

**Minutes of the Meeting: Pre-Bid Conference**  
**ITB 2019-DSWD-CAR-020: Hiring of Consultancy Services for the Digitization of Permanent and**  
**Valuable Records of DSWD-CAR**  
**September 17, 2019**

**Attendance:**

**Rina Claire L. Reyes**, Vice-Chairperson, BAC  
**Arnold D. Lartec**, *Member-Alternate*  
**Ranier C. Peña**, *End-user*  
**Michael Angelo Gapoy**, *Technical Expert*  
**Lovemar Canlas**, *Technical Working Group*  
**Cris Angelo Aurelio**, *Technical Working Group*  
**Leonila G. Lapada**, *BAC Secretariat*

**Observer:** Tere Katigbak, representative, Jaime V. Ongpin Foundation  
Jesse Rey Rios, DSWD Internal Auditor

**Bidder:** **Bea Sta. Ana**, representative, SVI Software Services Corporation  
**Que Andrade**, representative, SVI Software Services Corporation  
**Martin Perfecto**, representative, SVI Software Services Corporation  
**Jae Guanio**, president, SVI Software Services Corporation  
**Jennifer Iglesias**, representative, Microimaging Sales and Services  
Incorporated (MSSI)

**1. Highlights of the Meeting:**

A meeting was called to order for the Pre-Bid Conference of the project, **Hiring of Consultancy Services for the Digitization of Permanent and Valuable Records of DSWD-CAR (2<sup>nd</sup> Posting) under ITB 2019-DSWD-CAR-020** with an Approved Budget for the Contract amounting to **One Million Five Hundred Thousand Pesos (Php 1, 500, 000.00)**.

Representatives from the shortlisted bidder namely **SVI Software Services Corporation** attended the meeting. Also, two (2) observers joined the meeting from Jaime Ongpin Foundation and DSWD Internal Auditor. There was no representative from Blessed Association of Retired Persons Foundation, Inc., Philippine Institute of Certified Public Accountants, Council of Filipino Consultants and COA-CAR who were invited as an observer to witness the activity.

The meeting started at 10:10 AM and Ms. Rina Claire L. Reyes, Vice-Chairperson, Bids and Awards Committee presided the activity. The meeting started with a brief introduction of the members of the BAC, TWG and BAC Secretariat. And let the prospective bidder and observer introduce themselves. It was then observed that a representative from MSSI attended the activity. The presiding officer, Ms. Reyes acknowledged her presence and explained that the procuring entity had shortlisted bidders for the project who submitted Eligibility Documents on September 10, 2019 and

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invited only the bidder who passed the shortlisting and declared eligible to participate in the bidding at hand. The MSSl representative understood and opted not to attend the meeting.

Ms. Reyes explained to the group the purpose of the Pre-bid conference that is to clarify any concerns of the bidders with regard to the procurement at hand, its terms and conditions, scope of the bidding documents and other details. The group then reviewed the Philippine Bidding Documents and Terms of Reference with the discussions as follows:

<b>Subject Matter</b>	<b>Discussions</b>	<b>Agreements Reached/ Recommendations</b>
<b>Philippine Bidding Documents (PBD)</b>	The secretariat presented the Request for Expression of Interest to go over the details indicated and the end-user was asked to read and explain the scope of work of the project but no comments or issues raised by the group.	
<b>Terms of Reference (TOR)</b>	<p>The TOR was presented to the group and discussed the following:</p> <ul style="list-style-type: none"><li>• The bidder commented on the volume of records to be digitized and suggested to have a maximum number of records as an output. The end-user explained that the 500,000 pages is just the minimum and they are not prohibited to exceed from the required number of pages. The bidder still recommended to come up with an exact number of pages to be digitized as basis for the bid.</li><li>• The BAC resolved and agreed to increase the number of pages to 1 million pages.</li><li>• It was also raised how many fields/indices/metadata in searching digitized documents and asked the end-user a sample copy or summary of records to be digitized for the bidder to have an idea in the configuration of the Document Management System (DMS) to be developed.</li><li>• The end-user presented the list of records and mentioned to have five (5) searchable indices/metadata for each category of documents. The bidder requested a copy of the said list/inventory for reference which the BAC approved and will be posted as part of bidding document through bid supplement.</li></ul>	<p>For Bid Bulletin:</p> <p>The number of pages to be digitized be increased from 500,000 pages to 1,000,000 pages</p>  <p>For Bid Bulletin:</p> <p>To post the list/inventory of documents to be digitized</p>

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	<ul style="list-style-type: none"> <li>• Another issue raised is whether the DMS will be deployed via cloud or locally hosted through a local server. The BAC concluded that the system should be in a local server for security reasons and data privacy</li> <li>• As to the work schedule and staffing, Ms. Sta. Ana asked if they can decrease the number of staff per shift after the preparatory activities like document grooming, sorting etc. and if they can deviate from the given work schedule. The end-user responded that it is important for the bidder to meet the minimum staff required and its up to them to plan their work schedule since the indicated schedule is optional.</li> <li>• The bidder clarified the equipment that maybe donated after the contract. The end-user responded if it is possible to donate the computers and scanners used for digitization.</li> <li>• Under TOR XIII:Contract Duration – it was clarified that the completion of the contract should be Seventy (70) Calendar days upon receipt of the Notice to Proceed instead of until the end of the Calendar Year</li> </ul>	<p>For Bid Bulletin: Changes in the Contract Duration specified in the TOR</p>
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Having no more issues to discuss, the meeting adjourned at 11:50 AM.

Recorded by:

  
**LEONILA G. LAPADA**  
BAC Secretariat

Reviewed by:

  
**LANY LIZEL G. DIAZ**  
Head – BAC Secretariat

Noted by:

  
**RINA CLAIRE L. REYES**  
Vice-Chairperson, BAC