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3 Minutes of the BAC 1 Meeting on April 12, 2018 @2:00pm relative to the following
4 agenda:

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6 1. Opening of Bid of the following
7 a. Repair/Rehabilitation of Four (4) PSMBFI Logo and Sinage; and
8 b. Waterproofing of Parafet Walls & Floors of PSMBFI Roof Deck. ✓
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10 2. Pre-Bid Conference
11 a. Provider for Document Management System (DMS);
12 b. Supply, Delivery and Installation of Anti-Virus License (NextGen);
13 c. Supply and Delivery of Fifty-Five (55) units of Dell OptiPlex 7050 Mini Tower
14 CTO (PSMBFI) and
15 d. Supply and Delivery of Forty-Five (45) units of Dell OptiPlex 3050 Small Form
16 Factor New (CSR).
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18 3. Pre-Procurement
19 a. Update on the Repair/Supply Delivery and Installation of Air-conditioning
20 Units;
21 b. Update of the Replacement of Three (3) units of Elevator; and
22 c. Update on the Renovation of Various Offices at 3rd Fl.
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24 4. Other Matter
25 Report/Recommendation re Delayed Deliveries of Supplier ITraverse Solution,
26 Inc. (Solarwinds, Synology)-charging of penalties.
27

28 **Attendees from PSMBFI:**

29 Dir Armando E Ramolete	-	Chairman, BAC 1
30 Capt. Sebastian C Siga-an	-	Vice Chairman, BAC1
31 Michelle P Cayabyab	-	Member
32 Milan Rochelle N Bernardo	-	Member
33 Atty. Rizalina V Lumbera	-	Resource Person
34 Jasel J Rabano	-	Resource Person
35 Erwin D Tolentino	-	Resource Person
36 Florilyn L Maningas	-	Resource Person (CSR)
37 Maria Theresa F Francisco	-	Head, BAC Secretariat
38 Rosario B Aguilar	-	Supervisor, GSS
39 Joseph A Camimo	-	Building Administrator
40 Aries D Meer	-	Building Specialist
41 Clarisse D Dagasdas	-	Purchasing Specialist

42
43 **Proponents/Bidders Present:**

44 Oneway Advertising, represented by Edgar Garfil;
45 E'vent's Enterprise, represented by Roderick M Cruz;
46 Kent Premier Project Ventures, represented by Mario Enero;
47 806 Builders, represented by Mario Valeriano;
48 Ultracote Paints and Coatings Corp., represented by Dennis Jimenez;
49 Primus Building Solutions, Inc., represented by Engr. Sol C. Bonilla and
50 Weltanchaug Corporation, represented by Engr. Harold Magos.
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52 **I. INVOCATION:**

53 Building Administrator led the invocation.

50 **III. ANNOUNCEMENT OF A QUORUM:**

51 Head, BAC Secretariat informed the body that all members of the BAC 1 are present
52 to include a Resource Persons from OIA, Chief, Legal Office and Manager, IT Department
53 hence the presence of a quorum.

54 **IV. APPROVAL OF THE AGENDA:**

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56 Head BAC Secretariat presented the agenda relative to: **1.** Opening of Bid for: a.
57 Repair/Rehabilitation of Four (4) PSMBFI Logo and Sinage; and b. Waterproofing of Parafet
58 Walls & Floors of PSMBFI Roof Deck. **2.** Pre-Bid Conference for: a. Provider for Document
59 Management System (DMS), b. Supply, Delivery and Installation of Anti-Virus License
60 (NextGen), c. Supply and Delivery of Fifty-Five (55) units of Dell OptiPlex 7050 Mini Tower
61 CTO (PSMBFI); and d. Supply and Delivery of Forty-Five (45) units of Dell OptiPlex 3050
62 Small Form Factor New (CSR). **3.** Pre-Procurement relative to: a. Repair/Supply, Delivery
63 and Installation of Air-conditioning Units, b. Update on the Replacement of Three (3) units
64 of Elevator, and c. Update on the Renovation of Various Offices at 3rd Flr. **4.** Other Matter
65 relative to Report/Recommendation re Delayed Deliveries of Supplier ITraverse Solutions,
66 Inc. (Solarwinds, Synology)-charging of penalties.

67
68 Ms. Jasel J Rabano opened the sealed envelope of bids offered by proponents for
69 the Repair/Rehabilitation of Four (4) PSMBFI Logo and Sinage, result as shown:
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Repair/Rehabilitation of Four (4) PSMBFI Logo and Sinage	
Company	Total Bid Price
Oneyway Advertising	Php 887,628.65
E'vent's Enterprise	Php 468,000.00
Kent Premier Project Venture	Php 884,800.00

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73 Prior to formal acceptance and opening of the sealed envelope of bids for Water
74 Waterproofing of Parafet Walls & Floors of PSMBFI Roof Deck, Atty. Rizalina V Lumbera
75 seeks confirmation from Engr. Harold C Magos, representative from Weltanchaung
76 Corporation on the alteration made on Item No. 6 of TOR (Terms of Completion) from forty-
77 five (45) calendar days to sixty (60) calendar days.

78
79 Engr. Magos confirmed that the correct data is 45 calendar days and affixed his
80 signature when requested for on-the-spot validation of said correction made.

81
82 The result of bids offered by proponents as shown:
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Waterproofing of Parafet Walls & Floors of PSMBFI Roof Deck	
Company	Total Bid Price
E'vent's Enterprise	Php 2,616,710.00
806 Builders	Php 1,997,670.90
Ultracote Paints and Coatings Corporation	Php 3,081,346.00
Primus Building, Inc.	Php 3,427,065.65
Weltanchaung Corporation	Php 2,463,105.00

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90 The Chairman informed the bidders that once the review on the bid prices are over
91 and completed, they will be formally notified of the result thereof.

92
93 He also instructed Admin Department (Building Administrator) to evaluate results
94 especially the bids on Repair/Rehabilitation of Four (4) PSMBFI Logo and Sinage where the
95 bid amount of E'vent's Enterprise is quite low compared to the bids of 2 other proponents.

96
97 On the Pre-Bid agenda, IT Manager, Erwin D Tolentino presented the before the
98 members of BAC the TOR of Document Management System (DMS) which is the software
99 entirely difference from current software (Kofax) of PSMBFI.

100
101 Atty. Lumbera requested IT Manager to illustrate the features of the new DMS
102 versus current software (Kofax) concerning handling of data like storage, scanning, viewing,
103 indexing and printing of document, which IT Manager explained and confirmed that the new
104 DMS as the following capabilities:

- 105
106 • The new software will be utilized for scanning documents while documents already
107 scanned can be transferred using said new DMS software;
- 108 • Storage of scanned documents (old and new) will be stored in the Storage Solution
109 (synology) of IT Department;
- 110 • REOs can have access to storage (hardware) room;
- 111 • The new DMS is compatible to previous software so that the documents already
112 scanned can be viewed and have a printing capability which will be controlled by Admin
113 Department.

114
115 Added to this, Mr. Tolentino confirmed that indexing of document is possible thru
116 coding system which will be decided by concerned department.

117 After internal discussion, Mr. Tolentino presented the TOR of DMS to proponents.

118 Mr. Nereio Francia, representative from PLDT Alpha Enterprise asked if any brand of
119 DMS may be offered. Mr. Tolentino replied yes but clarified that said system must be
120 capable to migrate to any data base platform and most importantly PSMBFI personnel can
121 perform the migration once contract has ended.

122 Ms. Shara Barit requested to elaborate requirement for integration process which
123 according to Mr. Tolentino that the proponent can fix any error on its system.

124 She also, asked to explain the requested warranty from the proponents which Mr.
125 Tolentino said that all proponent should state in the TOR, the standard warranty for the
126 system to be offered and indicate how much it will cost to PSMBFI after warranty has
127 become ineffective.

128 Representative from Corqspace asked to be considerate on the requirement of "no
129 deposit" policy of PSMBFI because according to him, the service or transaction does not
130 end after the delivery of the item (software) but it further require output from client
131 (PSMBFI) the progress of the contract is dependent upon.

132 The BAC agreed to the proposed payment 30-30-40 scheme but clarified that the
133 40% full payment will only be facilitated upon full acceptance of the project.

136 After discussion the BAC requested all proponent to include in the TOR the schedule
137 of work plan indicating orientation, time frame and other requirements.

138 On the imaging component of the system, BAC emphasized that the winner-
139 proponent shall surrender to PSMBFI the encryption – decryption key (manual operation
140 procedure) so that in case of new acquisition of data system, the company can migrate the
141 data out from “present system” to any new platform acquired in the future.

142 The Chairman asked the budget amount for the project. Admin Department said that
143 the budget is included in CAPEX 2018 (Php 2 Million) and the Board approved the amount
144 of Php 1,7000,000.00 thru Board Resolution No. 2018-20.

145 On other agenda, Mr. Erwin D Tolentino presented to BAC members the TOR for the
146 project supply, Delivery and Installation of Anti-Virus License (NextGen). He explained that
147 said virus license is to be installed to 200 PSMBFI employees (desktop users) at the Main
148 Office, but later on the REOs will be included.

149 He informed that laptops will later be included in the installation of said anti-virus.

150 Admin Department asked if to state in the TOR the ABC of the project which the
151 Chairman said not to state therein, then IT Manager presented the TOR to all proponents.

152 Ms. Tess Yap, representative from Northgate Technologies, Inc., requested that the
153 Terms of Completion/Delivery be changed from thirty (30) calendar days from receipt of PO
154 forty-five (45) working days which the BAC approved.

155 Mr. Tolentino again explained to all proponent to state in the TOR, the standard
156 warranty to be offered and indicate how much it will cost to PSMBFI after warranty has
157 lapsed.

158 On the other agenda, GSS Supervisor with the help of Manager, IT Department
159 presented the TOR for projects: Supply and Delivery of Fifty-Five (55) units of Dell OptiPlex
160 7050 Mini Tower CTO (PSMBFI) and Supply and Delivery of Forty-Five (45) units of Dell
161 OptiPlex 3050 Small Form Factor New (CSR).

162
163 Mr. Tolentino explained the requirement of hardware setting of the unit which must
164 provide a boot up logo image of PSMBFI while OIC, Admin Department, Maria Theresa F.
165 Francisco explained the requirement of scheduled delivery of the units to PSMBFI Main
166 Office and to PSMBFI Regional Extension Offices (REOs).

167
168 Atty. Lumbera added that PSMBFI shall identify the areas where the units to be
169 delivered and the proponents are required to indicate the delivery price.

170
171 The Chairman, instructed proponent to include in the TOR the bidding price as well
172 as the delivery price which will not affect the bid price for the units.

173
174 Mr. Dwight Nunga, representative from Denison International opined that upon his
175 call to Dell company, he learned that said items (Dell desktop) are already “tied-up” to a
176 certain bidder-supplier and he is bringing this to the concern of BAC because other
177 proponents’ may lose the chance for a good price from Dell Philippines.

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180 Ms. Carol Fronda, representative from Computechologies Corporation agreed to
181 Mr. Dwight.

