

BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES (BAC-C)

**CONSULTANCY SERVICE FOR THE MAINTENANCE, LICENSING, CLOUD HOSTING AND OPERATIONS OF
THE BUILD BUILD BUILD PORTAL**

Bid Bulletin No. 1

April 1, 2019

This Bid Bulletin contains the Minutes of the Pre-Eligibility Conference held on March 26, 2019, 3:30 PM at the BCDA Lobby Hall in Bonifacio Technology Center. This Bid Bulletin contains clarifications and modifications and shall form an integral part of the Eligibility Documents.

I. Attendees

BAC-C

Joanna Eileen M. Capones	Vice-Chairperson
Jocelyn L. Caniones	Member (end user)
Gualberto J. Oyzon, Jr.	Member
Virgil M. Alvarez	Member

TWG

Marinell R. Paclibar
Merle Gay D. Rosete

Secretariat

Jeff Randell B. Viñas
Miriam B. Daniwan

End-user

Ma. Luisa M. Rodriguez

Representative of the Prospective Bidders

Noemi Ergino	Mybusybee, Inc.
Reynald Terrado Jr.	Mybusybee, Inc.
Tricia Bancod	KSB
Ali Alhazmi	KSB
Rexel Gongora	ePLDT
Christopher Roque	epldt
Ronald Christopher Lumpas	Telcom Live Content, Inc.
Cesar A. Bauza	Asiagate Networks, Inc.
Lady B. Laput	Asiagate Networks, Inc.

Nerissa P. Diano Asiagate Networks, Inc.
Carlo Montealegre Technovore, Inc.

Observers

Eunice O. Cabangon COA Representative
Margi Padre IASO Representative

II. CALL TO ORDER:

There being a quorum, Vice-Chairperson Capones called the pre-eligibility conference to order at 3:47 PM. Vice-Chair Capones welcomed the representatives of the prospective bidders.

III. PRE-ELIGIBILITY CONFERENCE PROPER

A. The BCDA corporate video was presented to the prospective bidders.

B. Ma. Luisa M. Rodriguez, representative of the end-user unit/proponent of the procurement, presented the Terms of Reference to the prospective bidders. *Please refer to Annex A for a copy of the powerpoint presentation.*

The salient points were as follows:

- a. Approved Budget for the Contract (ABC) for the maintenance, licensing, cloud hosting and operations of the BBB Portal is P4,600,000.00, inclusive of all applicable taxes and fees
- b. Contract Duration – one (1) year plus additional one (1) month of warranty support
- c. Scope of Works

The CONSULTANCY Service shall include, but not be limited to, the following:

- Provision of a Cloud Platform/Cloud Hosting Services;
- The CONSULTANT shall ensure that the portal is accessible anytime and anywhere with the use of internet. The portal serves as an online gateway to access data in the online database, document management system, Jobs Portal feedback and case management system and metrics dashboards;
- Integration of BBB Jobs Portal, using the API, with the portal of the BBB agencies to maximize the posting of jobs;
- Maintenance and Monitoring of the Case Management System and Content Management System;
- Operations & Maintenance of the BBB Portal;
- Training and Integration Services; and

- Turn Over of Data upon expiration of the Contract

d. Eligibility Check & Shortlisting of Eligible Proponent

The minimum criteria for eligibility:

- Shall be an IT company with at least three (3) years business operation. In case of joint ventures, the lead firm should have at least three (3) years of business operation and has implemented BPM Systems, Public Web Portals and Cloud Hosting Services;
- Shall have at least one implementation of BMP System, Web Portal, Cloud Hosting Services or any related project with a transaction value of at least 50% of the ABC within the last five (5) years;
- The key personnel to be assigned to the project should have at least three (3) years of experience in the implementation of BPM Systems, Public Web Portals and Cloud Hosting Services, and;
- The CONSULTANT shall be able to present a detailed proposal on achieving the attached objectives and complying with the technical specifications.

