

23 November 2022

*Minutes No. 11-03, Series of 2022*

**MINUTES OF THE BAC MEETING**

Date : 23 November 2022  
Time : 9:00 a.m.  
Venue : CIAC Board Room and Via Zoom Application

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**1.0 ATTENDANCE**

BAC Members: Atty. Rustico G. Quizon III (Chairperson)  
Atty. Misheena Joyce C. Tiatco (Vice Chairperson)  
Melissa D. Feliciano (Member)  
Gerry A. Naguit (Member)  
Engr. Federico E. Primero Jr. (Member)  
Allan O. Añonuevo (Provisional Member-MIS) via Zoom App  
Jeffrey L. Cuatico (Provisional Member-MIS)

BAC-TWG: Kristober S. Gomez (Member)  
Vina May Manalili (Member)  
Engr. Vergel Maria D. Lacanlale (Member)  
Arthur Z. Galang (Member)  
Yancy De Dios (Provisional Member-MIS)

Secretariat: Sharon C. Lingad  
Miriam M. Pamindanan  
Sierra Korina D. Siguenza

Also Present: Mitchelle S. Cruz (Observer-IAD)  
Glenn D. Tripulca (Observer-CAAP) via Zoom App

**2.0 INVOCATION**

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

**3.0 CALL TO ORDER**

After the certification of a quorum by the BAC Secretariat, Chairperson Rustico G. Quizon III called the meeting to order and presided thereat.

Ms. Lingad acknowledged the Technical Working Group (TWG) and observers, Mr. Mitchelle S. Cruz from the Internal Audit Department (IAD) of CIAC and Mr. Glenn D. Tripulca from the Civil Aviation Authority of the Philippines (CAAP).

**4.0 AGENDA ITEMS**

1. Pre-bid Conference for the project: "Supply and Delivery of Branded Laptop (LOT 1) and Supply, Delivery Installation, Configuration and Testing of Software (LOT 2)"; and
2. Other Matters:

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- Discussion for the project: "Provision of Petroleum for CIAC";
- Review and approval of Minutes of the BAC held on 14 November 2022; and
- Discussion for the project: "Outsourcing of Services for CIAC"

On a motion duly made by Mr. Gerry A. Naguit and seconded by M.s Melissa D. Feliciano, the BAC unanimously approved the above cited agenda.

## 5.0 **DISCUSSION PROPER**

### **Pre-bid Conference for the project: "Supply and Delivery of Branded Laptop (LOT 1) and Supply, Delivery Installation, Configuration and Testing of Software (LOT 2).**

Prior to start, Chairperson Rustico G. Quizon III instructed the Secretariat to put on record that no prospective bidders present in the said Pre-bid Conference. For the purpose of transparency, the said meeting is being broadcast live via Facebook.

To continue, Mr. Jeffrey L. Cuatico presented the following:

#### ***Section VII. Technical Specifications***

##### **LOT 1: Supply and Delivery of Branded Laptop**

<b>Item</b>	<b>Description</b>
1	<p><b>22 Units Branded Laptop Computers</b> <i>Minimum Specifications Required:</i></p> <ul style="list-style-type: none"> <li>• Operating Build: 64 Bit Operating System 19044.1889 Build Release date November 2021</li> <li>• Processor: Minimum of Core i7, 11<sup>th</sup> Gen. Intel, Processor 2.8 GHz (12M Cache, up to 4.7 GHz, 4 cores)</li> <li>• Graphics: Irish X Graphics</li> <li>• Display: Maximum 13.3 inch, FHD (1920 x 1080) 16:9 aspect ratio</li> <li>• RAM: Minimum of 32GB LPDDR4x (min. 3200 MHz)</li> <li>• Storage: Minimum of 512GB M.2 NVMe PCIe 3.0 SSD</li> <li>• I/O Ports: <ul style="list-style-type: none"> <li>○ 1x USB 3.2 Gen 1 Type A</li> <li>○ 2x Thunderbolt 4 supports display / power delivery</li> <li>○ 1x HDMI 2.1 TMDS</li> <li>○ Micro SD card reader</li> </ul> </li> <li>• Keyboard: Backlit keyboard, 1.4mm Key-travel, Precision Touchpad, Support NumberPad</li> <li>• Camera: HD camera with IR function.</li> <li>• Audio: <ul style="list-style-type: none"> <li>○ Built-in speaker</li> <li>○ Built-in array microphone</li> </ul> </li> <li>• Network &amp; Connection: Wi-Fi 6 (802.11ax) (Dual Band) 2*2 + Bluetooth 5.2</li> <li>• Battery: 67WHrs, 4S1P, 4-cell Li-ion</li> <li>• Weight: Maximum of 2.45lbs</li> <li>• Dimension: 30.42 x 20.3 x 1.39 ~ 1.39 cm (11.98" x 7.99" x 0.55" ~ 0.55")</li> <li>• With USB-A to RJ45 gigabit ethernet adapter.</li> <li>• With USB-C to audio jack adaptor</li> <li>• Warranty:</li> </ul>