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183 The Chairman also agreed that playing field must be equal and suggested that all
184 proponents be Dell accredited to be able to mark-up price for equal footing.
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186 Mr. Tolentino said that PSMBFI has no vendor preferences and that he only talk
187 direct to Dell Philippines.
188

189 Atty. Lumbera added that PSMBFI has no control over the manner in which
190 proponents must present its pricing after getting or not getting good price from distributor.
191 She added that the items for bidding are being publish weeks before the pre-bidding
192 conference and it has no control over the strategies of suppliers.
193

194 Mr. Francia of PLDT Alpha Enterprise asked if other brand of desktop will be
195 welcomed to which IT Manager said no because according to him the booth up logo image
196 of PSMBFI have already started as project a year ago.
197

198 Mr. Francia suggested to the lone distributor of dell that for equal footing to issue
199 certification to at least five (5) proponents that will participate in the bidding to which sir
200 Erwin Tolentino said that he will discuss the matter with Dell official representative.
201

202 The BAC agreed to the request of the proponents that delivery date of fifteen (15)
203 calendar days be change to sixty (60) calendar days.
204

205 On the agenda on Pre-Procurement, Joseph Camimo, Building Administrator
206 presented update on the Repair/Supply, Delivery and Installation of Air-conditioning Units
207 and update on the Replacement of Three (3) units of Elevator by showing diagram of the
208 scope of work and the details of the locations of air- conditioning units per floor in the
209 building, and presented the researched work done concerning the project of elevator.
210

SUPPLY AND INSTALLATION OF BRAND NEW AIR CONDITIONING UNITS

LOCATION	SCOPE OF WORK				
	DISMANTLING		BRAND NEW		RELOCATION
	TYPE	QTY	TYPE	QTY	QTY
I - DISMANTLING OF EXISTING & INSTALLATION OF BRAND NEW AIR CONDITIONING UNITS					
ROOFDECK					
Gym			Ceiling Cassette	3	
Machine Room			Ceiling Suspended	1	
FIFTH FLOOR					
Central Records Room	Floor Mounted	4	Ceiling Cassette	4	
	Wall Mounted	2			
Records Room			Ceiling Suspended	1	
HR Department	Floor Mounted	2	Ceiling Cassette	2	
			Ceiling Suspended	1	
			Wall Mounted	1	
SECOND FLOOR					
IT Server Room	Wall Mounted	1	Ceiling Cassette	2	
Lobby	Floor Mounted	1	Ceiling Cassette	2	
Marketing Department	Floor Mounted	1			
IT Printing Room	Floor Mounted	1			
MEZZANINE FLOOR					
Canteen	Floor Mounted	4	Floor Mounted	2	
			Ceiling Suspended	2	
II - RELOCATION OF CONDENSING UNITS					
ROOFDECK					7
TOTAL		16		21	7

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The features and unit capacities of three (3) elevators company namely: General Elevator & Escalator Corporation (GEEC), KPI Elevators, Inc., and Powerlift Elevator & Escalator Corporation (PEEC) was presented.

The BAC asked Admin Department what is the best brand for the air-conditioning units and to present its final recommendation while the Vice Chairman, Capt. Sebastian C Siga-an instructed Building Administrator to give emphasis on after sales warranty of the suppliers for both projects.

Ms. Milan Roselle N Bernardino asked Admin Department to identify among those 3 companies what is the best brand of elevator that suits the need for the building taking into considerations special features such as ventilation, control and others.

Ms. Michelle P Cayabyab suggested to present also the our main requirements state what these companies can provide after we have identified such requirements.

Atty. Lumbea asked to clarify on our concern on the existing units like any suggestion on service elevator if it shall be repaired as such or to be converted also as guests or employees elevator. She also pointed out to include in next presentation the maintenance aspect of elevators.

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Ms. Maria Theresa F. Francisco presented the revised lay-out of the offices for renovation at 3rd floor indicating that Corplan Department will no longer allowed access to the comfort room/toilet of the conference room and that the small record room earlier designed to be Corplan's record room will just now be a small room where all can use. The room of Chief, Legal Officer will have built-in cabinets.

On the delay of the deliveries of Solarwinds (network monitoring system) and synology by supplier Itraverse Solutions, Inc., Ms. Francisco and GSS Supervisor, presented the details of the project and the number of days of late delivery with corresponding amount of liquidating damages to be imposed based on the requirements stated in the TOR.

Solarwinds					
Date of PO	End of 30 days or Full Delivery Date	Actual Delivery	No. of Days Delay	Amount	
14-Dec-17	15-Jan-18	3-Feb-18	18 days	500,000.00	
				x .25%	
				1,250.00	
				x 18 days	
Total				22,500.00	
Synology					
Date of PO	End of 30 days or Full Delivery Date	Actual Delivery	No. of Days Delay	Amount	
15-Dec-17	15-Jan-18	12-Feb-18	27 days	685,495.00	
				x .25%	
				1,713.73	
				x 27 days	
Total				46,270.71	

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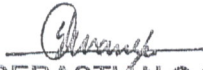
BAC unanimously decided to recommend the application of liquidating damages amounting to Php 22,500.00 for late delivery of Solarwinds, and Php 46,270.71 for late delivery of synology to be deducted from the total bid price of winner-supplier Itraverse Solutions, Inc.

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The meeting adjourned at 4:25 p.m.



DIR ARMANDO E RAMOLETE
Chairman, BAC 1



CAPT SEBASTIAN C SIGA-AN
Vice Chairman, BAC 1



MS. MILAN ROCHELLE N BERNARDO
Member



MS. MICHELLE P CAYABYAB
Member

Prepared by:

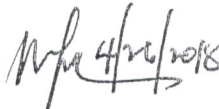


Rosario B Aguilar
Supervisor, GSS 4/27/18

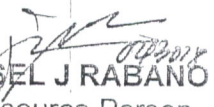
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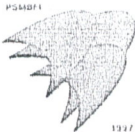
MARIA THERESA F FRANCISCO
Head Secretariat



ATTY. RIZALINA V LUMBERA
Resource Person



JASEL J RABANO
Resource Person



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

April 24, 2018		ROUTING SLIP					
SUBJECT		DRAFT MINUTES OF BAC MEETING APRIL 12, 2018					
ACTION OFFICER	FR	TO	DATE		SIGNATURE	ACTION/S REQUESTED	
			IN	OUT			
OP				4/24/18	[Signature]		
OVP		✓		4/24	[Signature]	() Approval/Signature	
OGM-RO		✓				() Appropriate Staff Action	
Legal Department		✓		4/24/18	[Signature]	() Comments/Recommendation	
BoardSec						() Study/Investigation	
CORPLAN						() Reply Directly to Writer	
Internal Audit Department		✓			wt 4/24/18	() Attention to HWI Inside	
Accounting Department						() Rewrite/Redraft	
Accounts Mgt Dept.						() Information/Notation	
HR Department		✓		4/24	[Signature]	() See me	
Insurance Department						() Dispatch	
Marketing Department						() Reference/File	
Info. Tech. Department		✓		4/24/18	[Signature]	() Agenda For Next Managers' Meeting	
Investment Department		✓		4/24/18	[Signature]		
Treasury Department							
Admin Dept/BAC Secretariat	✓			4/24/18	[Signature]		
OSS-CLES							
ADDITIONAL REMARKS: Please return to Admin Department.							

Minutes of the BAC 1 Meeting on April 30, 2018 @2:00pm relative to the following agenda:

1. Opening of Bid of the following
 - a. Supply, Delivery and Installation of Anti-Virus License (NextGen);
 - b. Supply and Delivery of Fifty-Five (55) units of Dell OptiPlex 7050 Mini Tower CTO (PSMBFI) and
 - a. Supply and Delivery of Forty-Five (45) units of Dell OptiPlex 3050 Small Form Factor New (CSR).
2. Pre-Procurement
 - a. System Provider for PSMBFI Information Technology Security Management (ITSM);
 - b. Supply and Delivery of Twenty-Four (24) units of Laptop;
 - c. Supply and Delivery of Ten Thousand (10,000) pieces of PSMBFI Caps with company name and logo;
 - d. Supply and Delivery of Five Thousand (5,000) pieces of PSMBFI Umbrella with company name and logo;
 - e. Supply and Delivery of Ten Thousand (10,000) pieces of PSMBFI Tickler; and
 - f. Supply and Delivery Two Hundred (200) pieces of Various Furniture & Fixtures (table, chair, cabinet, gang chair).
3. Other Matters- For info of BAC:
 1. Bidding of 8 units of Multicabs; and
 2. Result of Bidding of PSMBFI Logo & Signage and Waterproofing of Parapet Walls and Floor of PSMBFI Roof Deck.

Attendees from PSMBFI:

Dir Armando E Ramolete	-	Chairman, BAC 1
Michelle P Cayabyab	-	Member
Milan Rochelle N Bernardo	-	Member
Jasel J Rabano	-	Resource Person
Erwin D Tolentino	-	Resource Person
Jewel Senador	-	Resource Person (MD)
Maria Theresa F Francisco	-	Head, BAC Secretariat
Rosario B Aguilar	-	Supervisor, GSS
Aries D Meer	-	Building Specialist
Clarisse D Dagasdas	-	Purchasing Specialist

Attendees from Proponents:

Northgate Technologies, Inc., represented by Tess Yap;
Computechologies Corp., represented by Pabz Gevero, Jr;
ePLDT Alpha, represented by Rei Francia;
PTSI, represented by Kris Delmonte; and
Denison International Ent., Inc., represented by Dwight Nunga.

I. **INVOCATION:**

Building Specialist led the invocation.

50 **II. CALL TO ORDER:**

51 Chairman called the meeting to order.

52 **III. ANNOUNCEMENT OF A QUORUM:**

53 Head, BAC Secretariat informed the body that three (3) members of the BAC 1 are
54 present to include a Resource Persons from OIA, IT and Marketing Departments hence the
55 presence of a quorum.

56 **IV. APPROVAL OF THE AGENDA:**

57
58 Head BAC Secretariat presented the agenda relative to: 1. Opening of Bid for: a.
59 Supply, Delivery and Installation of Anti-Virus License (NextGen), b. Supply and Delivery of
60 Fifty-Five (55) units of Dell OptiPlex 7050 Mini Tower CTO (PSMBFI), and c. Supply and
61 Delivery of Forty-Five (45) units of Dell OptiPlex 3050 Small Form Factor New (CSR). 2.
62 Pre-Procurement for: a. System Provider for PSMBFI Information Technology Security
63 Management (ITSM), b. Supply and Delivery of Twenty-Four (24) units of Laptop, c. Supply
64 and Delivery of Ten Thousand (10,000) pieces of PSMBFI Caps with company name and
65 logo, d. Supply and Delivery of Five Thousand (5,000) pieces of PSMBFI Umbrella with
66 company name and logo, e. Supply and Delivery of Ten Thousand (10,000) pieces of
67 PSMBFI Tickler, and f. Supply and Delivery Two Hundred (200) pieces of Various Furniture
68 & Fixtures (table, chair, cabinet, gang chair). 3. Other Matters for information of BAC
69 relative to a. Bidding of 8 units of Multicabs, and Result of Bidding of PSMBFI Logo &
70 Signage and Waterproofing of Parapet Walls and Floor of PSMBFI Roof Deck.

