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|  | <b>PHILIPPINE COUNCIL FOR<br/>AGRICULTURE AND FISHERIES</b><br>Control of Records<br>Quality Form<br><b>HIGHLIGHTS OF THE MEETING</b> | PCAF-QP03-F03<br>Version 2 |
|   |   | BAC-HoM-2024-065           |
|   |   | Reference Number           |
|   |   | Date: 11/25/2024           |


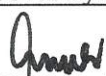


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| <b>Title of Meeting:</b>                     | Procurement of Twelve (12) Months Subscription to Internet Access Service for CY 2025  |
| <b>Date &amp; Time:</b>                      | November 25, 2024/10:00 AM   |
| <b>Venue:</b>                                | BAC Conference Room  |
| <b>No. of Participants:</b>                  | 15   |
| <b>Sex Ratio:</b>                            | <input type="text" value="10"/> Male <input type="text" value="5"/> Female   |
| <b>Classification of Participants (No.):</b> | <input checked="" type="checkbox"/> 15 Government <input type="checkbox"/> Private Sector<br><input type="checkbox"/> Academe <input type="checkbox"/> Academe<br><input type="checkbox"/> PWD <input type="checkbox"/> PWD<br><input checked="" type="checkbox"/> 1 Senior Citizen <input type="checkbox"/> Senior Citizen<br><input type="checkbox"/> Indigenous People <input type="checkbox"/> Indigenous People |

| Agenda/<br>Issues/Concerns   | Agreements/<br>Actions to be taken   | Responsible<br>Agency/Unit | Timeline |
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| <b>I. Call to Order</b>  | The meeting was called to order at 10:00 AM by the BAC Chairperson Ms. Melinda T. Quinones for the Procurement of Twelve (12) Months Subscription to Internet Access Service for CY 2025 with the Approved Budget (ABC) for the Contract amounting to Php 2,060,650.00.  |                            |          |
| <b>II. Attendees</b><br><br><b>Prospective Bidders</b><br>Company:<br>Service Manager:<br>Account Manager:<br>Company<br>Account Manager:<br>Account Manager:<br>Company:<br>Account Manager:<br><br><b>BAC</b><br><br>Chairperson:<br>Vice-Chairperson:<br>Member:<br><br><b>BAC Secretariat</b><br><br>Head:<br>Member:<br>Member:<br><br><b>BAC-TWG</b><br>Head:<br><br><b>End-User</b><br>Staff, PMKMD<br>Staff, PMKMD | <ul style="list-style-type: none"> <li>● <b>Globe Telecom/Innove</b><br/>Mr. Edmund Dulay<br/>Ms. Chic Perez</li> <li>● <b>Converge ICT</b><br/>Ms. Sarah Calaunan<br/>Mr. Ronald Caoao</li> <li>● <b>Radius Telecoms, Inc.</b><br/>Mario Basco</li> </ul><br><ul style="list-style-type: none"> <li>● Ms. Melinda T. Quiñones</li> <li>● Ms. Marisa R. Lo</li> <li>● Mr. Alvin D. Racho</li> </ul><br><ul style="list-style-type: none"> <li>● Mr. Ken Ryan P. Eleazar</li> <li>● Mr. Sonny A. Chua Jr.</li> <li>● Ms. Anna Mariel Aque</li> </ul><br><ul style="list-style-type: none"> <li>● Mr. John Errasmus Montiano</li> </ul><br><ul style="list-style-type: none"> <li>● Mr. Ernani Pangilinan</li> <li>● Mr. Juan Miguel G. Rentosa</li> </ul> |                            |          |

