

2. CALL TO ORDER

There being a quorum, Chairperson Bingcang called the pre-bid conference to order at 1:45 PM. Chairperson Bingcang welcomed the representatives of the shortlisted and eligible bidders.

3. PRE-BID CONFERENCE PROPER

A. Ms. Ma. Luisa M. Rodriguez, end-user and proponent of the project, presented the Terms of Reference to the prospective bidders. Please refer to Annex A for a copy of the powerpoint presentation.

A.1. Approved Budget for the Contract (ABC) - PhP6,000,000.00, inclusive of all applicable taxes and fees

A.2. Contract Duration: One (1) year, commencing immediately upon contract signing, plus an additional one (1) month of warranty support

A.3. Scope of Works: The CONSULTANCY Service shall include, but not be limited to, the following:

- Maintain the current BBB Portal with the features outlined in the scope of work;
- 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

A.4. Mode of Payment

MILESTONE	PAYMENT
Upon completion of Portal, delivery of license, cloud hosting, training (signed and accepted by the BBB Committee)	50%
Upon completion of Jobs Portal Integration with identified agencies in the scope of works, including training (signed and accepted by the BBB Committee)	40%
Turnover of data upon expiration of contract	10%

Total	100%
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A.5. Evaluation Procedure - The prospective bidders' proposal shall be evaluated based on the **Quality-Cost Based Evaluation (QCBE)**

A.6. Determination of the Highest Rated Bid:

The shortlisted bidders shall be subjected to evaluation to determine the bidder with HRB, wherein the criteria and rating are as follows:

Criteria	Rating
1. Experience and Capability of the Consultant	10%
2. Qualification of Personnel to be assigned to the Project	15%
3. Plan of Approach and Methodology	75%
Total	100%

To be declared as HRB, the bidder shall pass the minimum technical score of seventy percent (70%).

A.7. Qualifications of the Consultant

The minimum required experience of the proposed professional staff is as follows:

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

A.8. Procurement Timeline

NO.	ACTIVITIES	DATE	TIME
1	Pre-Bid Conference	Jul 17	1:30 PM
2	Submission of Technical & Financial Proposal	Jul 29	9:00 AM
3	Opening of Technical Proposal	Jul 29	9:30 AM
4	Opening of Financial Proposal	Aug 5	9:00 AM

B. Presentation of Bid Docs Guidelines

Marinell R. Paclibar, Head of the TWG, presented the guidelines and Bid Documents to the bidders and explained how the documents are to be prepared. The following are the highlights of the presentation:

Reference	Important point
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TPF 1	Must be signed by the authorized representative
TPF 2	Must include a short description of the project, completion date, amount
TPF 3	This will be used to improve further biddings.
TPF 4	Oral presentation will be required
TPF 6	Required to be notarized. Supporting documents may be in the form of diploma, certificates, licenses, etc.
TPF 7	Must be signed by the authorized representative
TPF 8	Must be signed by the authorized representative
Omnibus Sworn Statement	Must be notarized
Bid Securing declaration	Must be notarized
FPF 1	Make sure that the amount in words and figures match. Must be signed by the authorized representative
FPF 2	Inclusive of all applicable taxes and fees
FPF 3	Must be signed by the authorized representative
FPF 4	Must be signed by the authorized representative
FPF 6	Miscellaneous expenses not included in the form may be added but the total must not exceed the ABC

C. Questions/ Clarifications raised during the pre-bid conference

No questions or clarifications were raised by the attendees during the pre-bid conference.

4. CLOSING OF THE PRE-BID CONFERENCE

The BAC Members thanked the representative of the bidders for attending the pre-bid conference. There being no other matters to discuss, the conference was adjourned.

Part II. Clarifications

The shortlisted bidders shall be entitled to bid upon payment of the non-refundable fee of Ten Thousand Pesos and 00/100 only (PhP10,000.00).

No requests for clarifications were received from the bidders.

For information.

BIDS AND AWARDS COMMITTEE FOR CONSULTING SERVICES


JOSHUA M. BINGCANG
Chairperson



BAC for Consultancy Services

RACC2019 – 0156



#PartnerForChange



PROCUREMENT OF CONSULTING SERVICES FOR THE MAINTENANCE, LICENSING, CLOUD HOSTING AND OPERATIONS OF THE BUILD BUILD BUILD (BBB) PORTAL

Pre-Bid Conference
17 July 2019

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- **Budget.** The approved budget for the Consultancy Service for the maintenance, licensing, cloud hosting and operations of the BBB Portal is Six Million pesos (Php6,000,000.00), inclusive of applicable taxes and fees.