71
72 Prior to the opening of bid envelopes, Manager, IT Department informed the BAC
73 that Denison International Ent., Inc. is not cleared by Dell Philippines to be one of its
74 authorized Dell accredited company.

75
76 Manager, IT Department explained that since said company is not a direct provider
77 of dell (but a retailer company) it would be disadvantage to PSMBFI in case units need to
78 be repaired or undergo maintenance service.

79
80 Head, BAC Secretariat explained that all certification from Dell Philippines submitted
81 by proponents was referred to Manager, IT Department. Of the four (4) proponents,
82 Computechologies Corporation and Denison International Ent., Inc. presented
83 certifications under Bridge Distribution channel.

84
85 On April 20, 2018, Computechologies Corporation re-submitted certification as
86 Authorized Reseller bearing the official logo of Dell Philippines (black logo DELLEMC
87 Partner Program) signed by Joyce Mullen (President, Global Channel), while on April 24,
88 2018 Denison International Ent., re-submitted certification stating that the company is its
89 authorized "Channel Partner and the certification is signed by Regional Channel Director,
90 Dell Global B.V. Singapore Branch.

91
92 To resolve the issue on the limitation of Denison in terms of service, a mini
93 telephone-conference between Ms. Ching (Dell Philippines) and BAC members together
94 with Manager, IT Department. During said conference, Ms. Ching confirmed that Denison is
95 still authorized supplier of dell desktop and has the capabilities in so far as the repairs,
96 service and maintenance of the units and the boot-up logo requirements of the client
97 (PSMBFI)

100 The Chairman, asked all members whether Denison International Ent., Inc. be allowed which
 101 all unanimously voted that said company can participate in the final bidding for 100 units of dell
 102 desktop computers (55 units for PSMBFI and 45 units for CSR allocation).
 103
 104

105 The Manager of the Office of the Internal Audit opened the sealed envelope of bids offered
 106 by proponents for Supply, Delivery and Installation of Anti-Virus License (NextGen), Supply and
 107 Delivery of Fifty-Five (55) units of Dell OptiPlex 7050 Mini Tower CTO (PSMBFI) and Supply and
 108 Delivery of Forty-Five (45) units of Dell OptiPlex 3050 Small Form Factor New (CSR), the results
 109 are shown, respectively:
 110

Supply, Delivery and Installation of Anti-Virus License (NextGen)	
Company	Total Bid Price
Computechologies Corporation	Php 2,475,575.00
Northgate Technologies, Inc.	Php 1,755,000.00
ePLDT Alpha Enterprise	Php 2,223,200.00
Supply and Delivery of Fifty-Five (55) units of Dell OptiPlex 7050 Mini Tower CTO	
Computechologies Corporation	Php 5,721,650.00
Productivity Technologies Services, Inc.	Php 7,249,000.00
Northgate Technologies, Inc.	Php 4,694,250.00
Denison International Ent. Inc.	Php 5,912,000.00
Supply and Delivery of Forty-Five (45) units of Dell OptiPlex 3050 Small Form Factor New (CSR).	
Computechologies Corporation	Php 2,303,595.00
Productivity Technologies Services, Inc.	Php 2,272,500.00
Northgate Technologies, Inc.	Php 1,923,772.50
Denison International Ent. Inc.	Php 2,335,500.00

112
 113 BAC noted that except for Northgate Technologies which indicated free warehousing, all
 114 other proponents did not indicate in their bid the proposed costing for delivery of units to the
 115 different regional offices of PSMBFI. All proponents confirmed that they are aware of the instruction
 116 and they will submit delivery charges and warehousing, if any, once the date and place of delivery is
 117 determined by PSMBFI.
 118

119 The Chairman, asked Admin Department to evaluate not only the proponent's bid amount
 120 but also to include after sales and offered amenities by each company.
 121

122 Head BAC Secretariat presented the financial statements (F/S) of all proponents. The
 123 Internal Audit manager, Ms. Jasel J. Rabano asked the total score of each proponents and BAC
 124 Member, Ms. Michelle Cayabyab asked the passing score because as previously noted, the 50%
 125 passing grade is based only on the agreement and/or recommendation of former BAC.
 126

127 The Chairman said that in the absence of written policy, the percentage of each proponents
 128 cannot be determine, hence, as if there is no policy at all. The Chairman of BAC instructed Admin
 129 Department to include said concern in the review of Procurement Policy.
 130

131 On the Pre-Procurement agenda, IT Manager, Erwin D Tolentino presented before the
 132 members of BAC the Terms of Reference (TOR) for projects: Information Technology Security
 133 Management (ITSM) and Supply and Delivery of Laptops. He informed the BAC that ITSM is a
 134 project which include the ISO and said project is part of IT Roadmap with which the budget will be
 135 taken from Retained Surplus.
 136
 137

133
139 It was agreed that the Managers' laptops will not be included in the bidding. They
140 can select their preferred specification and brand.
141

142 On the corporate giveaways (PSMBFI Caps, Umbrella and Tickler) Jewel Senador,
143 representative from MD, presented the specifications of each project and noted all
144 correction of BAC members. The final TOR of each project will be presented again for
145 review during the pre-bid conference.
146

147 The specifications of furniture & fixtures and equipment were presented by Admin
148 Department.

149 BAC Member Ms. Michelle Cayabyab suggested that all proponents be required to
150 present sample of each item to be brought during the opening of bid so that the bid cost will
151 not only be the consideration but to include the quality of the finished products of
152 proponents.


153 On other matters regarding the disposal of 8 units of multicab, Head BAC Secretariat
154 asked clarification from the BAC whether the committee shall handle the final bidding for
155 the units. The Chairman of BAC, said that the DISCOM should be the committee task to
156 handle the activity.
157

158 She also informed the BAC that the result of the final bidding for the PSMBFI Logo &
159 Signage and Waterproofing of parapet and walls of PSMBFI Roof Deck is ready to be
160 presented to the Board. The Chairman said that the Board will be scheduled on the last
161 week of May 2018.
162

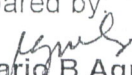
163 The meeting adjourned at 4:45 p.m.
164


165
166 DIR ARMANDO E RAMOLETE
167 Chairman, BAC 1


168 
169
170 CAPT SEBASTIAN C SIGA-AN
171 Vice Chairman, BAC 1
172


173
174  6/27/18
175 MS. MILAN ROCHELLE N BERNARDO
176 Member
177

178
179  6.26.18
180 MS. MICHELLE P CAYABYAB
181 Member
182

183 Prepared by:
184 
185 Rosario B Aguilar
186 Supervisor, GSS
187

188 Noted by:

MARIA THERESA F FRANCISCO
Head Secretariat


ATTY. RIZALINA V LUMBERA
Resource Person


JASEL J RABANO
Resource Person

Minutes of the BAC 1 Meeting on June 8, 2018 @2:00pm relative to the following agenda:

1. Opening of Bid –
System Provider of PSMBFI Data Management System (DMS)
2. Pre-Bid Conference
 - a. System Provider for PSMBFI Information Technology Security Management;
 - b. Supply and Delivery of Twenty-Two (22) pieces of Laptop;
 - c. Supply and Delivery of One Hundred Forty-Three (143) pieces of assorted cabinet;
 - d. Supply and Delivery of Eighty-Two (82) pieces of assorted chairs;
 - e. Supply and Delivery of Ten Thousand (10,000) pieces of PSMBFI Caps with company logo;
 - f. Supply and Delivery of Ten Thousand (10,000) pieces of PSMBFI Tickler; and
 - g. Supply and Delivery of Five Thousand (5,000) pieces of PSMBFI Umbrella with company logo.
3. Pre-Procurement Conference
 - a. Board Room Audio and Sound System Facilities; and
 - b. Softscape & Hardscape of Roof Deck.
4. Other Matters
 1. Update on the Product Presentation by Air-conditioning and Elevator Providers; and
 2. Update on the delayed construction at 5th Flr. (HR Office) by Reach Out.

Attendees from PSMBFI:

Dir Armando E Ramolete	-	Chairman, BAC 1
Michelle P Cayabyab	-	Member
Milan Rochelle N Bernardo	-	Member
Jasel J Rabano	-	Resource Person
Erwin D Tolentino	-	Resource Person
Victor Ragus	-	Resource Person (MD)
Maria Theresa F Francisco	-	Head, BAC Secretariat
Rosario B Aguilar	-	Supervisor, GSS
Joseph A Camimo	-	Building Administrator
Dennis Lita	-	Building Electrician
Clarisse D Dagasdas	-	Purchasing Specialist

Attendees from Proponents:

COQSPACE, represented by Rosie Maquincio;
Tim Engineering Systems Solutions Corporation, represented by Rachel Holgado;
Cogniseed Consulting, Inc., represented by Christian Orias;
Trainings & Beyond, represented by Charlie Coroza;
Hi-End Corporation., represented by Jeffrey Alimasa;
E'vent's Enterprise, represented by Philip Ventura;
Pixels & Design Print, represented by Cyruss T. Baguio;
Meltrix General Mechandise, represented by Rommel S. Del Mundo;
Pencil & Pen Design & IT Solution, represented by Chris Baduy;
Computechologies Corporation, represented by Carolyn Malapo;
Productivity Technologies Services, Inc., represented by Kris Delmonte; and
Northgate Technologies, Inc., represented by Christian Bardolosa.

I. INVOCATION:

Purchasing Specialist led the invocation.

55 **II. CALL TO ORDER:**

57 Chairman called the meeting to order.

58 **III. ANNOUNCEMENT OF A QUORUM:**

59 Head, BAC Secretariat informed the body that all members of the BAC 1 are present to
60 include four (4) Resource Persons from departments Internal Office, Legal, Information
61 Technology (IT) and Marketing hence the presence of a quorum.

62 **IV. APPROVAL OF THE AGENDA:**

63
64 Head BAC Secretariat presented the agenda relative to: 1. Opening of Bid for project
65 PSMBFI Data Management System (DMS) 2. Pre-Procurement for: a. System Provider for
66 PSMBFI Information Technology Security Management, b. Supply and Delivery of Twenty-Two
67 (22) pieces of Laptop, c. Supply and Delivery of One Hundred Forty-Three (143) pieces of
68 assorted cabinet d. Supply and Delivery of Eighty-Two (82) pieces of assorted chairs, e. Supply
69 and Delivery of Ten Thousand (10,000) pieces of PSMBFI Caps with company logo, f. Supply
70 and Delivery of Ten Thousand (10,000) pieces of PSMBFI Tickler, g. Supply and Delivery of Five
71 Thousand (5,000) pieces of PSMBFI Umbrella with company logo. 3. Pre-Procurement
72 Conference for: a. Board Room Audio and Sound System Facilities, b. Softscape & Hardscape
73 of Roof Deck. 4. Other Matters on: a. Update on the Product Presentation by Air-conditioning
74 and Elevator Providers, b. Update on the delayed construction at 5th Floor (HR Office) by Reach
75 Out.

76
77 On the 1st agenda opening of bid for the project PSMBFI DMS, BAC Secretariat reported
78 that three (3) proponents namely: Microgenesis, ePLDT and CORQSPACE that attended the
79 pre-bidding conference only CORQSPACE is present.

