice-Chairperson (CB), BAC TWG
Jean Astrid C. Francisco	Vice-Chairperson (AM), BAC TWG
Vladimere B. Pulmones	Member, BAC TWG
Arjay Louie Eu B. Cuanan	Chairperson, BAC Secretariat
Marie Alexis Denise S. Gayon	Vice-Chairperson (AM), BAC Secretariat
Kio Paulo H. San Andres	BAC Support
Lovelyn M. Alegre	BAC Support

B. End-User:

<b>Name</b>	<b>Position</b>
Teofilo G. Arbalate, Jr.	Information Technology Officer III (PPIS-MSD)

## **I. Call to Order**

The Pre-Bid Conference for the *Procurement of MS Exchange / MS SharePoint Upgrade and Migration Services (2nd Bidding)* with an Approved Budget for the Contract (ABC) of One Million Pesos (PhP1,000,000.00), was called to order at forty-five minutes past ten o'clock in the morning (10:45 A.M.) through videoconferencing via Zoom, with BAC Chairperson Heiddi Venecia R. Barrozo as the presiding officer.

## **II. Determination of Quorum**

The BAC Secretariat Chairperson Arjay Louie Eu B. Cuanan confirmed the presence of a quorum with the attendance of BAC Chairperson Barrozo, BAC Members Dr. August Anthony N. Balute, Atty. Jose Romulo L. Castro and Atty. Marina C. Bugayong. After having established the required quorum, the BAC Secretariat Chairperson likewise acknowledged the presence of the BAC Technical Working Group (TWG), Secretariat, Support as well as the representative from the end-user. Invitations to observe the Pre-Bid Conference were sent to Bishops-Businessmen's Conference for Human Development (BBC), Commission on Audit (COA), Philippine Chamber of Commerce and Industry (PCCI), Philippine Institute of Certified Public Accountants (PICPA); and Transparency Accountability Network (TAN). However, none of the invited observers attended the Pre-Bid Conference despite such notice.

## **III. Presentation of the Requirements of the Project**

The BAC Chairperson manifested that a waiting period of forty-five minutes was provided to give prospective bidders a reasonable time to join and participate. However, no prospective bidders attended despite the given period.

After such manifestation, pursuant to Section 35.2 and 35.3 of the 2016 Revised IRR of RA No. 9184, the BAC conducted the mandatory review and evaluation of the terms, conditions, and specifications in the Bidding Documents. Thus, the BAC Secretariat presented the timeline of the project as indicated in the Terms of Reference (TOR) submitted by the End-User.

<b>Activities</b>	<b>Estimated Working Days</b>
1. Validate and consider existing network infrastructure to identify constraints and Dependencies	<b>32 Days</b>

<p>2. Conduct planning, run through critical solution capabilities of Active Directory and Exchange 2013</p>	
<p>3. Design review considerations for:</p> <ul style="list-style-type: none"> <li>• Exchange 2010</li> <li>• Exchange 2016</li> <li>• Office Online Server</li> </ul>	
<p>4. Prepare Active Directory and Exchange organization</p> <ol style="list-style-type: none"> <li>a. Upgrade all Exchange Server 2010 to SP3 and</li> <li>b. Update rollup 11 Configure Default Offline Address book</li> </ol>	
<p>5. Build Active Directory Server</p>	
<p>6. Build Exchange Server 2016</p> <ul style="list-style-type: none"> <li>• Install 2 Exchange Server 2016</li> <li>• Create an Exchange 2016 mailbox databases</li> <li>• Create and Configure DAG</li> <li>• Create DAG copies</li> <li>• Install Office Online Server</li> </ul>	
<p>7. Prepare for Co-Existence</p> <ul style="list-style-type: none"> <li>• Configure AD replication</li> <li>• Configure Exchange Services</li> <li>• Configure Exchange 2016 External URLs</li> <li>• Configure Exchange 2016 Internal URLs</li> <li>• Configure Exchange 2016 Certificates</li> <li>• Move arbitration mailbox</li> <li>• Configure Outlook Anywhere</li> <li>• Configure service Connection point</li> <li>• Configure DNS records</li> </ul>	

8. Migrate Mailboxes <ul style="list-style-type: none"> <li>• Create Test Mailbox</li> <li>• Move 50 Pilot Mailboxes from Exchange 2010 to Exchange 2016</li> </ul>	
9. Finalize Deployment <ul style="list-style-type: none"> <li>• Activate Exchange Server 2016 License Complete Post-Installation tasks User Acceptance</li> </ul>	
10. Shift mail flow (MX records) from Exchange 2010 to Exchange 2016	
11. Decommission Exchange 2010 servers	
12. Provision of formal documentations on: <ul style="list-style-type: none"> <li>• Step by step System Administration Manual and as built configuration for Exchange 2016</li> <li>• Office Online Server</li> </ul>	

