

Name of the Contract: Production of Museo Kordilyera Virtual Musum website with Digital learning & Training Platform and E-commerce Facility
Location of the Contract: University of the Philippines Baguio, Governor Pack Road, Baguio City

Standard Form Number: SF-INFR-32
Revised on: July 29, 2004

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MINUTES OF PRE-BID CONFERENCE
2 December 2020

Present were (via zoom):

VCA Jessica K. Cariño, BAC Chair	Ms. Cecile G. Dangawen, TWG
Prof. Santos Jose O. Dacanay III, Vice Chair	Prof. Jose Kym Alvaro, TWG
Prof. Jocelyn Rafanan, Member	Prof. Analyn Salvador-Amores, Project Leader
Prof. Joel M. Addawe, Member	Ms. Irene J. Enriquez, Head Secretariat
Ms. Gloria Q. Rodriguera, Member	Ms. Segrid Yan A. Bucagan, Secretariat
	Prof. Giovanni Malapit, Observer
	Ms. Maxinne Guinto, COA

Also present:

Helen Fabrero Sy, Woodlearning Inc.
Shaznae Adrianner Ragasa, Woodlearning Inc.

The Pre-bid Conference for the project: Production of Museo Kordilyera Virtual Museum Website with Digital Learning & Training Platform and E-commerce Facility (UPB-BID-2020-09A), was called to order at 10:07 AM of 2 December 2020, and was presided by the BAC Chairman, VCA Jessica K. Cariño.

1. Business Matters

- This is a re-bid of the project because the UP Baguio Bids and Awards Committee Post-disqualified the lone eligible and compliant bidder;
- For transparency, the bidder has submitted a Motion for reconsideration. With this, we will proceed with the pre-bid conference knowing that there is a pending Motion for reconsideration from the first bidding;
- The Approved Budget for the Contract (ABC) is Two Million Five Hundred Thousand Pesos Only (PhP 2,500,00.00);
- Advertised in the PhilGEPS, conspicuous places in the University and Central Business District, and at the UP Baguio website on 24 November 2020;
- Reference Number is UPB-BID-2020-09A;
- Duration of the project is Ninety (90) Calendar days;
- Mr. Alvaro presented the technical specifications of the projects
- Prof. Cariño presented and explained the legal, technical, and financial components of the Bid including the explanation of the different documents to be submitted by each bidder. Some important reminders are the following:
 - Bid Security
 - Bid Securing declaration
 - Cash or Cashier's/Manager's Check or Bank Draft/ Guarantee, 2% of the ABC (PhP 50,000.00)
 - Surety Bond, 5% of the ABC (PhP 125,000.00)
 - The Single Largest Completed Contract that is similar to the project of the bidders should be at least 50% of the ABC and should be within the last Five (5) years
 - Contracts similar to the Project shall be with experience in design and development of Virtual Museum Website with e-Commerce development

- Checklist is part of the bidding documents which is in accordance with Republic Act 9184 and its IRR. Prospective Bidders should use this checklist to ensure that all requirements are complete and organized. This will be the same checklist that will be used during the Opening of Bids on 14 December 2020;
- Bid Documents can be paid directly at the Cash Office, Bank deposit, online transfer at the cost of Five Thousand Pesos Only (PhP 5,000.000);
- Submission of Bids is 9:30 AM of 14 December 2020;
- Opening of Bids is 10:00 AM on 14 December 2020 at the Chancellor’s Board Room;
- The BAC will use a non-discretionary pass or fail criteria for Eligibility screening of documents submitted; and
- Each bidder should submit One (1) original and One (1) duplicate copy of the documents contained in Envelopes 1 and 2 of its bids or can via electronic submission. Please ensure to follow the instructions indicated in the Philippine Bidding Documents for the project to ensure the security of the bid submitted.

2. Noted comments/reactions from the BAC representatives and prospective bidders:

- During Post-qualification, the Technical Working Group (TWG) will do a verification of the authenticity and validity of the documents submitted;
- All of the pages of the financial proposal should be signed by duly authorized representative/s;
- Any erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s;
- Non-submission of any documents prescribed in the checklist may lead to disqualification; and
- No contact between bidders and Bids and Awards Committee Members to ensure fairness of the bidding process.

Questions	Answers
Is the one who bid a qualified bidder?	Yes. Eligible and compliant bidder.
Qualified but the contract is not yet awarded to that bidder?	Not yet awarded because we are still evaluating the bidder’s motion for reconsideration.
Will the service provider do the 3D shooting? ‘yung pagkuha po ng imagery?	Yes. For the 3D and 360 views, it will be done by the service provider.
Doon sa terms of reference, delivery period is 3 months. Does this includes the mobile app in IOS and android?	Yes. That’s correct.
Technical support is via on-site visit? It’s not necessary on-site visit?	On-site visit, e-mail, Chat, and Messenger. Considering the situation today, on-site visit will probably for the critical incidents.
Ano pong ibig sabihing nung “It’s a leading subscription based on life store and retail POS system”?	If the service provider wishes to provide their own, it is okay. Pero if we are looking at something bigger, we prefer a known provider or platform
Ano pong naisip niyo na service provider for the POS?	No specific. Examples are Shopify and OS Commerce.
For the mobile application, minsan po kasi it would depend to the approval especially in Apple. Is the delivery period too short for this?	90 calendar days is manageable.
This is a branded mobile app, right? It should have the brand of UP?	Yes.
Ano po ‘yung kasama sa Mobile app? Lahat po ban g kasama sa website is nasa mobile app?	Yes.

Prepared by:

Segrid Yan A. Bucagan
BAC Secretariat

Noted by:

VCA Jessica K. Cariño
BAC Chairman

The BAC Secretariat shall record the minutes of the pre-bid conference and shall be made available to all participants not later than Five (5) calendar days after the pre-bid conference (IRR-A Section 22.4), through the issuance of Bid Bulletins incorporating the issues discussed and the corresponding responses to said issues.