80
81 For having only one (1) proponent for the said project, the committee unanimously
82 declared failed bidding for the said project.

83
84 The Chairman instructed the BAC Secretariat that representatives from CORQSPACE
85 join inside the conference room.

86
87 The Chairman explained to the representatives from CORQSPACE that the bidding was
88 declared failed because the policy requires that at least two (2) bidders must offer bid for the
89 project. He again invited said proponent to submit their bid on June 13, 2018, the next bidding
90 schedule for the project.

91
92 On the next agenda, Manager, IT Department presented the Terms of Reference (TOR)
93 for PSMBFI Information Technology Security Management (ITSM).

94
95 Ms. Milan Rochelle N. Bernardo asked which is to be developed first between the security
96 system or the manual for the system. IT Manager replied that both will be developed by phase or
97 time line for the project as indicated in the TOR.

98
99 Ms. Jasel Rabano asked who will be designated to review and/or confirmed the progress
100 of work and if every phase is completed.

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102 IT Manager said that documentation is to be taken care by the proponent and included in
103 the activity is the creation of technical working group (TWG) to be headed by IT Department to
104 monitor the project, which proponent from Cogniseed Consulting, Inc. echoed.

107 Atty. Rizalina V. Lumbera suggested to include in the documentation the specific
108 deliverable per phase, output per milestone then proceed to implementation in table form.

109
110 All proponents was asked to comment considering all phases of work presented in the
111 TOR.

112
113 Mr. Orias said that the requirement covering ITSM is extensive that it both covers security
114 of IT Processes and the whole cycle of data traversing in PSMBFI organization including clients
115 (members).

116
117 He explained that the TOR is good to pass and/or to be approved for ISO certification.

118
119 Ms Bernardo asked the value of the certificate to PSMBFI.

120
121 Mr. Orias replied that the advantage is having known that PSMBFI IT follows that
122 international rule.

123
124 The Vice Chairman asked all proponents their assessment as to period of completion of
125 the project.

126
127 Mr. Christian Orias, representative from Cogniseed Consulting, Inc., said two (2) years is
128 a modest estimate, and it will be shorter if it will only cover IT.

129
130 Ms. Rachel Holgado, representative from Tim Engineering Systems Solutions Corp.
131 requested to consider the terms of payment.

132
133 The committee approved that the terms of payment based on time line as provided by the
134 winner-bidder and there will be separate engagement once disruption and/or interference for the
135 improvement of the project may be found out during the progress of work.

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137 The Chairman informed all proponents that the management will review the TOR and
138 decide if the task should cover security for all IT processes only or for the whole organization. He
139 asked all proponents to further submit their input on the TOR addressing to IT Department
140 and/or Admin Department.

141
142 The Vice Chairman instructed Manager, IT Department to review the budget and come-
143 out with an estimated amount.

144
145 The Chairman suggested to have more proponents for the project.

146
147 On other agenda, GSS Supervisor presented the TOR for the supply and delivery of 22
148 units of dell laptop. OIC, Admin Department informed the committee that no requirement of skin
149 & boot logo for these items.

150
151 GSS Supervisor presented the TORs of the projects assorted cabinets and assorted
152 chairs and the specifications of each items.

153
154 All proponents were instructed to submit sample their finish product (new or old) per item
155 during the opening of bid.

156
157 Victor Ragus, representative from Marketing Department presented the TORs of the
158 projects supply and delivery of corporate giveaways (10,000 pcs of PSMBFI Caps, 10,000 pcs of
159 Tickler and 5,000 pcs of Umbrella) and explained all the specifications per items.

162 The proponents were instructed to submit sample of cloth to be used for caps and the
163 final materials to be chosen by Marketing Department will be the official specs for said items.
164

165
166 All proponents were instructed to submit sample their finish product of cap, tickler and
167 umbrella during the opening of bid.
168

169 OIC, Admin Department presented to the committee the over-all principle and set-up of
170 the proposed renovation of Board Room for its audio and sound system facilities as well as the
171 proposed design of softscape and hardscape of Roof Deck.
172

173 Atty. Lumbera suggested to replace video wall to interactive wall.
174


175 OIC, Admin Department also reported the status of the construction of 5th Flr. office of HR
176 Department which is a delayed project awarded to supplier Reachout & Build, Inc.
177

178 She reminded the committee that its previous instruction is to cancel the project and that
179 the supplier is asking for meeting and consideration to be charged to PSMBFI the additional
180 accessories of glass door of HR 5th Flr. office amounting to Php 24,000.00 which is not included
181 in the TOR and time extension of 45 days or up to July 8, 2018 to finish said project.
182

183 Atty. Lumbera asked Admin Department more or less who's side is in the disadvantage
184 (lugi) in terms of the percentage of work already done by Reachout & Build, Inc. OIC, Admin
185 Department replied that the supplier based on the work already done is "lugi".
186

187 The committee approved to cancel the contract and also approved that no liquidating
188 damages to be imposed to said contractor/supplier.
189

190 The meeting adjourned at 6:10 p.m.
191

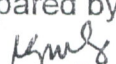
192
193 
194 **DIR ARMANDO E RAMOLETE**
195 Chairman, BAC 1
196

197 **CAPT SEBASTIAN C SIGA-AN**
198 Vice Chairman, BAC 1
199

200
201 **MS. MILAN ROCHELLE N BERNARDO**
202 Member
203

201  6/28/18
202 **MS. MICHELLE P CAYABYAB**
203 Member
204


204 Prepared by:

205 
206 **Rosario B Aguilar**
207 Supervisor, GSS
208

209 Noted by:

210
211 
212
213 **MARIA THERESA F FRANCISCO**
214 Head Secretariat
215

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212
213 **ATTY. RIZALINA V LUMBERA**
214 Resource Person
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213  00250
214 **JASEL J RABANO**
215 Resource Person

Minutes of the BAC 1 Meeting on June 13, 2018 @2:00pm relative to the following agenda:

1. Opening of Bid –
 - a. System Provider of PSMBFI Data Management System (DMS); and
 - b. Supply and Delivery of Twenty-Two (22) pieces of Dell Latitude 3490 CTO (laptop).
2. Pre-Procurement Conference
 - a. Supply and Delivery of PSMBFI Coffee Table Book;
 - b. 2019 PSMBFI Wall Calendar; and
 - c. PSMBFI Golf Umbrella with company logo.
3. Other Matters
 1. Update on the Product Presentation by Air-conditioning and Elevator Providers; and
 2. Update on the delayed construction at 5th Flr. (HR Office) by Reach Out.

Attendees from PSMBFI:

Dir Armando E Ramolete	-	Chairman, BAC 1
Michelle P Cayabyab	-	Member
Milan Rochelle N Bernardo	-	Member
Jasel J Rabano	-	Resource Person
Erwin D Tolentino	-	Resource Person
Victor Ragus	-	Resource Person (MD)
Maria Theresa F Francisco	-	Head, BAC Secretariat
Imelda Aculina	-	Witness/Supervisor, Treasury
Rosario B Aguilar	-	Supervisor, GSS
Clarisse D Dagasdas	-	Purchasing Specialist
Marc Catapang	-	Inventory Specialist

Attendees from Proponents:

CORQSPACE, represented by Rosie Maquincio;
Computechologies Corporation, represented by Carolyn Malapo;
Productivity Technologies Services, Inc., represented by Kris Delmonte; and
Northgate Technologies, Inc., represented by Christian Bardolosa.

I. INVOCATION:

Purchasing Specialist led the invocation.

II. CALL TO ORDER:

Chairman called the meeting to order.

III. ANNOUNCEMENT OF A QUORUM:

Head, BAC Secretariat informed the body that all members of the BAC 1 are present to include four (4) Resource Persons from departments Internal Office, Legal, Information Technology (IT), Marketing and Treasury hence the presence of a quorum.

48 **IV. APPROVAL OF THE AGENDA:**

49
50 Head BAC Secretariat presented the agenda relative to: **1.** Opening of Bid for: a.
51 System Provider for PSMBFI Data Management System (DMS), b. Supply and Delivery of
52 22 units of dell 3490 laptop. **2.** Pre-Procurement for: a. Supply and Delivery of 500 pieces
53 of PSMBFI Coffee Table Book, b. 2019 PSMBFI Wall Calendar, and c. PSMBFI Golf
54 Umbrella with company logo.

55
56 On the 1st agenda opening of bid (2nd time) for the PSMBFI DMS, GSS Supervisor,
57 informed the committee that only CORQSPACE is present to submit their bid for the
58 project.

59
60 She informed the committee the content of the communications received by the BAC
61 Secretariat through email and text messages from Microgenesis and ePLDT that said
62 proponents are no longer interested to bid as they are unable to meet the specifications of
63 the project (DMS).

64
65 The committee voted that the bidding is a failed one and approved that the DMS
66 project be done through negotiated bidding.

67
68 The Chairman informed Mr. Kim Luna, Director and President of CORQSPACE that
69 the committee is accepting its bid for evaluation for the purpose of negotiated bidding. Said
70 proponent was advised to wait for the study report of the BAC and recommendation is to be
71 approved by the management.

72
73 The Chairman informed members of the BAC that the offered bid of CORQSPACE is
74 Php 1,942,464.00 which is more than the approved amount of Php 1,700,000.00.

75
76 The Chairman instructed Admin Department and Manager, OIA to negotiate bid
77 amount vis-à-vis approved budget.

78
79 Ms. Jasel J Rabano opened the sealed envelope of bids offered by proponents for
80 the supply and delivery of twenty-two (22) pieces of Dell Latitude 3490 CTO laptop, the
81 result are shown:

82

Company	Price per Piece	Total Bid Price
Computechologies Corporation	Php 88,150.00	Php 1,939,300.00
Productivity Technologies Services, Inc.	Php 90,200.00	Php 1,984,400.00
Northgate Technologies, Inc.	Php 76,250.00	Php 1,677,500.00

83
84 Victor Ragus, representative from Marketing Department presented the Terms of
85 Reference (TOR) for the projects: 500 pieces of PSMBFI Coffee Table Book, 2019 Wall
86 Calendar, and PSMBFI Golf Umbrella with company logo.

87
88 Ms. Michelle P. Cayabyab inquired the reason of the delay of the printing of Coffee
89 Table Book after the 1st pre-bid conference held on March 2, 2018 was conducted as the
90 BAC instructed them (MD) to look for the printer for the release of the coffee table book
91 either on July 2018 or on December 2018 which will commemorate the 1st deduction of
92 premium and the approval of PSMBFI Certificate of Incorporation by the office of the
93 Securities and Exchange Commission (SEC), respectively.