At the minimum, the Project Team shall be composed of the following, with the required qualifications:

- One (1) Project Manager -- shall be an IT practitioner with at least 3 years experience as a Project Manager in a field related to the project on bid.
- At least two (2) Technical/Functional/Support/Database Specialists - an IT practitioner with at least 3 years experience in handling projects related to the project on bid.
- One (1) website developer - professional web designer with at least 3 years experience in web design.

e. Evaluation Criteria for Shortlisting

The criteria and rating system for shortlisting are:

Criteria	Score	Required Minimum Score
Company Track Record	40%	
Qualification of personnel	55%	
Workload Relative to Capacity	5%	
TOTAL SCORE	100%	60%

The Consultant must meet the total required minimum score of 60% to be shortlisted. A shortlist of at most five (5) proponents shall be drawn up.

- f. **Methodology** - Bids shall be evaluated using the Quality Cost Based Evaluation (QCBE) Procedure. The technical proposal shall be given a weight of 75% while the financial proposal shall be given a weight of 25%, for a total score of 100%

B. The Head of the TWG proceeded with the presentation of the sample forms. The following are the highlights of the presentation:

Reference	Important point
Statement of All On-going and Completed Government & Private Contracts	Must be signed by the authorized representative. Extra sheets may be added, if necessary.
Summary of all Completed Contracts Enumerated/Listed in the Statement submitted by the Consulting Firm	At least one (1) of the contracts should be a similar project with a contract value of at least half of the ABC. Just indicate the title of the document as proof of undertakings, under column "Document presented to validate completion/award to the proponent". Supporting documents are not yet required to be submitted during the eligibility stage. These will be submitted during the submission of technical proposals.
Summary of all On-Going Contracts Enumerated/Listed in the Statement submitted by the Consulting Firm	Just indicate the title of the document as proof of undertakings, under column "Document presented to validate completion/award to the proponent". Supporting documents are not yet required to be submitted during the eligibility stage. These will be submitted during the submission of technical proposals. Example of documents that may be listed as proof include Notice of Award (NOA), Notice to Proceed (NTP), contracts.
Statement of Consultant Specifying its Nationality and confirming that those who will actually perform the services are registered professionals	PRC licenses are not required. Please indicate the nationality and names of the proposed team. Must be signed by the authorized representative.

Format of Curriculum Vitae (CV) of the Firm	This is the profile of the Firm. It must be signed by the authorized representative.
Curriculum Vitae (CV) and Detailed qualification of the members of the Proposed Communication Team	Please provide the required information for on-going and completed accounts/projects of each member of the proposed communication team. The CV must be signed by the nominee.
Summary of the CVs of the members of the proposed Team	Please fill up the required information. The details of the information provided in this document shall be provided in the individual CVs.
Eligibility Document Submission Form	Must be signed by the authorized representative.
Secretary Certificate	The Secretary's Certificate must be notarized.
Legal documents	In the absence of a PHILGEPS Registration Certificate, prospective bidders may submit all Class "A" documents.
Envelope labeling	Please use tabs for easy reference during the Opening of Bids.

Reminders:

Date	Activity
March 28, 2019, 5:00 PM	Deadline for clarification
April 1, 2019	Issuance of Bid Bulletin / Minutes of Pre-eligibility Conference
April 8, 2019, 9:00 AM	Deadline of Submission of Eligibility Documents
April 8, 2019, 10:00 AM	Opening of Eligibility Documents

C. Question/Clarification raised during the Question and Answer portion of the Pre-Eligibility Conference:

Statement of Consultant Specifying its Nationality and Confirming that those who will Actually Perform the Services area Registered Professionals	Can foreign consultants join the bid?	No. Members of the project team are required to be Filipinos.
Summary of All Completed Contracts Enumerated / Listed in the Statement Submitted; Summary of All Ongoing Contracts Enumerated/Listed in the Statement Submitted	Whether development of IT software will be considered as similar project.	No. Similar projects shall refer to any website and/or IT deployment similar to the project on bid like cloud hosting, content management, case management or feedback mechanism and business process management.

