

08 November 2021

*Minutes No. 11-02, Series of 2021*

**MINUTES OF THE PRE-BID CONFERENCE**

**"Supply, Delivery, Installation and Configuration of Data Loss Prevention (DLP) Software"  
(ABC: PhP3,000,000.00)**

Date : 08 November 2021  
Time : 2:00 p.m.  
Venue : Via Zoom Application

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**1.0 ATTENDANCE**

Present/Member Irish C. Calaguas (Chairperson)  
Atty. Misheena Joyce C. Tiatco (Vice Chairperson)  
Engr. Federico E. Primero Jr. (Member)  
Gerry A. Naguit (Member)  
Allan Anonuevo (Provisional Member)

BAC-TWG: Robert S. Urbano (Head)  
Arthur Z. Galang (Member)  
Engr. Vergel Maria D. Lacanlale (Member)  
Kristober S. Gomez (Member)  
Vina May Manalili (Member)  
Jeffrey Cuatico (Provisional Member)

BAC Secretariat: Sharon C. Lingad  
Miriam M. Pamindanan

Also present: Mitchelle S. Cruz (IAD)

Prospective Bidder:

1. 3core Leaderstech Corporation - Mr. Elmer Salcedo

**2.0 INVOCATION**

The opening prayer was led by Ms. Sharon C. Lingad, BAC Secretariat.

**3.0 CALL TO ORDER**

After the certification of a quorum by the BAC Secretariat, Chairperson Irish C. Calaguas called the meeting to order and presided thereat.

Ms. Sharon C. Lingad, acknowledged the Technical Working Group (TWG) headed by Mr. Robert S. Urbano and observer; Mr. Mitchelle S. Cruz from the Internal Audit Department (IAD) of CIAC.

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#### **4.0 APPROVAL OF THE AGENDA ITEM/S**

The Secretariat, presented the agenda item, as follows:

- Pre-bid Conference for the project: "Supply, Delivery, Installation and Configuration of Data Loss Prevention (DLP) Software".

On a motion duly made by Atty. Misheena Joyce C. Tiatco and seconded by Engr. Federico E. Primero Jr., the BAC unanimously approved the above cited agenda.

#### **5.0 DISCUSSION PROPER**

To start the Pre-bid Conference, Ms. Lingad informed the BAC that only one (1) Letter of Intent (LOI) to participate was received and from 3core Leaderstech Corporation, represented by Mr. Elmer Salcedo.

Followed by the project overview and requirements of the said project, presented by Mr. Allan Anonuevo.

*The following paragraphs or items were taken from the said presentation.*

Title of the project: "Supply, Delivery, Installation and Configuration of Data Loss Prevention (DLP) Software".

#### **PROJECT BACKGROUND**

1. The Project is to procure a Data Loss Prevention Software.
2. The Project Duration is ninety (90) Calendar days.
3. This Project will be carried-out through Public Bidding in accordance with the Revised IRR of Republic Act No. 9184

#### **TECHNICAL SPECIFICATIONS**

Item	Specification
1	Data Loss Prevention <ul style="list-style-type: none"><li>• DLP Application</li><li>• Endpoint Control and Lockdown</li><li>• 150 Licenses</li></ul>
2	Activity Recording and Tracking <ul style="list-style-type: none"><li>• Screenshots</li><li>• Web Searches</li><li>• Website Interactions</li><li>• File Movement</li><li>• Email &amp; Webmail</li><li>• Unusual Behavior</li><li>• Productivity Tracking</li><li>• Social Media</li><li>• Application Use</li><li>• Activity Recording and Tracking</li></ul>

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2 (cont'n)	<ul style="list-style-type: none"> <li>• Screenshots</li> <li>• Web Searches</li> <li>• Website Interactions</li> <li>• File Movement</li> <li>• Email &amp; Webmail</li> <li>• Unusual Behavior</li> <li>• Productivity Tracking</li> <li>• Social Media</li> <li>• Application Use</li> <li>• Instant Messaging</li> <li>• Chats</li> <li>• Network Access</li> <li>• Print Tracking</li> <li>• Use of USB</li> <li>• Uploads</li> <li>• Downloads</li> <li>• User Status</li> <li>• Geolocation</li> </ul>
3	License - 1 Year Subscription
4	After sales service requirements <ul style="list-style-type: none"> <li>➤ Hands-on administration transfer skills to the designated Administrator of Clark International Airport Corporation.</li> </ul>

## CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class "A" Documents*

##### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- (e) Pursuant to the Department of Transportation (DOTr) Department Order, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) against the government.

##### Technical Documents

- (a) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any,

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- whether similar or not similar in nature and complexity to the contract to be bid; and
- (b) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
  - (c) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
  - (d) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
  - (e) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (a) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (b) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

#### ***Class "B" Documents***

- (a) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. Other documentary requirements under RA No. 9184 (as applicable)
- (b) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (c) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

## **II. FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form;
- (b) Original of duly signed and accomplished Price Schedule(s); **and**
- (c) Bill of Quantities

At this juncture, Mr. Anonuevo, ended his presentation and the Committee opened the floor for queries to the prospective bidder.