96 Victor Ragus replied that the delay was attributed to the review and the additional of
97 significant photos and additional pages for the coffee table.
98

99 The Vice Chairman noted that the number of pages to be added is insignificant as
100 the cause of the delay of the printing.
101

102 The Chairman asked Admin Department of the budget of the project.
103

104 Based on MD Memo to Admin Department dated June 1, 2018, BAC Secretariat
105 informed the committee that the budget for 500 pieces is Php 400,000.00 which Mr. Ragus
106 corrected to be at Php 500,000.00.
107

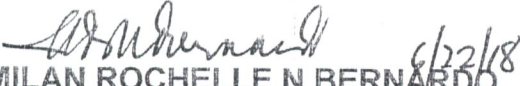
108 The committee requested Marketing Department to include desk calendar as
109 proposed additional giveaway.
110

111 The committee approved the publication and bidding processes of said corporate
112 giveaways namely: wall calendar with spring, desk calendar with spring, golf umbrella and
113 coffee table book.
114

115 The meeting adjourned at 11:45 a.m.
116
117
118

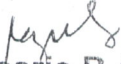
119 
120 **DIR ARMANDO E RAMOLETE**
121 Chairman, BAC 1

122 
123 **CAPT SEBASTIAN C SIGA-AN**
124 Vice Chairman, BAC 1

125
126
127 
128 **MS. MILAN ROCHELLE N BERNARDO**
129 Member

130 
131 **MS. MICHELLE P CAYABYAB**
132 Member


133 Prepared by:

134 
135 **Rosario B Aguilar**
136 Supervisor, GSS 6/21/18

137 Noted by:

138
139 
140 **MARIA THERESA F FRANCISCO**
141 Head Secretariat

142 
143 **ATTY. RIZALINA V LUMBERA**
Resource Person

144 
145 **JASEL J RABANO**
Resource Person

2 Minutes of the BAC 1 Meeting on June 8, 2018 @2:00pm relative to the following agenda:

- 3 1. Opening of Bid –
- 4 System Provider of PSMBFI Data Management System (DMS)
- 5
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- 8 b. Supply and Delivery of Twenty-Two (22) pieces of Laptop;
- 9 c. Supply and Delivery of One Hundred Forty-Three (143) pieces of assorted cabinet;
- 10 d. Supply and Delivery of Eighty-Two (82) pieces of assorted chairs;
- 11 e. Supply and Delivery of Ten Thousand (10,000) pieces of PSMBFI Caps with
- 12 company logo;
- 13 f. Supply and Delivery of Ten Thousand (10,000) pieces of PSMBFI Tickler; and
- 14 g. Supply and Delivery of Five Thousand (5,000) pieces of PSMBFI Umbrella with
- 15 company logo.
- 16
- 17 3. Pre-Procurement Conference
- 18 a. Board Room Audio and Sound System Facilities; and
- 19 b. Softscape & Hardscape of Roof Deck.
- 20
- 21 4. Other Matters
- 22 1. Update on the Product Presentation by Air-conditioning and Elevator Providers;
- 23 and
- 24 2. Update on the delayed construction at 5th Flr. (HR Office) by Reach Out.
- 25

26 **Attendees from PSMBFI:**

27 Dir Armando E Ramolete - Chairman, BAC 1

28 Michelle P Cayabyab - Member

29 Milan Rochelle N Bernardo - Member

30 Jasel J Rabano - Resource Person

31 Erwin D Tolentino - Resource Person

32 Victor Ragus - Resource Person (MD)

33 Maria Theresa F Francisco - Head, BAC Secretariat

34 Rosario B Aguilar - Supervisor, GSS

35 Joseph A Camimo - Building Administrator

36 Dennis Lita - Building Electrician

37 Clarisse D Dagasdas - Purchasing Specialist

38 **Attendees from Proponents:**

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40 Tim Engineering Systems Solutions Corporation, represented by Rachel Holgado;

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51

52 **I. INVOCATION:**

53 Purchasing Specialist led the invocation.

54

55

56 **II. CALL TO ORDER:**

57 Chairman called the meeting to order.

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59 Head, BAC Secretariat informed the body that all members of the BAC 1 are present to
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104 monitor the project, which proponent from Cogniseed Consulting, Inc. echoed.

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176 Department which is a delayed project awarded to supplier Reachout & Build, Inc.
177

178 She reminded the committee that its previous instruction is to cancel the project and that
179 the supplier is asking for meeting and consideration to be charged to PSMBFI the additional
180 accessories of glass door of HR 5th Flr. office amounting to Php 24,000.00 which is not included
181 in the TOR and time extension of 45 days or up to July 8, 2018 to finish said project.
182

183 Atty. Lumbera asked Admin Department more or less who's side is in the disadvantage
184 (lugi) in terms of the percentage of work already done by Reachout & Build, Inc. OIC, Admin
185 Department replied that the supplier based on the work already done is "lugi".
186

187 The committee approved to cancel the contract and also approved that no liquidating
188 damages to be imposed to said contractor/supplier.
189

190 The meeting adjourned at 6:10 p.m.
191


192 
193 **DIR ARMANDO E RAMOLETE**
194 Chairman, BAC 1
195

196
197 **CAPT SEBASTIAN C SIGA-AN**
198 Vice Chairman, BAC 1
199

200
201 **MS. MILAN ROCHELLE N BERNARDO**
202 Member
203

201  6/28/18
202 **MS. MICHELLE P CAYABYAB**
203 Member
204


204 Prepared by:

205 
206 **Rosario B Aguilar**
207 Supervisor, GSS
208

209 Noted by:

210
211 
212 **MARIA THERESA F FRANCISCO**
213 Head Secretariat
214

211 
212 **ATTY. RIZALINA V LUMBERA**
213 Resource Person
214

213 
214 **JASEL J RABANO**
215 Resource Person

1
2 Minutes of the BAC 1 Meeting on July 11, 2018 @2:00pm relative to the following
3 agenda:

- 4 1. Opening of Bid –
5 Supply and Delivery of Assorted Furniture and Fixtures-
6 a. Supply and Delivery of One Hundred Seven (107) Assorted Cabinets; and
7 b. Supply and Delivery of Eighty-Two (82) Assorted Chairs.
8
9 2. Pre-Bid Conference
10 a. Supply and Delivery of Ten Thousand (10,000) pieces of PSMBFI Cap with
11 company logo;
12 b. Supply and Delivery of Five Thousand pieces of Foldable Umbrella;
13 c. Supply and Delivery of Two Hundred-Fifty pieces of Golf Umbrella;
14 d. Supply and Delivery of Ten Thousand pieces of PSMBFI Tickler;
15 e. Supply and Delivery of Five Hundred pieces of Coffee Table Book;
16 f. Supply and Delivery of Thirty Thousand pieces of Wall Calendar with Spring;
17 and
18 g. Supply and Delivery of Five Thousand (5,000) pieces of Desk Calendar.
19
20 3. Other Matters Other Matters
21
22 a. Status report on cancellation of contract with Reachout & Build;
23 c. Status report on the acceptance of 2nd lowest bidder (One Manuel) of project:
24 Renovation of 5th Flr. HR Office and 3rd Flr. Conference Room (1 lot); and
25 d. Status report on project: Water proofing of parapet walls and floors of Roof
26 Deck.
27

28 **Attendees from PSMBFI:**

29 Dir Armando E Ramolete - Chairman, BAC 1
30 Michelle P Cayabyab - Member
31 Jasel J Rabano - Resource Person
32 Atty. Rizalina V Lumbera - Resource Person
33 Rowena O Sermonia - Resource Person
34 Maria Theresa F Francisco - Head, BAC Secretariat
35 Kimberly Molino - Witness/Supervisor, HR
36 Rosario B Aguilar - Supervisor, GSS, Admin
37 Joseph Camimo - Building Administrator
38 Aries Meer - Building Specialist
39 Clarisse D Dagasdas - Purchasing Specialist
40

41 **Attendees from Proponents:**

42 Philippe & Lloyd Traders Corporation, represented by Ian Dytoc;
43 Meltrix Merchandising, represented by Rommel del Mundo;
44 GLD, represented by Rolando M Diaz;
45 GLLJ (Flying Colors) Printing Services, represented by Janice Ramos;
46 Pixels Design & Print, represented by Abegail Baguio;
47 88 Prestige Brands, Inc. (Rudy Products), represented by Grace A Caronan;
48 Pacsports Philippines, Inc., represented by Nico Alberto;
49 Gilcor Printing Corporation, represented by Edna Espares;
50 EZGEE Trading, represented by Kimberly Quidato;
51 Print Vantage Corporation, represented by John Koa;
52 Pencil & Pen Solutions, represented by Chris Badoy;
53 Velprint Corporation, represented by Jon Araquel

54 I. **INVOCATION:**

55
56 GSS Supervisor led the invocation.

57 II. **CALL TO ORDER:**

58 Chairman called the meeting to order.

59 III. **ANNOUNCEMENT OF A QUORUM:**

60 Head, BAC Secretariat informed the body that except for BAC Member Milan
61 Rochelle N Bernardo, three (3) members of the BAC 1 are present, hence, the presence of
62 a quorum.

63
64 Four (4) Resource Persons were present. They are from departments: Office of
65 Internal Audit, Legal, Marketing and Human Resource.

66 IV. **APPROVAL OF THE AGENDA:**

67
68 Head BAC Secretariat presented the agenda relative to: 1. Opening of Bid for: a.
69 Supply and Delivery of One Hundred Seven (107) Assorted Cabinets, b. Supply and
70 Delivery of Eighty-Two (82) pieces of Assorted Chairs 2. Pre-Bid for: a. Supply and Delivery
71 of Ten Thousand (10,000) pieces of PSMBFI Cap with company logo, b. Supply and
72 Delivery of Five Thousand (5,000) pieces of Foldable Umbrella, c. Supply and Delivery of
73 Two Hundred-Fifty (250) pieces of Golf Umbrella, d. Supply and Delivery of Ten Thousand
74 (10,000) pieces of PSMBFI Tickler, e. Supply and Delivery of Five Hundred (500) pieces of
75 Coffee Table Book, f. Supply and Delivery of Thirty Thousand (30,000) pieces of Wall
76 Calendar with Spring, g. Supply and Delivery of Five Thousand (5,000) pieces of Desk
77 Calendar; and 3. Other Matters on: a. Status report on cancellation of contract with Reach
78 Out & Build, b. Status report on the acceptance of 2nd lowest bidder (One Manuel) of
79 project: Renovation of 5th Flr. HR Office and 3rd Flr. Conference Room (1 lot), and c. Status
80 report on project: Water proofing of parapet walls and floors of Roof Deck.

81
82 On the 1st agenda and prior to the opening of bid envelopes, Supervisor, GSS-Admin
83 Department Rosario Aguilar presented to the committee the financial statements of the
84 proponents (copy attached herewith and made integral part of this document).

85
86 The BAC noted the assorted sample of chairs presented by proponent Hi End
87 Design Corporation as required by the TOR, while only one (1) chair (staff chair) as sample
88 was presented by E'vent's Enterprise.