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	<ul style="list-style-type: none"> <li>○ 3 years parts</li> <li>○ 3 years labor</li> <li>○ 3 years onsite service</li> </ul>
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**LOT 2: Supply, Delivery Installation, Configuration and Testing of Software**

Item	Description
1	<b>50 Units Microsoft Office 365 Business Basic</b> <ul style="list-style-type: none"> <li>• 5 Years Subscription</li> <li>• Chat, call, meet up to 300 attendees</li> <li>• Web and mobile versions of Office apps</li> <li>• 1TB of cloud storage</li> <li>• Business-class email</li> <li>• Standard security</li> <li>• Anytime phone and web support</li> <li>• One (1) Year Offsite / Onsite Support 8x5</li> </ul>
2	<b>2 Units Microsoft Exchange Server Standard 2019</b>
3	<b>110 Units Microsoft Exchange Server 2019 User CAL</b>
4	<b>110 Units Licenses of Microsoft Windows Server 2022 Standard User CAL</b>
5	<b>3 Units Microsoft Windows Server 2022 Standard – 16 Core License Pack</b>
6	<b>1 Lot Installation, Integration, Configuration &amp; Testing of Active Directory and Exchange Email Server.</b> <ul style="list-style-type: none"> <li>• Installation and testing of active directory</li> <li>• Installation, configuration of exchange email</li> <li>• Integration of ciac.gov.ph to Microsoft exchange server</li> <li>• Transfer of knowledge for both active directory and exchange mail.</li> <li>• One (1) Year Offsite / Onsite Support 8x5</li> </ul>
	<b><i>After sales service requirements</i></b>  <i>Hands-on administration transfer skills to the designated Administrator of Clark International Airport Corporation.</i>

**Section VIII. Checklist of Technical and Financial Documents**

**I. TECHNICAL COMPONENT ENVELOPE**

***Class "A" Documents***

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- (b) 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

- (c) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- (d) 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

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provided in the Bidding Documents; **and**

- (e) 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**
- (f) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (g) 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

- (h) 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***

- (i) 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)

- (j) [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.
- (k) 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; **and**
- (b) Original of duly signed and accomplished Price Schedule(s)

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 25, 2022 (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) and [bacsecretariat@ciac.gov.ph](mailto:bacsecretariat@ciac.gov.ph). All letters 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

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the official email address of the said company. All prospective bidders or bidders are also required to acknowledge the receipt of all notices or letters issued by the BAC.

- The issuance of the Supplemental/Bid Bulletin is on **November 28, 2022 (Monday)** and shall be posted at the websites of CIAC (ciac.gov.ph) and PhilGEPS (philgeps.gov.ph) on the same day.
- The deadline for the Submission of Bids is on **December 5, 2022 (Monday)**. Bids must be duly received by the CIAC Records Management Office located in the CIAC Corporate Office Building **not later than 9:00 a.m.** Late bids shall not be accepted.
- The Opening of Bids shall be conducted at **9:15 a.m. of December 5, 2022 (Monday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application. Only one (1) representative for each bidder shall be allowed to attend the opening of bids physically onsite. Provided, that said representative shall present a Negative Antigen Test Result not later than 24 hours from the date of the Opening of Bids and shall be required to wear a face mask while within the Corporate Office Building. For bidders who shall attend the opening of bids thru video conferencing, they are advised to indicate their Company Name and Full Name as their username for proper identification.
- 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 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.