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The BAC proceeded with the discussion on the query and/or requests for clarification from 3core Leaderstech Corporation.

Below was the query raised by 3core Leaderstech Corporation during the Pre-bid Conference, as well as the corresponding remarks or instructions made by the BAC members and Office of Prime Responsibility (OPR):

Item	Queries/Clarifications	Remarks from the BAC and OPR
1.	<p>Query and /or request for clarification from Mr. Elmer Salcedo.</p> <p>Does the solution should be in One Centralized Management Console?</p>	<p>Yes. The software is a one (1) solution. All of the DLP application, the end point control and lockdown shall have only one (1) Centralized Management Console.</p>

There being no other queries and/or requests for clarifications to discuss, Ms. Lingad read the additional reminders for the information and guidance of all prospective bidders, as follows:

- The deadline for the submission of queries and/or requests for clarification is on **November 12, 2021 (Friday), not later than 5:00 p.m.** All queries should be sent thru the email address: [ciac\\_bacsecretariat@yahoo.com](mailto:ciac_bacsecretariat@yahoo.com). All correspondences and/or notices sent to and issued by the CIAC-BAC shall be coursed through the email address provided. All prospective bidders or bidders are required to provide the BAC Secretariat their respective official email addresses. Otherwise, the email address used by the company in communicating with the BAC thru the BAC Secretariat shall be considered the official email address of the said company. All prospective bidders or bidders are also required to acknowledge the receipt of all notices or correspondences issued by the BAC.
- The issuance of the Supplemental/Bid Bulletin is on **November 15, 2021 (Monday)**. Said Supplemental/Bid Bulletin shall be posted at the websites of CIAC ([ciac.gov.ph](http://ciac.gov.ph)) and PhilGEPS ([philgeps.gov.ph](http://philgeps.gov.ph)) on the same day.
- The deadline for the Submission of Bids is on **November 22, 2021 (Monday)**. Bids must be duly received by the CIAC Records Management Office located in the CIAC Corporate Office Building **not later than 2:00 p.m.** Late bids shall not be accepted.
- The Opening of Bids shall be conducted at **2:15 p.m. of November 22, 2021 (Monday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application. Bidders can only attend the said opening of bids thru video conferencing using Zoom Application.
- For proper identification, bidders who will attend the said opening of bids thru video conferencing are advised to indicate their Full Name and Company Name as their username.

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- Bidders are required to submit one (1) original and two (2) copies of the first and second components of its bid which shall be signed or initialed on each and every page thereof by the duly authorized representative/s of the Bidder.
- Prospective bidders are reminded that a suspended or blacklisted supplier, contractor or consultant shall not be allowed to participate in all procurement opportunities of the government for the duration of the suspension or blacklisting, regardless of the modality of procurement employed by the procuring entity.
- Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume **no responsibility** for the misplacement of the contents of the improperly sealed or unmarked bid, or for its premature opening.
- Should a bidder decide **not to submit** a bid, said bidder should justify in writing to the BAC the reason for the non-submission. This provision is applicable to companies who have purchased the bidding documents for the said project. Pursuant to Section 69.1 of the Revised of IRR of RA No. 9184, sanctions shall be imposed to the bidder who habitually withdraws from bidding, submits late bids or patently insufficient bids for at least three (3) times within a year, except for a valid reason.
- Note: Caution to prospective bidders, should there be individuals posing in behalf of the CIAC-BAC and TWG as agents or fixers, the same should be reported to the CIAC-BAC immediately. This shall not be tolerated by the CIAC-BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder or bidder. For as long as the same submits complete requirements, the said bidder shall be qualified.

Lastly, the Chairperson concluded the Pre-bid Conference by extending their appreciation to the bidder for participating in the said meeting.

## **6.0 ADJOURNMENT**

There being no other matters to discuss, the meeting was adjourned at 2:30 p.m. on the 8<sup>th</sup> day of November 2021.

Prepared by:

Reviewed by:

**MIRIAM M. PAMINDANAN**  
Minutes/Agenda Officer

**SHARON C. LINGAD**  
Manager-BAC Secretariat

Read and Approved by:

**GERRY A. NAGUIT**  
Member

*-On official Business-*  
**MELISSA D. FELICIANO, EnP**  
Member

BAC Meeting re: Pre-bid Conference for the project: "Supply, Delivery, Installation and Configuration of Data Loss Prevention (DLP) Software".

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**ENGR. FEDERICO E. PRIMERO JR.**  
Member

**ALLAN ANONUEVO**  
Provisional Member

**ATTY. MISHEENA JOYCE C. TIATCO**  
Vice Chairperson

**IRISH C. CALAGUAS**  
Chairperson