89
90 Manager of OIA, Jasel J Rabano opened the sealed envelope of bids offered by
91 proponents for the supply and delivery of 107 pieces of assorted cabinets and 82 pieces of
92 assorted chairs, respectively, the result are as follows:

Supply and Delivery of 107 pieces of assorted cabinets	
Company	Total Bid Price
Hi End Office Design Corporation	Php 972,800.00
E'vent's Enterprise	Php 1,000,000.00
Supply and Delivery of 82 pieces of assorted chairs	
Hi End Office Design Corporation	Php 343,000.00
E'vent's Enterprise	Php 377,600.00

94 On the pre-bid agenda, Head BAC Secretariat Maria Theresa F Francisco reminded
95 the committee that the pre-bid for the supply and delivery of PSMBFI caps, tickler, and
96 foldable umbrella is for the 2nd time and the previous bidders that attended on July 8, 2018
97 meeting were again invited so as to give them chance to participate in the bidding for
98 corporate giveaways coffee table book, golf umbrella, wall and desk calendar.
99

100 She also added that a new proponent who participated in the event was invited.
101

102 Rosario Aguilar presented all the Terms of Reference (TOR) of the said projects
103 while the Supervisor from Marketing Department, Victor Ragus, explained and presented
104 the individual samples of said corporate giveaways as follows:
105

- 106 a. Supply and Delivery of Ten Thousand (10,000) pieces of PSMBFI Cap with
107 company logo;
- 108 b. Supply and Delivery of Five Thousand (5,000) pieces of Foldable Umbrella;
- 109 c. Supply and Delivery of Two Hundred-Fifty (250) pieces of Golf Umbrella;
- 110 d. Supply and Delivery of Ten Thousand (10,000) pieces of PSMBFI Tickler;
- 111 e. Supply and Delivery of Five Hundred (500) pieces of Coffee Table Book;
- 112 f. Supply and Delivery of Thirty Thousand (30,000) pieces of Wall Calendar with
113 Spring; and
- 114 g. Supply and Delivery of Five Thousand (5,000) pieces of Desk Calendar.
115

116 R. Aguilar reiterated to all proponents the requirement to submit sample of cloth and
117 embroidery of logo to be used for caps and that the final material has been
118 given/communicated by MD already.
119

120 Likewise, all proponents were instructed to submit sample of their finished product of
121 cap, tickler and umbrella and calendar during the opening of bid.
122

123 For PSMBFI Coffee Table Book, the BAC Chairman, Dir Armando E Ramolete
124 announced and set that July 13, 2018 (Friday) is to be the opening of bid of said project. He
125 asked the commitment of all interested proponents to deliver the coffee table book before
126 August 4, 2018 in time for PSMBFI event (General Membership Meeting and Election).
127

128 The details of the requirements and the schedule of delivery of said items was
129 instructed by the Chairman to be written on the TOR for Coffee Table Book as follows:
130

- 131 • July 13, 2018 (Friday) opening of bid at 10:00 a.m.;
- 132 • July 18, 2018 (Monday) award of PO to winner-bidder by Admin Department and
133 the submission of the final print by Marketing Department;
- 134 • August 2, 2018 (Thursday) partial delivery of 200 pieces; and
- 135 • August 15, 2018 (Wednesday) full delivery of the remaining 300 pieces.
136

137 On other matters, Ms. Francisco made a brief report on the status of the pending and
138 on-going projects as follows:
139

140 a. Cancellation of contract with Reach Out & Build – said company already accepted
141 the decision of the management on the cancellation of the contract (renovation of 5th Flr.
142 HR Office and 3rd Flr. Conference Room) and that 2nd lowest bidder, One Manuel already
143 visited the area. Admin Department is to submit to them the percentage of work already
144 accomplished by the former contractor;
145

149 Weltanchaung Corporation responded and signified their interest to handle the project.
150 However, it presented a letter explaining that the correct bid amount is not 2.6M
151 stated/written in the TOR but it should be 3.2M as detailed in the Bill of Materials that was
152 attached in the TOR.

153

154 The committee unanimously decided and instructed the BAC Secretariat to proceed
155 with the re-bidding of the above two (2) pending projects.

156

157 Ms. Francisco also presented to the committee the canvassed prices for three (3) air
158 conditioning units for installation at the Fitness Gym at the Roof Deck. She asked the
159 approval of the committee for negotiated bidding and/or procurement of said units through
160 canvassing since the nature of said units are carried by brand and by authorized
161 distributors.

162

163 The BAC unanimously approved the procurement of said units through canvassed
164 provided that the supplier be required to submit certification of authorized dealership and
165 that the installer company must also be required to submit certification issued by Carrier
166 (Conception Industries) as their authorized and accredited installer.

167

168 Also, Ms. Francisco informed the BAC that CMI and JMRInfotech (Oracle group) are
169 additional companies invited to submit proposal for Data Management System (DMS).

170

171 The meeting adjourned at 5:15 p.m.

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DIR ARMANDO E RAMOLETE
Chairman, BAC 1

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Vice Chairman, BAC 1

MS. MILAN ROCHELLE N BERNARDO
Member

MS. MICHELLE P CAYABYAB
Member

Prepared by:

Rosario B Aguilar
Supervisor, GSS

Noted by:

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Resource Person

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32 Atty. Rizalina V Lumbera - Resource Person
33 Rowena O Sermonia - Resource Person
34 Maria Theresa F Francisco - Head, BAC Secretariat
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b. Water proofing of parapet walls and floors of Roof Deck – the 2nd lowest bidder Weltanchaung Corporation responded and signified their interest to handle the project. However, it presented a letter explaining that the correct bid amount is not 2.6M stated/written in the TOR but it should be 3.2M as detailed in the Bill of Materials that was attached in the TOR.

The committee unanimously decided and instructed the BAC Secretariat to proceed with the re-bidding of the above two (2) pending projects.

Ms. Francisco also presented to the committee the canvassed prices for three (3) air conditioning units for installation at the Fitness Gym at the Roof Deck. She asked the approval of the committee for negotiated bidding and/or procurement of said units through canvassing since the nature of said units are carried by brand and by authorized distributors.

The BAC unanimously approved the procurement of said units through canvassed provided that the supplier be required to submit certification of authorized dealership and that the installer company must also be required to submit certification issued by Carrier (Conception Industries) as their authorized and accredited installer.

Also, Ms. Francisco informed the BAC that CMI and JMRIInfotech (Oracle group) are additional companies invited to submit proposal for Data Management System (DMS).

The meeting adjourned at 5:15 p.m.

DIR ARMANDO E RAMOLETE
Chairman, BAC 1

CAPT SEBASTIAN C SIGA-AN
Vice Chairman, BAC 1

MS. MILAN ROCHELLE N BERNARDO
Member

MS. MICHELLE CAYABYAB
Member

Prepared by:

Rosario B Aguilar
Supervisor, GSS

Noted by:

MARIA THERESA F FRANCISCO
Head Secretariat

ATTY. RIZALINA V LUMBERA
Resource Person

JASEL J RABANO
Resource Person

1
2 Minutes of the BAC 1 Meeting on September 20, 2018 @10:00am relative to the
3 following agenda:

4 **1. Pre-Bid Conference**

- 5 a. Provider of Insurance Coverage of PSMBFI Building (Main);
6 b. PSMBFI PABX System

7 **2. Pre-Procurement Conference**

8 Supply and Delivery of Two (2) units of Server
9

10 **Attendees from PSMBFI:**

11 Dir Armando E Ramolete	-	Chairman, BAC 1
12 Capt Sebastian C Siga-an	-	Vice Chairman, BAC 1
13 Michelle P Cayabyab	-	Member
14 Milan Rochelle N Bernardo	-	Members
15 Jasel J Rabano	-	Resource Person
16 Atty. Rizalina V Lumbera	-	Resource Person
17 Erwin D Tolentino	-	Resource Person
18 Maria Theresa F Francisco	-	Head, BAC Secretariat
19 Rosario B Aguilar	-	Supervisor, GSS, Admin
20 Aries Meer	-	Building Specialist
21 Clarisse D Dagasdas	-	Purchasing Specialist

22
23 **Attendees from Proponents:**

24 AFP General Insurance, represented by Marie Bacalla;
25 Standard Insurance, represented by Lotie Salvador;
26 Pioneer Insurance, represented by Joseph Lomibao;
27 PLDT, represented by Nereio Francia;
28 IC Bestlink Telecommunication, represented by Anthony Jude Rono;
29 BizAlliance Corporation, represented by Ronald Allan Silva;
30 ITraverse Solutions, Inc., represented by Megg Garcia.
31

32 **I. INVOCATION:**

33
34 Purchasing Specialist led the invocation.

35 **II. CALL TO ORDER:**

36 Chairman called the meeting to order.

37 **III. ANNOUNCEMENT OF A QUORUM:**

38 Head, BAC Secretariat informed the body that all members of BAC Member Milan
39 Rochelle Bernardo is represented by Supervisor, Marife Lopez and all other members of
40 BAC are present, hence, the presence of a quorum.
41

42 Three (3) Resource Persons are from the following departments: Office of Internal
43 Audit, Chief Legal Office and IT.

44 **IV. APPROVAL OF THE AGENDA:**

45
46 Head BAC Secretariat presented the agenda relative to: **1.** Pre-Bid Conference for:
47 a. Provider of Insurance Coverage of PSMBFI Building (Main), and b. PSMBFI PABX System **2.**
48 Pre-Procurement Conference for Supply and Delivery of Two (2) units of Server.
49

50 On the 1st agenda item, in relation to the Provider of Insurance Coverage of PSMBFI
51 Building (Main) and PSMBFI PABX System, GSS Supervisor, Rosario B. Aguilar presented
52 the Terms of Reference (TOR) of said project while Manager, IT Department presented the
53 TOR as well as the component and layout of PABX System,
54

55 On the spot revision of the TOR of PABX System was conducted and with
56 concurrence from all proponents, they were required to submit bid price for One (1) year
57 warranty partner and vendor and five (5) year warranty partner and vendor, said revised
58 TOR is attached as part of this minutes, **Annex "A"**.
59

60 The Committee conducted 2nd review of the financial status of proponents for
61 insurance of PSMBFI Building (Main) particularly the Financial Statement (F/S) of our
62 current insurance provider, AFP General Insurance Corporation, summary of F/S, **Annex**
63 **"B"**.
64

65 The Chairman, asked the members of the Committee their comments on the said
66 F/S of AFP General Insurance. All members of the Committee unanimously agreed that
67 said F/S be reviewed by Admin Department.
68

69 The Committee instructed Admin Department that henceforth the networth (F/S) of
70 proponents after the pre-bid evaluation be more than or at least equal to the budget of the
71 project.
72

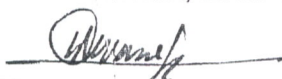
73 On the pre-procurement agenda, Manager, IT Department presented the TOR for
74 the project Supply and Delivery of two (2) units of Server. He said that said items are
75 programmed under CAPEX 2018 with an approved budget of Php 740,000.00 each.
76

77 The Chairman, approved the publication of said project.
78

79 The meeting adjourned at 11:45 a.m.
80




81
82 **DIR ARMANDO E RAMOLETE**
83 Chairman, BAC 1

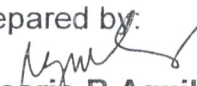


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85 **CAPT SEBASTIAN C SIGA-AN**
86 Vice Chairman, BAC 1
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91 **MS. MILAN ROCHELLE N BERNARDO**
92 Member
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96 **MS. MICHELLE R CAYABYAB**
97 Member
98

94 Prepared by:

95 
96 **Rosario B Aguilar**
97 Supervisor, GSS
98

99 Noted by:

100 
101 **MARIA THERESA F FRANCISCO** **ATTY. RIZALINA V LUMBERA**
102 Head Secretariat Resource Person
103

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101 **JAZEL J RABANO**
102 Resource Person
103

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101 **JAZEL J RABANO**
102 Resource Person
103

1
2 Minutes of the BAC 1 Meeting on October 3, 2018 @ 10:00am relative to the
3 following agenda:

4 **1. Opening of Bid**

- 5 a. Provider of Insurance Coverage of PSMBFI Building (Main);
6 b. PSMBFI PABX System.