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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

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

- Maintain the current BBB Portal with the features outlined in the scope of work;
- 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;

SCOPE OF WORKS

- 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

BID DATA SHEET

CLAUSE	
1.1	<p>The Procuring Entity is Bases Conversion and Development Authority. The evaluation procedure is Quality-Cost Based Evaluation (QCBE). The Approved Budget for the Contract (ABC) is Six Million Pesos (PhP6,000,000.00), inclusive of all applicable taxes and fees. Any financial proposal exceeding the ABC shall be rejected.</p>
1.2	<p>The Funding Source is the Government of the Philippines (GoP) through the BCDA 2019 Corporate Budget.</p> <p>The name of the project is Consultancy Service for the Maintenance, Licensing, Cloud Hosting and Operations of the Build Build Build Portal.</p>
1.3	<p>The Consultant's work includes but shall not be limited to the following: Maintain the current BBB Portal with the features outlined in the scope of work; Manage and monitor cloud hosting of the portal including its license; Manage and monitor the Content Management System and its licenses; Manage and monitor the Jobs Portal within the Platform and integrate the BBB Jobs portal with the agencies' portal using the existing API of the portal; Manage and monitor a Case Management System allowing for citizen's feedback and monitoring of actions and resolutions; Assist the BBB agencies, especially BCDA, DPWH and DOTr and their contractors, in the utilization of the BBB Jobs Portal</p>

BID DATA SHEET

1.4	The Project shall not be phased.
6.4	Sub-contracting is allowed.
7.1	The Procuring Entity will hold a pre-bid conference for this Project on 17 July 2019, Wednesday, 1:30 PM at BCDA Corporate Center, 2F Bonifacio Technology Center, 31 st St. cor 2 nd Ave., Bonifacio Global City, Taguig City.
8.1	<p>The Procuring Entity's address is 2F Bonifacio Technology Center, 31st St. cor 2nd Ave., Bonifacio Global City, Taguig City.</p> <p style="text-align: center;">DARRYL F. GARCIA BAC-Consultancy Secretariat Tel. No. (632) 575-1700 dfgarcia@bcda.gov.ph www.bcda.gov.ph</p>

BID DATA SHEET

10.1c	<p>The minimum required experience of proposed professional staff is as follows:</p> <ul style="list-style-type: none">a. 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.b. 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.c. One (1) website developer - professional web designer with at least 3 year experience in web design.
11.9	<p>The ABC is SIX MILLION PESOS (Php 6,000,000.00) Any bid with a financial component exceeding this amount shall not be accepted.</p>
13.1	<p>The bid prices shall be quoted in Philippine Pesos.</p>
14.1	<p>Bids will be valid until 29 November 2019 (120 days from opening of bids)</p>

BID DATA SHEET

15.1	<p>The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts:</p> <p>The amount of not less than 2% of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>The amount of not less than 5% of ABC, if bid security is in Surety Bond.</p>
17.3	<p>Each Bidder shall submit One (1) original and One (1) copy of the first and second components of its bid.</p>
18.0	<p>The address for submission of bids is 2F Bonifacio Technology Center, 31st St. cor 2nd Ave., Bonifacio Global City, Taguig City.</p> <p>The deadline for submission of bids is 29 July 2019, Monday at 9:00 AM.</p>
21.2	<p>The date and time for bid opening is 29 July 2019, Monday at 9:30 AM.</p>

BID DATA SHEET

- 25.1 The following processes for the opening and evaluation of bids shall be adopted:
- a. The technical proposal together with the financial proposal shall be considered in the ranking of consultants. The technical proposals shall be evaluated first using the criteria in **ITB** Clause 25.2. The financial proposals of the consultants who meet the minimum technical score shall then be opened.
 - b. The financial proposal is given a minimum weight of twenty-five percent (25%) while the weight of the technical proposal is seventy-five percent (75%) for a total of one hundred percent (100%). The BAC shall rank the consultants in descending order based on the combined numerical ratings of their technical and financial proposals and identify the Highest Rated Bid (HRB).
 - c. The HoPE shall approve or disapprove the recommendations of the BAC-C within two (2) calendar days after receipt of the results of the evaluation from the BAC-C.
 - d. After approval by the HoPE of the Highest Rated Bid, the BAC-C shall, within three (3) calendar days, notify and invite the consultant with the Highest Rated Bid for negotiation in accordance with **ITB** Clause 27.