**Upgrade the MS SharePoint 2010 to MS SharePoint 2016 including its Data Migration:**

<b>Activities</b>	<b>Estimated Working Days</b>
1. Planning Phase <ul style="list-style-type: none"> <li>• SharePoint environmental validation</li> <li>• Functional specifications documentation</li> </ul>	<b>25 Days</b> (The Contractor will begin after the Final Deployment of MS Exchange 2016)
2. Implementation Phase <ul style="list-style-type: none"> <li>• Setup and Configure in the SharePoint Server 2013 for temporary migration repository</li> <li>• Setup and Configure in the SharePoint Server 2016 activation and configuration.</li> </ul>	

<ul style="list-style-type: none"> <li>• Migrate Sites and Services OLD SharePoint to the NEW SharePoint Farm;</li> <li>• Unit Testing and System Integration Testing.</li> </ul>	
<p>3. System Turnover and User Acceptance.</p> <ul style="list-style-type: none"> <li>• System walkthrough with the users. The contractor will demonstrate all use cases of the system, ensuring that all features and functions specified in the Functional Specifications document has been implemented.</li> <li>• User Acceptance document and User acceptance testing.</li> </ul>	
<p>4. Deployment Phase</p> <ul style="list-style-type: none"> <li>• System deployment to production environment.</li> <li>• Deliverables: <ul style="list-style-type: none"> <li>i. System ready for go-live document</li> <li>ii. Build Document</li> <li>iii. End-User manuals</li> </ul> </li> </ul>	

**Final and closing engagement:**

<b>Activities</b>	<b>Estimated Working Days</b>
1. Admin Training/Knowledge Transfer	<b>5 Days</b> (The Contractor will begin after the Final Deployment of MS Exchange 2016 and MS SharePoint 2016)
2. Project Closeout Finalize and submit documentation sign-off	

**Total No. of Days: 44**

#### **IV. Question and Answer**

1. The BAC Chairperson asked Mr. Teofilo G. Arbalate, Jr., the representative from PPIS-MSD being the end-user, whether the forty-four (44) day period provided in the TOR is reasonable and sufficient to complete the project. She also asked Mr. Arbalate to explain how they came up with the timeline for the said project.
  - Mr. Arbalate answered that the end-user consulted several experts before they came up with the 44-day period. He confirmed that said period is reasonable and sufficient to complete the project. However, he also explained that given the new features of the MS Exchange and MS Sharepoint, the total number of days may be increased.
  - Thus, Mr. Arbalate asked to be given time to review the timeline indicated in the TOR and committed to submit the revised version to the BAC through its Secretariat on 08 September 2020.
  - The BAC acknowledged the commitment of Mr. Arbalate and stated that it will just issue a bid bulletin to inform prospective bidders if there are any changes to the timeline and the TOR.
2. BAC TWG Chairperson Chiara Angela LB. Blanco, being the newly appointed BAC TWG Chairperson, asked the BAC through its Secretariat, for a copy of the documents for the subject procurement. She then asked Mr. Arabalate if the project is for the procurement of the software alone.
  - Mr. Arbalate answered that the procurement is only for “services”, particularly the implementation and deployment of MS Exchange/ MS Sharepoint.
3. The BAC TWG Chairperson further asked if the installation of MS Exchange/ SharePoint will be conducted in phases. She also clarified if there will be a downtime or interruptions with the existing service or a seamless migration.
  - Mr. Arbalate answered that the new version of MS Exchange will be installed in a different server to prevent interruption with the existing server. He added that the old and new version will run simultaneously using different IP addresses; hence, there will be no interruption since the programs will run using different IP

addresses. He further explained that once the new program has stabilized, the old program will be terminated.

4. The BAC Chairperson asked whether the implementation of the activities from items 01 to 08 of the timeline may be done simultaneously or should be done sequentially.
  - Mr. Arbalate confirmed that the activities from 01 to 08 are sequential; however, activities from 09 to 12 can be implemented simultaneously with MS SharePoint.
5. The BAC Chairperson manifested at the end of the pre-bid conference that no prospective bidder attended.

*(Remainder of page intentionally left blank)*

**V. Adjournment**

Having no more questions, discussions, and clarifications, the meeting was adjourned at eleven o'clock in the morning (11:00 A.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*

**JOSE ROMULO L. CASTRO**  
*BAC Member*

**ATTESTED BY:**



**ARJAY LOUIE EU B. CUANAN**  
*Chairperson, BAC Secretariat*