7
8 **2. Pre-Bid Conference**

- 9 a. Provider of Janitorial Services CY 2019;
10 b. Provider of Security Services for CY 2019;
11 c. Provider of PSMBFI Information Technology Security Management System
12 (ISMS);
13 d. Provider of MS Exchange Online for 100 users; and
14 e. Supply and Delivery of Advanced Threat and Data Leakage Prevention Security
15 Tool, Network Access Control and Patch Management System (IT Security).
16

17 **Attendees from PSMBFI:**

18 Dir Armando E Ramolete	-	Chairman, BAC 1
19 Capt Sebastian C Siga-an	-	Vice Chairman, BAC 1
20 Michelle P Cayabyab	-	Member
21 Milan Rochelle N Bernardo	-	Members
22 Jasel J Rabano	-	Resource Person
23 Atty. Rizalina V Lumbera	-	Resource Person
24 Erwin D Tolentino	-	Resource Person
25 April Joy Absipo	-	Witness Supervisor
26 Maria Theresa F Francisco	-	Head, BAC Secretariat
27 Rosario B Aguilar	-	Supervisor, GSS, Admin
28 Aries Meer	-	Building Specialist
29 Clarisse D Dagasdas	-	Purchasing Specialist

30
31 **Attendees from Proponents:**

32 AFP General Insurance, represented by Camilo del Rosario, Marie Bacalla;
33 Standard Insurance, represented by Lotie Salvador;
34 Pioneer Insurance, represented by Joseph Lomibao;
35 PLDT, represented by Nereio Francia;
36 IC Bestlink Telecommunication, represented by Anthony Jude Rono;
37

38 **I. INVOCATION:**

39
40 Purchasing Specialist led the invocation.

41 **II. CALL TO ORDER:**

42
43 Chairman called the meeting to order.

44 **III. ANNOUNCEMENT OF A QUORUM:**

45
46 Head, BAC Secretariat informed the body that except for Milan Rochelle
47 Bernardo who is on leave, all other members of BAC are present, hence, the presence
48 of a quorum.

49
Three (3) Resource Persons are from the following departments: Office of
Internal Audit, Chief Legal Office and IT Department.

49 **IV APPROVAL OF THE AGENDA:**
50

51 Head BAC Secretariat presented the agenda relative to: 1. Opening of Bid for: a.
52 Provider of Insurance Coverage of PSMBFI Building (Main), b. PSMBFI PABX System 2.
53 Pre-Bid Conference for: a. Provider of Janitorial Services CY 2019, b. Provider of Security
54 Services for CY 2019, c. Provider of PSMBFI Information Technology Security
55 Management System (ISMS), d. Provider of MS Exchange Online for 100 users, and e.
56 Supply and Delivery of Advanced Threat and Data Leakage Prevention Security
57 Tool, Network Access Control and Patch Management System (IT Security).
58

59 Prior to the opening of bid, the Committee conducted review of all Terms of
60 Reference (TOR) of the projects listed in the pre-bid agenda.
61

62 For Security Services, the Vice Chairman, Capt Sebastian C Siga-an, PN (Ret)
63 required the winner-agency to conduct Security Assessment and to be required submit a
64 written report to the Management.
65

66 On the opening of bid, Chief Legal, Atty. Rizalina V Lumbera opened the sealed
67 envelope of bids offered by proponents, the result are as follows:
68

69 Insurance Coverage of PSMBFI Building (Main)
70

Company	Total Bid Price (Php)
Pioneer Intercontinental Insurance Corporation	592,205.81
AFP General Insurance Corporation	277,105.77
Standard Insurance Co., Inc.	554,645.22

71
72 Considering that the assets of AFP General Insurance is not sufficient to cover the sum
73 assured of the PSMBFI Building, the Chairman required Admin Department to check if
74 AFP General Insurance has reinsurance.
75

76 Supply, delivery and installation IP-PABX UPGRADING (PSMBFI PABX System)
77

Company	Total Bid Price (Php) 1-year warranty partner and vendor	Total Bid Price (Php) 5-year warranty partner and vendor
PLDT Inc.	2,265,000.00	3,329,500.00
	No freebies	
IC Bestlink Telecoms Corporation	1,530,252.08	2,261,861.07
	With 5 pieces of ICBestlink golf umbrella as freebies	

78
79 The Committee noted that bid price from the two (2) proponents of PSMBFI PABX
80 System exceeded the amount of budget which is only Php 1,000,000.00.
81

82 OIC, Admin Department explained that said project was an unfinished project of
83 CY 2017 and the budget was based on the canvass of the said year. The inflation rate of
84 present year is a factor of the result of the bid prices offered by both proponents.

87
88
89 The Committee unanimously instructed Admin Department to justify the amount
90 and to request for additional budget.
91

92 On the pre-bid conference, GSS Supervisor Rosario B. Aguilar and Manager IT
93 Department presented to the proponents all the Terms of Reference (TORs) of the
94 projects presented in the pre-bid conference.
95

96 One of the proponents of security services (Tough Guard Security Agency)
97 inquired whether the agency can go beyond the limit of margin for administration fee as
98 required by DOLE Order.
99

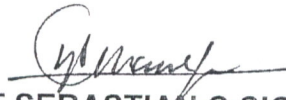
100 Chief Legal Officer, opined that it is fine with PSMBFI if said fee to be presented
101 by the agency is below by DOLE's requirement. She added that all other requirements
102 such as minimum wage must be complied with the recent requirement by law.
103

104 The Vice Chairman, Capt Sebastian C Siga-an, PN (Ret), instructed that on the
105 final bid all security services proponents must include their security assessment and
106 policy on changing guards to be attached to the TOR.
107

108 The meeting adjourned at 12:25 p.m.
109

110 

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112 **DIR ARMANDO E RAMOLETE**
113 Chairman, BAC 1
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116
117 **CAPT SEBASTIAN C SIGA-AN**
118 Vice Chairman, BAC 1
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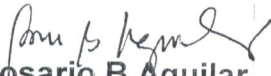
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121 **MS. MILAN ROCHELLE N BERNARDO**
122 Member
123

120  10-22-18

121 **MS. MICHELLE P CAYABYAB**
122 Member
123

124 Prepared by:

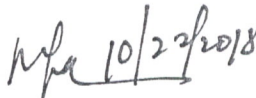
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126 **Rosario B Aguilar**
127 Supervisor, GSS
128

129 Noted by:

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133 **MARIA THERESA F FRANCISCO**
134 Head Secretariat
135

130  10/22/2018

131
132
133 **ATTY. RIZALINA V LUMBERA**
134 Resource Person
135

130 

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132
133 **JASEL J RABANO**
134 Resource Person
135

1
2 Minutes of the BAC 1 Meeting on October 18, 2018 @10:00am relative to the
3 following agenda:

4 **1. Result of Opening of Bid of Provider of Insurance Coverage of PSMBFI Building**
5 **(2018-2019)**

6 **2. Opening of Bid**

- 7 a. Provider of Janitorial Services CY 2019;
8 b. Provider of Security Services for CY 2019;
9 c. Provider of PSMBFI Information Technology Security Management System
10 (ISMS);
11 d. Provider of MS Exchange Online for 100 users; and
12 e. Supply and Delivery of Advanced Threat and Data Leakage Prevention
13 Security Tool, Network Access Control and Patch Management System (IT
14 Security).

15 **3. Pre-Bid Conference**

16 Supply and Delivery of Two (2) units of Server;

17 **4. Pre-Procurement Conference**

18 Supply and Delivery of Management Service Vehicles
19

20 **Attendees from PSMBFI:**

21 Dir Armando E Ramolete	-	Chairman, BAC 1
22 Capt Sebastian C Siga-an	-	Vice Chairman, BAC 1
23 Michelle P Cayabyab	-	Member
24 Milan Rochelle N Bernardo	-	Members
25 Marty C Arcallana	-	Resource Person
26 Erwin D Tolentino	-	Resource Person
27 Emma Nina Foronda	-	Witness Supervisor
28 Maria Theresa F Francisco	-	Head, BAC Secretariat
29 Rosario B Aguilar	-	Supervisor, GSS, Admin
30 Aries Meer	-	Building Specialist
31 Clarisse D Dagasdas	-	Purchasing Specialist

32
33 **Attendees from Proponents:**

34 TDEVS Services, Inc, represented by Danilo Lumabi;
35 Triple 7 Manpower Services, Inc., represented by Disdern Patyag;
36 United Security Logistic, represented by Pedro Genona;
37 Tough Guard Security & Investigation Agency, represented by Plaridel Tamboon
38 PLDT, represented by Nereio Francia;
39 IC Bestlink Telecommunication, represented by Anthony Jude Rono;
40 Itraverse Solutions, Inc., represented by Mae Mangabat;
41 Northgate Technologies, Inc., represented by Maritess Yap;
42 Trainings and Beyond Training and Consultancy/Certeza Infosys Corporation,
43 represented by Charisma A Coroza;
44 Computechologies Corporation, represented by Carol Fronda; and
45 LeePe Outsourcing Corporation, represented by Kristal Ditason
46

47 **I. INVOCATION:**

48
49 Purchasing Specialist led the invocation.
50
51

52 **II. CALL TO ORDER:**

53 Chairman called the meeting to order.

54 **III. ANNOUNCEMENT OF A QUORUM:**

55 Head, BAC Secretariat informed the body that all other members of BAC are
56 present, hence, the presence of a quorum.

57 Three (3) Resource Persons are from the following departments: Office of
58 Internal Audit, and IT Department including Emma Nina Foronda from the Office of
59 Board Secretary.

60 **IV. APPROVAL OF THE AGENDA:**

61
62 Head BAC Secretariat presented the agenda relative to: **1.** Result of Opening of
63 Bid of Provider of Insurance Coverage of PSMBFI Building (2018-2019). **2.** Opening of
64 Bid relative to: a. Provider of Janitorial Services CY 2019, b. Provider of Security
65 Services for CY 2019, c. Provider of PSMBFI Information Technology Security
66 Management System (ISMS), d. Provider of MS Exchange Online for 100 users, e.
67 Supply and Delivery of Advanced Threat and Data Leakage Prevention Security Tool,
68 Network Access Control and Patch Management System (IT Security). **3.** Pre-Bid
69 Conference relative to the Supply and Delivery of Two (2) units of Server. **4.** Pre-
70 Procurement Conference relative to the Supply and Delivery of Management Service
71 Vehicles.

72
73 On the 1st agenda, the BAC take 2nd review of the financial capacity of AFP
74 General Insurance Corporation (**Annex "A"**) to undertake the financial obligation of said
75 project.