There being no other concerns from the members of the BAC and TWG to discuss, Chairperson Quizon concluded the Pre-bid Conference.

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## **6.0 OTHER MATTERS**

### **Discussion for the project: "Provision of Petroleum for CIAC"**

Mr. Robert S. Urbano, Assistant Manager of the Property and Transportation Department (PTD), informed the BAC that no Pre-procurement Conference has been conducted for the said project. During the previous meeting held on 14 September 2022, it was presented that the PTD was not informed that the budget of fuel for services vehicles and generator sets (gensets) were consolidated into single account which shall be procured through public bidding. The Corporate Budget for 2023 allotted is in the amount of Four Million Seven Hundred Ninety Three Thousand Nine Hundred Fifty Two Pesos (PHP 4,793,952.00). It was recommended by Mr. Urbano that the fuel for gensets be procured through alternative mode since said item is being procured, previously, through Agency-to-Agency.

Chairperson Quizon noted that the role of the BAC is to determine the appropriate mode of procurement and shall be in accordance with the IRR of R.A. No.9184. It was unanimously agreed that the said project must be procured in accordance with the Indicative Annual Procurement Plan for 2023.

After careful deliberation, the committee resolve to proceed with the bidding of the said project having Lot 1: Provision of Petroleum for the Service Vehicles of Clark International Airport Corporation for CY 2023 (ABC: PHP4,493,952.00) and Lot 2: Fuel for Generator Sets of CIAC (ABC: PHP300,000.00).

There being no objection from the members of the BAC and TWG, Chairperson Quizon ended the discussion on the said matter and proceeded with the next agenda.

### **Review and approval of Minutes of the BAC held on 14 November 2022**

Review and Approval of Minutes of the BAC Meeting held on 14 November 2022 for the Pre-procurement Conference for the projects:

- a. Supply and Delivery of Branded Laptop (LOT 1) and Supply, Delivery Installation, Configuration and Testing of Software (LOT 2);
- b. Outsourcing of Services for Clark International Airport Corporation; and
- c. Improvement of ASD Building (Bldg. 7535) – Phase I.

On a motion duly made by Mr. Gerry A. Naguit and seconded Atty. Misheena Joyce C. Tiatco, the BAC unanimously approved the minutes of the BAC meeting held on November 14, 2022 as presented.

### **Discussion for the project: "Outsourcing of Services for CIAC"**

Mr. Gerry A. Naguit, HRD-Manager, informed the BAC that they presented the bidding documents of the said project for discussion during the latest ManCom Meeting. According to CIAC OIC/President & CEO, Mr. Darwin L. Cunanan, it is deemed better not to pursue with the project in connection with the forthcoming re-organization of CIAC. Hence, HRD has no option but to revert back to program based activity for the subject manpower services as Contract of Service (COS) or Project Employees.

Chairperson Quizon reiterated to the HRD that the matter should be first discussed personally with OIC Cunanan before discussing the same in the ManCom Meeting to clarify/justify the

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need for outsourcing of said services. Mr. Naguit affirmed that he will discuss the matter with the OPR.

## **6.0 ADJOURNMENT**

There being no other matters to discuss, the meeting was adjourned at 10:00 a.m. on the 23<sup>rd</sup> day of November 2022.

Prepared by:

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

Reviewed by:

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

Read and Approved by:

**GERRY A. NAGUIT**  
Member

**MELISSA D. FELICIANO, EnP**  
Member

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

**ALLAN O. AÑONUEVO**  
Provisional Member

**JEFFREY L. CUATICO**  
Provisional Member

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

**ATTY. RUSTICO G. QUIZON III**  
Chairperson