BID DATA SHEET

25.3	<p>The numerical weight and the minimum required St for each criterion are as follows:</p> <p>Evaluation Criteria</p> <ul style="list-style-type: none">I. Experience and Capability of the Consultant – 10%II. Quality of Personnel to be Assigned to the Project – 15%III. Plan of Approach and Methodology – 75% <p>The minimum St required to pass is 70 points.</p>
26.1	<p>The opening of Financial Proposals shall be on 05 August 2019, Monday at 10:00 AM at the BCDA Corporate Center at 2F Bonifacio Technology Center, 31st St. cor 2nd Ave., Bonifacio Global City, Taguig City.</p> <p>Financial Proposals shall be opened in public.</p>
27.2	<p>No negotiations pertaining to the Financial Proposals shall be undertaken.</p>

TERMS OF REFERENCE

TECHNICAL SPECIFICATION
as attached to the Bidding Documents

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TERMS OF REFERENCE

Cloud Platform

The CONSULTANT shall use the existing Build Build Build cloud platform through “Platform as a Service (PaaS)” for the rapid development of its application systems and integrated website. The cloud platform should have wizards and visual design aids for application development.

The cloud platform should provide complete control to Build Build Build administrator on managing access to the applications and other objects.

The CONSULTANT shall provide a Database Management System (DBMS) that is secured in the Cloud Platform.

The CONSULTANT shall provide applications in the Database Management System planning action applications, project monitoring, budget monitoring and management applications.

The following security features should be available

Single Sign-on

Multi-factor Authentication

Security Level and Password Policies

SSL and HTTPS

TERMS OF REFERENCE

Cloud Platform

The Cloud Platform and Database will allow remote user access, minimum of 25 users, and management to/of the database of Build Build Build via a web-based platform through internet connection.

The BPMS Should also have the following features:

1. Process: Design, execute, manage, and optimize enterprise business processes using BPMS process modeling and execution platform.
2. Rules: Automate, enforce and audit policies and practices with agile, centrally-managed business rules.
3. Portal: Create dashboard mash-ups that deliver rich and personalize information and actions to each role in the process.
4. Forms: Build dynamic and interactive web forms through a drag-and-drop interface, or quickly automate existing ADOBE PDF.
5. Analytics: Track real-time process performance, create rich reporting dashboards, identify process bottlenecks, and optimize process efficiency.
6. Content Management: Share, manage and store important documents and content in the processes with seamlessly integrate enterprise content management features.
7. Data Access: Connect enterprise data sources and quickly build new processes that incorporate and manage existing data.

TERMS OF REFERENCE

BBB Portal

The CONSULTANT shall ensure that the Transparency and Accountability Portal (TAP) 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.

The CONSULTANT shall enhance the Build Build Build website and integrate it with the platform running on the Cloud Platform.

The CONSULTANT shall ensure that the BBB Portal features currently available are still included.

The CONSULTANT shall ensure the availability of a facility for the public to directly download photos and relevant documents such as printable forms/reports/documents directly from the portal.

The CONSULTANT shall ensure that the Portal is mobile/tablet adaptive/responsive and accessible in all internet browsers, such as Chrome, Mozilla, Safari, among others.

The CONSULTANT shall ensure that the Document/Imaging uploading system is still available.

TERMS OF REFERENCE

Integration of BBB Jobs Portal, using the API, with the portal of the BBB agencies to maximize the posting of jobs

The CONSULTANT shall integrate inside the Build Build Build Portal a Jobs Portal that enables the BBB agencies and their departments, contractors and their sub-contractors or manning agencies to fully manage posting of relevant jobs per project.

The CONSULTANT shall enable jobseekers to access the Jobs Portal, submit applications and resumes, and eventually get hired by contractors or employers through the BBB Jobs Portal.

The CONSULTANT shall enable the BBB Jobs Portal to integrate with existing external job platforms and websites.

The CONSULTANT shall provide all relevant data and metrics through a dashboard that will be shown in the BBB Portal, tracking employment data and numbers as a result of the BBB infrastructure projects.

The CONSULTANT shall ensure that the Jobs Portal is an end-to-end solution that enables Job Matching between potential employers (contractors) and jobseekers.

The CONSULTANT shall ensure that the Jobs Portal is capable of employment tracking so as to give and push new job opportunities to jobseekers in the database if and when their current contract ends ensuring sustainability of employment.