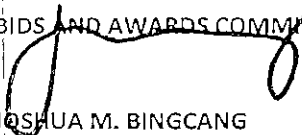
		Software development shall not be considered as similar project.
Summary of All Completed Contracts Enumerated / Listed in the Statement Submitted; Summary of All Ongoing Contracts Enumerated/Listed in the Statement Submitted	Whether 2 projects with SLCC may be aggregated to comply with the minimum criteria of at least one implementation of BMP System, Web Portal, Cloud Hosting Services or any related project with a value of 50% of the ABC within the last five years?	No. Combining two projects is not allowed just to comply with the minimum criteria of at least one implementation of BMP System, Web Portal, Cloud Hosting Services or any related project with a value of 50% of the ABC within the last five years.
Terms of Reference, No. 4 Deliverables	Are the licenses already included in the budget?	Yes.
Terms of Reference, No. 4 Deliverables	VPN requirement, is the VPN firewall for 12 users?	The license is for 12 users, two (2) per agency included in the BBB Portal.
Terms of Reference, Scope of Work Item E.5	Clarification on the requirement that the Consultant shall provide 2 terabytes (TB) of bandwidth. Considering that 2 TB is too big and might already eat up the budget.	A typographical error was indicated at the TOR, Scope of Works Item E.5, 2000 GBPS should be 200 GBPS. So, the consultant shall provide a minimum 200 GBPS of dedicated bandwidth for the cloud hosting.
	Who hosts the current portal?	During the conference it was identified as Amazon.com. But upon clarification on the set-up of the current portal to the existing consultant, it's Virtualus. So, Virtualus is the current cloud hosting provider.

IV. CLOSING OF THE PRE-ELIGIBILITY CONFERENCE

There being no other matters to discuss, the pre-eligibility conference was adjourned at 4:37 PM.

For information.

BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES


 JOSHUA M. BINGCANG
 Chairperson

CONTRACT DURATION

- **Contract Duration.** The maintenance, licensing, cloud hosting and operations of the BBB Portal is for a period of one (1) year commencing immediately upon contract signing, plus additional one(1) month of warranty support.

SCOPE OF WORKS

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ELIGIBILITY CHECK & SHORTLISTING OF ELIGIBLE PROPONENT

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- One (1) website developer - professional web designer with at least 3 years experience in web design.

ELIGIBILITY DATA SHEET

Clause	Eligibility Documents
1.2	The procuring entity is the Bases Conversion and Development Authority (BCDA) The name of the contract is CONSULTANCY SERVICE FOR THE MAINTENANCE, LICENSING, CLOUD HOSTING AND OPERATION OF THE BUILD BUILD BUILD (BBB) PORTAL
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the period of March 2016 to March 2019 prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Prospective bidder may also submit a Certificate of Acceptance or valid proof of final payment issued by the client
4.2	Each prospective bidder shall submit one (1) original and one (1) copy of its eligibility documents.
4.3 (e)	The envelope shall be addressed to: Joshua M. Bingcang Chairman, Bids and Awards Committee – Consultancy Services Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31 st Street, corner 2 nd Avenue, Bonifacio Global City, Taguig City

ELIGIBILITY DATA SHEET

Clause	Eligibility Documents
4.3 (f)	The name of the project is CONSULTANCY SERVICE FOR THE MAINTENANCE, LICENSING, CLOUD HOSTING AND OPERATION OF THE BUILD BUILD BUILD (BBB) PORTAL
5	The address for submission of eligibility documents is Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31 st Street, corner 2 nd Avenue, Bonifacio Global City, Taguig City The deadline for submission of eligibility documents is 08 April 2019 (Mon) at 9:00 AM.
8.1	The place of opening of eligibility documents is at the BCDA Corporate Center at 2/F, Bonifacio Technology Center, 31 st Street, corner 2 nd Avenue, Bonifacio Global City, Taguig City The date and time of opening of eligibility documents is 08 April 2019 (Mon) at 10:00 AM.
9.1	Similar contracts shall refer to any website and/or IT deployments that have been implemented by the prospective bidder

ELIGIBILITY DATA SHEET

Clause	Eligibility Documents
9.2	The criteria for shortlisting are as follows and the consultant should have a minimum total score of 60% to be shortlisted:

CRITERIA	% Points
I. Company Track Record	40%
II. Qualification of Personnel	55%
III. Workload Relative to Capacity	5%
TOTAL SCORE	100%

SHORTLISTING

The determination of eligibility of the consultant shall be based on the documents to be submitted using a non-discretionary pass/fail criterion. From among those who have been considered eligible bidders, a short list of at most five (5) proponents shall be drawn up.

