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SUBSCRIPTION FOR A TERTIARY BACKUP REPLICATION SOLUTION

(ITB No. GOP/20-DSWD-031)

20 MAY 2020 | 02:00 PM

Board Room, 4th floor, DSWD Central Office

MINUTES OF PRE-BID CONFERENCE

I. Attendance

Bids and Awards Committee (BAC):

- | | | |
|-----------------------------------|---|---------------------------|
| 1. U/Sec. Felicisimo C. Budiongan | - | Chairperson |
| 2. U/Sec. Rene Glen O. Paje | - | Regular Member |
| 3. Dir. Emmanuel P. Privado | - | Regular Member |
| 4. Mr. Felix M Armeña* | - | Alternate Member (Online) |
| 5. Dir. Ernestina Z. Solloso | - | Regular Member (Online) |

BAC Secretariat (BACSec):

- | | | |
|-----------------------------------|---|-----------------------------------|
| 1. Ms. Oliva C. Arcaina | - | Officer-in-Charge |
| 2. Mr. Ramon M. Villareal Jr.* | - | Administrative Officer V (Online) |
| 3. Mr. Randolph Dimal | - | Administrative Officer V |
| 4. Mr. Arjay C. Dimafelix | - | Administrative Officer IV |
| 5. Ms. Danilyn A. Dedeles | - | Administrative Officer II |
| 6. Ms. Chelsea Jillian M. Abeleda | - | Administrative Officer II |
| 7. Ms. Abegail Gubaton | - | Administrative Officer II |
| 8. Mr. Pio Rocardo Mago | - | Administrative Assistant II |

Prospective Bidders:

- | | | |
|-----------------------|---|--------------------------|
| 1. Ms. Angela Fuertes | - | Sandz Solutions (Online) |
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Others in Attendance:

- | | | |
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| 1. Mr. Sandy Roy Ocampo | - | Information and Communications
Technology Management Service
(ICTMS) |
| 2. Atty. Karina A. Agudo* | - | Procurement Management Service –
Procurement Planning and Management
Division (PMS-PPMD) |
| 3. Mr. William M. Garcia, Jr. | - | PMS-PPMD |
| 4. Mr. Raymond P. Cruzado* | - | PMS-PPMD |
| 5. Mr. Bernard Marquez | - | Procurement Management Service –
Contract Management Division
(PMS-CMD) |
| 6. Mr. Edwin Delos Reyes* | - | PMS-CMD |
| 7. Ms. Melody Araquil* | - | PMS-CMD (Online) |

* Present via Video Conference

II. Call to Order

The Pre-Bid Conference for the “**Subscription for a Tertiary Backup Replication Solution**” was called to order at **02:00 PM** by the BAC Chairperson, **U/Sec. Felicisimo C. Budiongan**. He then introduced the members of the BAC, the BAC Secretariat, the representative from the End-user (Information and Communications Technology Management Service) and the representative from the prospective bidders.

The Pre-Bid Conference was conducted through Video Conference.

A copy of the Agenda is hereto attached, marked as **Annex “A”**, and made an integral part hereof.

III. Highlights of the Discussion

ITEM/ PARTICULAR	ISSUES/ CONCERNS / DISCUSSIONS	AGREEMENTS/ ACTION REQUIRED
<p>Procurement Guidelines</p>	<ul style="list-style-type: none"> Ms. Arcaina (<i>BACSec</i>) inquired if the prospective bidders are familiar with the procurement guidelines. The reading of the guidelines is forgone 	
<p>Background of the Project</p>	<ul style="list-style-type: none"> Mr. Ocampo (<i>ICTMS</i>) provided the background of the project. The main objective of the project, he stated, is to subscribe in a replication solution to the third DR facility of DSWD. The scope of the project is limited to the licenses needed to execute the backup process that will be brought to the tertiary side. License Coverage is the virtualization needed to execute the license needed for the virtual usage which will be brought from the backup and replication solution to remote side. Replication should have the capability to execute the transfer from the primary to DR side of the tertiary and vice versa. The virtual machine should be compatible in the existing solution used by the department. 	

<p>Documentary Requirements</p> <ul style="list-style-type: none"> - Audited Statement Financial - TOR Requirements - DDS Page 39, item 5.4 SLCC 	<ul style="list-style-type: none"> • Ms. Angela Fuertes (<i>Sandz Solutions</i>) inquired if the 2019 audited financial statement will be acceptable since 2020 statement was put on hold or extended because of the Enhance Community Quarantine. • Ms. Arcaina (<i>BACSec</i>) replied that the 2019 documents can be accepted as long as the documents has proof that it was received by the BIR. • Ms. Angela Fuertes (<i>Sandz Solutions</i>) asked if the BAC will accept manufacturer's certificate with e-signature or docusign from their principal which was from overseas because of the limitations of the courier due to pandemic. • Ms. Arcaina (<i>BACSec</i>) responded that a Supplemental/Bid Bulletin will be issued to address this matter after verification. • Ms. Angela Fuertes (<i>Sandz Solutions</i>) clarified that if they should enumerate the list of the projects of at least 2 managed ICT services or is it okay if they listed a contract that addresses the 50% and similar projects. • Ms. Garcia (<i>BACSec</i>) replied that it's okay if the supplier have at least 2 projects in any of the 3 projects as indicated in the bidding documents 	<ul style="list-style-type: none"> • BAC shall issue Supplemental/Bid Bulletin to address the acceptance of e-signature or docusigned documents from the principal of the bidder after verification
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<p>Technical Specifications -Compatability Page 69, Sec 1.2</p> <p>- Page 79, Sec. 4</p>	<ul style="list-style-type: none"> • Ms. Angela Fuertes (<i>Sandz Solutions</i>) inquired if what is the existing backup and replication solution of DSWD so they can align to their proposal • Mr. Ocampo (<i>ICTMS</i>) replied that for virtualization DSWD uses VMWare and for backup replication is Serco. And should connect either natively or API. • Ms. Angela Fuertes (<i>Sandz Solutions</i>) clarified that in the system layout the indicated required management license is 2 while in page 70 which is the summary indicates 4 licenses required • Mr. Ocampo (<i>ICTMS</i>) proposed to issue a supplemental/Bid Bulletin to specify the exact number of required licenses 	<ul style="list-style-type: none"> • BAC to include this issue in the Supplemental/Bid Bulletin.
<p>Preparation of Bid Proposals</p>	<ul style="list-style-type: none"> • Ms. Arcaina (<i>BACSec</i>) reminded the bidders on how to prepare bid proposals and how to accomplish the forms in the Bidding Documents. 	
<p>Deadline of Submission and Receipt of Queries and Clarifications</p>	<ul style="list-style-type: none"> • Ms. Arcaina (<i>BACSec</i>) reminded the prospective bidders that queries and clarifications may be submitted to the BAC Secretariat on or before 25 May 2020, 05:00 PM, in writing or thru email at bacsec@dswd.gov.ph or thru fax at (02) 951-7116. 	


IV. Adjournment

Having no other matters for discussion, the Pre-Bid Conference was adjourned at **02:20 PM.**

Prepared by:


LUZVI D.S. DABUET
Administrative Officer III
Bids and Awards Committee Secretariat

Noted by:


OLIVA C. ARCAINA
Officer-in-Charge, Bids and Awards
Committee Secretariat

Approved by:


FELICISIMO C. BUDIONGAN
Undersecretary and
Chairperson, Bids and Awards Committee