TERMS OF REFERENCE

Integration of BBB Jobs Portal, using the API, with the portal of the BBB agencies to maximize the posting of jobs

The CONSULTANT shall ensure that the Jobs Portal is integrated with social media applications such as Facebook Messenger, among others, to enable a chat platform between the employer and jobseekers, gather their applications and match their qualifications with the available jobs. The chat platform shall automatically integrate to the backend database through Application Programming Interface (APIs) for seamless integration.

The CONSULTANT shall provide necessary support to the contractors/ employers by directly coordinating with them, upon endorsement of the respective agencies.

The CONSULTANT shall ensure that the BBB Jobs Portal is integrated seamlessly with the portals of the following using the API developed by the previous consultant which should be carried out successfully within one (1) year:

BBB agencies: BCDA, DPWH and DOTr

2 contractors' portal: 1 for DPWH and 1 for DOTr

BCDA economic zones: Clark Special Economic Zone (CSEZ), John Hay Special Economic Zone (JHSEZ), Poro Point Special Economic and Freeport Zone (PPSEFZ) and Bataan Technology Park (BTP)

TERMS OF REFERENCE

Case Management System

CONSULTANT shall ensure that the case management system has the following features:

Receive data, such as queries, complaints, suggestions, photos

Integrate all queries, complaints, suggestions, photos, and other information received in the Portal into a single backend platform.

Create proper identification and location of individuals who submitted the reports;

Receive data from a single platform and assign tickets to responsible personnel who shall resolve the matter and prepare the reports;

Monitor all activities per ticket;

Close tickets once the issues are resolved;

Provide a facility to communicate directly with complainants;

Monitor and report aging of tickets;

Provide dashboards that show all related captured data from all the tickets.

TERMS OF REFERENCE

Cloud Hosting Services

The CONSULTANT shall use the existing cloud hosting services to ensure a scalable and robust services for the BBB portal for one (1) year.

Cloud Hosting Service Data Center shall be Tier III at the minimum.

Cloud Hosting Service Data Center shall offer 100% hardware infrastructure redundancy.

The CONSULTANT shall ensure that the cloud hosting is provided in two (2) servers to be used independently for:

The Build Build Build front end portal

The Build Build Build backend application, database and DBMS

The CONSULTANT shall provide minimum 200 GBPS dedicated bandwidth for the cloud servers.

The CONSULTANT SHALL ensure the Cloud Hosting Solution Data Security features are available.

TERMS OF REFERENCE

Operations & Maintenance

Ensure that the Portal is hosted online 24 hours a day, 7 days a week, and accessible worldwide through the internet.

Operate and maintain all technical aspects of the Portal. Directly coordinate with the BBB agencies for any issues on the Portal that affect the agencies and ensure that the issues are resolved immediately. Initiate the resolution of the issues, upon consultation with concerned BBB agency.

Provide Online, Phone and Physical support ensuring that the BBB Portal and the BPMS software is up 99.99% of the time.

Provide a secure and reliable access and/or license for the content management of the various projects.

TERMS OF REFERENCE

Training and Integration Services	The CONSULTANT shall provide training and integration services for the BBB end-users and technical personnel to be able to implement, sustain, manage, and maximize utilization of the project.
Project duration	The CONSULTANT is expected to maintain and manage the BBB Portal for one (1) year upon signing of the contract. The cloud hosting and operations and maintenance is for a period of one (1) year commencing immediately upon contract signing, plus additional one (1) month for warranty support.
Ownership of data	All data build-up shall be turned over to the BBB Committee including the super admin of the CMS. The data build-up shall be able to run using the BBB Committee server even upon expiration of contract.

SCHEDULE OF ACTIVITIES

Issuance of Bidding Documents : July 10 – July 28 2019, (8:00 AM – 5:00 PM)
until July 29, 2019 (8:00 AM – 9:00 AM)

Request for Clarification in writing or email addressed to BAC-C Secretariat:
July 19, 2019 (5:00 PM) (Friday)

Issuance of Supplemental/Bid Bulletin: July 23, 2019 (5:00 PM) (Tuesday)

Deadline of Submission of Technical and Financial Proposals: July 29, 2019
(9:00 AM) (Monday)

Opening of Technical Proposals: July 29, 2019 (9:30 AM) (Monday)

Opening of Financial Proposals: August 5, 2019 (9:00 AM) (Monday)



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**THANK
YOU!**