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| <p><b>Observer</b><br/>Representative, PCAFEA</p> <p><b>III. Topics Discussed</b></p> <p>A. Presentation of the Bidding Documents</p> <p>-Technical Specifications</p> | <ul style="list-style-type: none"> <li>● Mr. Brian B. Babaran</li> </ul> <p>Ms. Melinda T. Quinoñes, BAC Chairperson, presented the following:</p> <p><b>a. Rules for the Conduct of Early Procurement Activity (EPA)</b></p> <ul style="list-style-type: none"> <li>● GPPB Circular No. 2019-06 (Guidelines on the Implementation of Early Procurement Activities)</li> <li>● Fixed Price Rules in Procurement</li> <li>● Bid Validity</li> <li>● Award of Contract</li> </ul> <p><b>b. Instructions to Bidders</b></p> <ul style="list-style-type: none"> <li>● Scope of Bid</li> <li>● Funding Information</li> <li>● Eligible Bidders</li> <li>● Subcontracting</li> <li>● Clarification and Amendment of Bidding Documents</li> <li>● Eligibility and Technical Components</li> <li>● Bid and Payment Currencies</li> <li>● Bid Security</li> <li>● Sealing and Markings of Bid</li> <li>● Post Qualification</li> </ul> <p><b>c. General Condition of Contract</b></p> <ul style="list-style-type: none"> <li>● Advance Payment and Terms of Payment</li> <li>● Performance Security</li> <li>● Inspection and Test</li> <li>● Warranty</li> <li>● Liability of the Supplier</li> </ul> <p><b>d. Checklist of Technical and Financial Documents</b></p> <p>Mr. Ernani Pangilinan, Staff of the Planning, Monitoring, and Knowledge Management Division (PMKMD), presented the Technical Specifications of Twelve (12) Months Subscription to Internet Access Service for CY 2025.</p> <p>Mr. Pangilinan discussed the following:</p> <ul style="list-style-type: none"> <li>- <b>Technical Requirements</b></li> <li>- <b>Service Installation and Activation</b> <ol style="list-style-type: none"> <li>1. Service Testing</li> <li>2. Service Level Commitments <ul style="list-style-type: none"> <li>a. Network Availability</li> <li>b. Circuit Availability</li> <li>c. Latency</li> <li>d. Mean Time to Respond/Restore</li> <li>e. Monthly Report</li> <li>f. Maintenance Activities</li> </ul> </li> </ol> </li> <li>- <b>Service Installation and Activation</b></li> <li>- <b>Qualifications of the Service Provider</b></li> <li>- <b>Contract Duration</b></li> </ul> |  |  |
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| <p>-Checklist of Technical and Financial Documents</p> <p>B. Questions and Answers</p> <ul style="list-style-type: none"> <li>• <b>Mr. Edmund Dulay</b><br/>Globe Telecom/Innove</li> </ul> | <p><b>Ms. Melinda T. Quiñones</b>, BAC Chairperson, discussed the following:</p> <p><b>a. Technical Component envelope</b><br/><b>b. Financial Component envelope</b></p> <p>Ms. Marisa R. Lo, BAC Vice-Chairperson, clarified to the end user that this procurement activity covers 12 months of FY 2025, not the calendar year from January to December 2025. The end user confirmed this and noted that the installation will take approximately 30-45 days.</p> <p>He cited that the pages 26-28 of the bidding documents posted on PhilGEPS are missing. The BAC Secretariat provided copies of these pages to the attendees and confirmed that they would be included in the upcoming supplemental bid bulletin (SBB).</p> <p><b>Question 1:</b> He inquired about the additional tests referenced in the specification under Service Testing: "PCAF may request an additional test, subject to payment of charges set by the Service Provider."</p> <p><b>Reply:</b> The BAC inquired with the end user whether additional tests were required beyond those specified in the bid documents. The end user clarified that no additional tests are needed. Since all required tests have already been outlined in the bidding documents, the end user confirmed that this clause would be removed from the specifications.</p> <p><b>Question 2:</b> Can the requirement be reduced from six (6) to three (3) cable landing stations in the Philippines connecting internationally for diversity and redundancy?</p> <p><b>Reply:</b> The BAC will consult the TWG and end user regarding the matter. If approved, it will be included in the SBB.</p> <p>The deadline for the clarifying and/or interpreting any part of the bidding documents is November 30, 2024.</p> |  |  |
| <p>IV. Adjournment</p>  | <p>The meeting was adjourned at 12:00 NN.</p>   |  |  |

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| <p>Date prepared: November 27, 2024</p>  |  |  |  |
| <p>Prepared by:</p> <p><br/><b>KEN RYAN P. ELEAZAR</b><br/>Head, BAC Secretariat</p>  |  | <p>Approved by:</p>  |  |
| <p>Recommending Approval by:</p> <p><br/><b>MARISA R. LO</b><br/>BAC Vice-Chairperson</p> <p><br/><b>ALVIN D. RACHO</b><br/>BAC Member</p> |  | <p><br/><b>MELINDA T. QUIÑONES</b><br/>BAC Chairperson</p> |  |