76
77 Head BAC Secretariat reported that AFP General Insurance already submitted
78 the copy of Certification to operate from the Insurance Commission (IC) and the
79 department is anticipating that a list of their reinsurance companies shall be submitted
80 as required.

81
82 After evaluation, the BAC affirmed the bid price and unanimously decided to
83 award said project to AFP General Insurance Corporation under the condition that
84 AFPMBAI, its parent company will guaranty payment of any claim by PSMBFI should
85 AFPGen is unable to fulfill its obligation.

86
87 On the opening of bid, Marty C Arcallana opened the sealed envelope of bids
88 offered by proponents, the result are as follows:

89
90 **Provider of Janitorial Services for CY 2019**

91

Company	Total Bid Price (Php)
Totally Devoted Especialized Services, Inc. (TDEVS)	1,892,128.32
Triple 7 Manpower Services, Inc.	1,993,766.12

94
95
96

Provider of Security Services for CY 2019

Company	Total Bid Price (Php)
United Security Logistics, Inc.	3,885,128.40
Tough Guard Security & Investigation Agency	3,616,538.14

97
98
99

Provider of PSMBFI Information Technology Security Management System (ISMS)

Company	Total Bid Price (Php)
Trainings and Beyond Training and Consultancy/Certeza Infosys Corporation	4,350,000.00
PLDT	5,000,000.00
ICBestlink Telecoms Corporation	4,340,000.00

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102

Provider of MS Exchange Online for 100 Users

Company	Total Bid Price (Php)
Itraverse Solutions, Inc.	320,000.00
PLDT	295,680.00
ICBestlink Telecoms Corporation	323,205.00
Northgate Technologies, Inc.	330,000.00

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The BAC noted that the bids of proponents of above project (MS Exchange Online for 100 Users) all exceeded the approved budget of Php 240,000.00.

Manager, IT Department said that the present dollar (\$) exchange affected the budget.

The Chairman, instructed Manager, IT Department to justify the budget requirement.

Supply and Delivery of Advanced Threat and Data Leakage Prevention Security Tool, Network Access Control and Patch Management System (IT Security)

Company	Total Bid Price (Php)
Itraverse Solutions, Inc.	6,358,942.80
PLDT	11,861,024.00
Northgate Technologies, Inc.	6,058,660.00

114

114 On the result of bid of above project (Supply and Delivery of Advanced Threat and Data
115 Leakage Prevention Security Tool, Network Access Control and Patch Management
116 System), PLDT interposed that all bidders should submit a copy of their Manufacturer's
117 Certificate and the rest of the bid requirements stated in No. 7, Vendor's Requirement
118 as follows:

- 119
120 1. The bidder must assign a dedicated project manager to implement the solution.
121
- 122 2. The bidder must assign an experienced / trained system engineer in deploying
123 the solution being offered. The bidder must provide training certificates for the
124 last three (3) years and a valid Curriculum Vitae of the system engineers.
125
- 126 3. The bidder must provide Manufacturer's Certificate, indicating that they are
127 authorized to sell and provide services of the solution being offered.
128

129 One of the bidders (Itraverse Solutions, Inc.) opined that said requirements can be
130 provided as soon as evaluation of all bids are concluded.
131

132 Since the TOR did not specify whether to submit above listed requirements on the
133 day of the submission of final bid or before notice of award of project, the Chairman
134 announced that the review of all bids shall include all necessary additional requirements
135 for submission and/or completion. Then all proponents shall be informed of the final
136 result of the evaluation and the notice of award shall proceed.
137

138 On the pre-bid conference, Manager IT Department presented to the proponents
139 the Terms of Reference (TORs) for the supply and delivery of two (2) units of Server.
140 The opening of bid was scheduled on October 23, 2018 at 10:00 a.m.
141

142 On the pre-procurement conference, GSS Supervisor, Rosario B. Aguilar
143 presented the TOR for the supply and delivery of three (3) units of Toyota Innova
144 Touring Sport and ten (10) units of Toyota Rush 1.5 G Gas A/T.
145

146 GSS Supervisor asked if Toyota branches shall be required to submit the
147 standard documentary requirements listed in the Invitation to Bid, such as company
148 profile, SEC registration etc. The Chairman, said that it is sufficient that Toyota branch
149 offices be required only to submit company Financial Statement (F/S) and copy of ITR
150 for CY 2017. The pre-bid conference was set at the same date and time (October 23,
151 2018 at 10:00 a.m.).
152

153 On the other matter, OIC, Admin Department together with Manager, IT
154 Department presented the update and the draft of TOR on the proposed Inventory
155 Management Application System (Bar Coding). She said that LEEPE Outsourcing
156 Corporation already presented the full mechanics of the system, which includes the
157 requisitioning, procurement and accounting system modules which can be customized
158 according to the need and requirement of the office. She added that the TOR presented
159 is only for inventory/bar coding module that costs between Php 700,000.00 to Php
160 900,000.00. The Chairman, opined that since the project is not programmed and no
161 available budget is on hand, it is best that the said project be included as one of the
162 priorities for CY 2019.
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The meeting adjourned at 12:25 p.m.

DIR ARMANDO E RAMOLETE
Chairman, BAC 1

CAPT SEBASTIAN C SIGA-AN
Vice Chairman, BAC 1

MS. MILAN ROCHELLE N BERNARDO
Member

MS. MICHELLE P OAYABYAB
Member

Prepared by:

Rosario B Aguilar
Supervisor, GSS 10/23/18

Noted by:

MARIA THERESA F FRANCISCO
Head Secretariat

ATTY. RIZALINA V LUMBERA
Resource Person

JASEL J RABANO
Resource Person

1
2 Minutes of the BAC 1 Meeting on October 23, 2018 @10:00am relative to the
3 following agenda:

4 **1. Opening of Bid**

5 Supply and Delivery of Two (2) units of Server

6
7 **2. Pre-Bid Conference**

- 8 a. Supply and Delivery of Three (3) units of Toyota Innova Touring Sport;
9 b. Supply and Delivery of Ten (10) units of Toyota Ruch 1.5
10

11 **Attendees from PSMBFI:**

12 Dir Armando E Ramolete	-	Chairman, BAC 1
13 Capt Sebastian C Siga-an	-	Vice Chairman, BAC 1
14 Michelle P Cayabyab	-	Member
15 Milan Rochelle N Bernardo	-	Member
16 Jasel J Rabano	-	Resource Person
17 Atty. Rizalina V Lumbera	-	Resource Person
18 Nonito Redoblado	-	Resource Person
19 Erwin D Tolentino	-	Resource Person
20 Maria Theresa F Francisco	-	Resource Person
21 Rosario B Aguilar	-	Head, BAC Secretariat
22 Aries Meer	-	Supervisor, GSS, Admin
23 Clarisse D Dagasdas	-	Building Specialist
24		Purchasing Specialist

25 **Attendees from Proponents:**

26 Toyota Makati Inc., represented by Katrina Serania;
27 Toyota Marilao Bulacan Inc., represented by Raymond Perez and James Lee;
28 Toyota Shaw Inc., represented by Jamie Del Mundo
29 Toyota Balintawak, represented by Grace Beltran
30 Northgate Technologies, Inc., represented by Maritess Yap;
31 Computechologies Corporation, represented by Carol Fronda; and
32

33 **I. INVOCATION:**

34
35 Purchasing Specialist led the invocation.
36

37 **II. CALL TO ORDER:**

38 Chairman called the meeting to order.

39 **III. ANNOUNCEMENT OF A QUORUM:**

40 Head, BAC Secretariat informed the body that all other members of BAC are
41 present, hence, the presence of a quorum.

42 Four (4) Resource Persons are from the following departments: Office of Internal
43 Audit, Legal Department and IT Department including Nonito Redoblado from Insurance
44 Department.

45 **IV. APPROVAL OF THE AGENDA:**

46
47 Head BAC Secretariat presented the agenda relative to the Opening of Bid of the
48 supply and delivery of two (2) units of server. **2.** Pre-Bid Conference relative to: a.
49 Supply and Delivery of three (3) units of Toyota Innova Touring Sport, b. Supply and
50 Delivery of ten (10) units of Toyota Rush 1.5.

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54

On the opening of bid, Ms. Jasel J Rabano, Internal Auditor opened the sealed envelope of bids offered by proponents, the result is shown:

Company	Total Bid Price (Php)
Computechologies Corporation	1,289,489.36
Northgate Technologies, Inc.	1,037,000.00

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The Chairman, Dir Armando E Ramolete, announced that the bids together with the documentary requirements submitted shall be evaluated.

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On the pre-bid conference relative to the supply and delivery of three (3) units of Toyota Innova Touring Sport and ten (10) units of Toyota Rush, the Committee reviewed the requirements and specifications stated in the TORs before presenting it to the proponents. The Committee excluded in the TOR the requirement for comprehensive insurance coverage for each vehicle. Said insurance coverage shall be canvassed from different motor insurance providers.

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67
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69

OIC, Admin Department presented to the proponents the Terms of Reference (TORs) for the supply and delivery of three (3) units of Toyota Innova Touring Sport and ten (10) units of Toyota Rush.

70
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72

The Chairman asked the commitments of all proponents to deliver the service vehicles on or before December 28, 2018.

73
74
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76

All Toyota dealers (Marilao Bulacan, Balintawak, Makati and Shaw) informed the Committee that anyone of them as single-dealer cannot provide and deliver the required 10 units of Toyota Rush before the end of year 2018.

77
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80

It was explained that all dealers already have their own pre-ordered units awaiting for delivery within scheduled dates and their offices based on their data, only receives a maximum of two (2) units of Toyota Rush every month.

81
82
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84

The Committee invited four (4) Toyota dealers to deliver two (2) units each while the 2 remaining units can be offered by anyone among them through their own agreement which they accepted while the bidding for the three (3) units of Toyota Touring Sport is to proceed as required in the TOR.

85
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88

The bid price to be offered for the Toyota Rush by the said proponents-dealers is subject for negotiation by the Committee which all proponents agreed.

89
90
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92

Atty. Lumbera reiterated that payment of the unit/s through Manager's Check (MC) is upon delivery. However, dealer should inform the Management of the date of delivery three (3) days before the date which all dealers agreed.

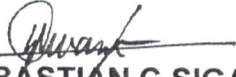
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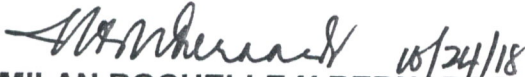
The meeting adjourned at 12:25 p.m.



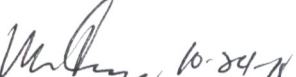
DIR ARMANDO E RAMOLETE
Chairman, BAC 1



CAPT SEBASTIAN C SIGA-AN
Vice Chairman, BAC 1



MS. MILAN ROCHELLE N BERNARDO
Member



MS. MICHELLE P CAYABYAB
Member

Prepared by:

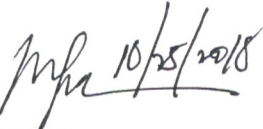


Rosario B Aguilar
Supervisor, GSS 10/23/18

Noted by:



MARIA THERESA F FRANCISCO
Head Secretariat



ATTY. RIZALINA V LUMBERA
Resource Person



JASEL J RABANO
Resource Person