THE BIDDING

- The Bidding Firm must be registered online with the Philippine Government Electronic Procurement System (<http://www.philgeps.net/>) as a legitimate service provider for government requirements.
- Bidding shall be conducted through **open competitive bidding procedures** using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184.
- Bidding is *restricted* to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

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THE BIDDING

- The prospective bidders' proposal shall be evaluated based on the **Quality-Cost Based Evaluation (QCBE)**. A two-stage procedure shall be adopted whereby each Consultant shall be required to submit his technical and financial proposals simultaneously in separate sealed envelopes. The technical proposal shall be given a weight of **75%** while the financial proposal shall be given a weight of **25%** in the evaluation of the consultants, for a total score of **100%**.

SCHEDULE OF ACTIVITIES

Issuance of Eligibility Documents :

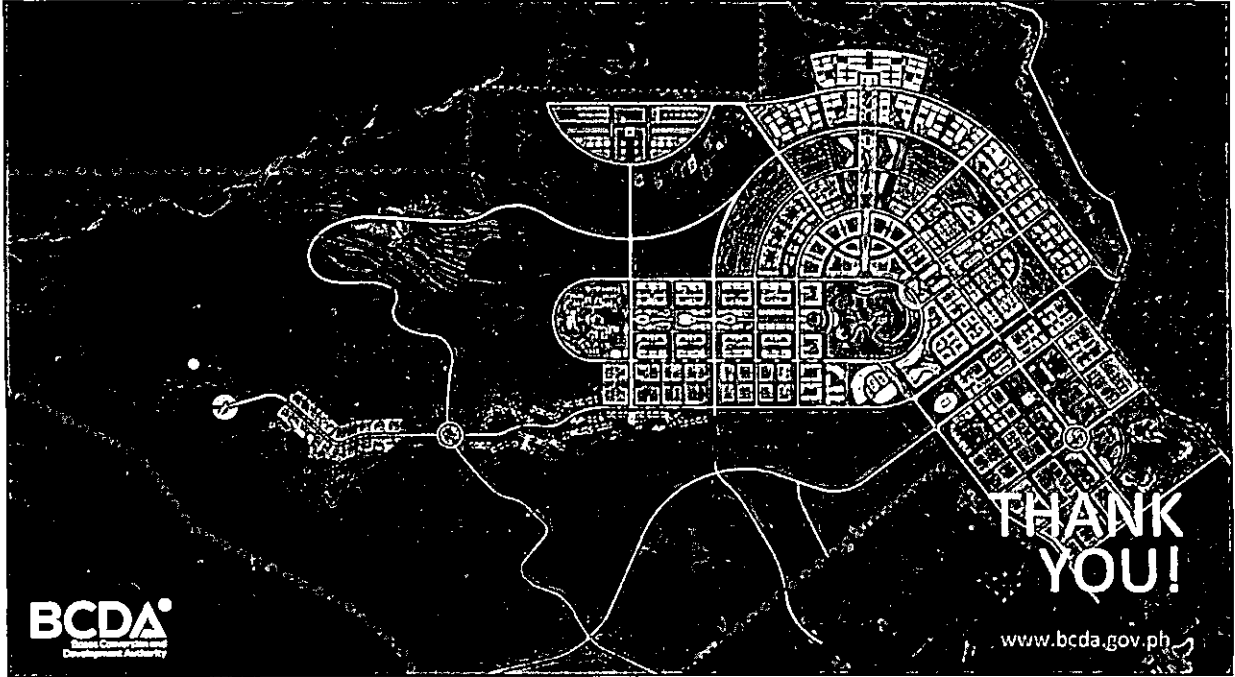
March 19 – April 7, 2019, (8 AM – 5 PM) until April 8, 2019 (8 AM - 9AM)

Request for Clarification in writing or email addressed to BAC-C Secretariat:
until March 27, 2019 (05:00 PM) (Wednesday)

Issuance of Supplemental/Bid Bulletin: April 1, 2019 (05:00 PM) (Monday)

Deadline of Submission of Eligibility Documents: April 8, 2019 (9 AM) (Monday)

Opening of Eligibility Documents: April 8, 2019 (10:00 AM) (Monday)



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