



Republic of the Philippines
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MINUTES OF THE PRE-BIDDING CONFERENCE
ADVANCED PATENT DATABASE SUBSCRIPTION

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- Member
Noel A. Sedigo	- Member
Gerry M. Castillo	- Member
Jazmin P. Cubillo	- Member
Emeline C. Guevarra	- TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Mila M. Matel	- Representative, Masangkay Computer Center
Teddy F. Tepora	- End-User/ Manager, ITSO
Gerald T. Viado	- Staff, ITSO
Ejeramel P. Panganiban	- Staff, ITSO
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, Secretariat
Al Eugene L. Torres	- Member, BAC Secretariat
Erla F. Matel	- Member, BAC Secretariat
Ginalyn M. Marzo	- Member, BAC Secretariat

The pre-bidding conference for the ADVANCED PATENT DATABASE SUBSCRIPTION held at Hostel Tropicana was called to order at 11:00 am on October 18, 2022, and was presided over by the BAC Chair, Ms. Lolita G. Herrera. The Chair acknowledged the presence of one (1) representative of the prospective bidder.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-User. No COA and private sector representatives attended the meeting.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is Six Million Three Hundred Thousand Pesos (₱ 6,300,000.00).
2. The source of funds for the project is TRUST (PCAARRD-funded project).
3. The general requirements and technical specifications were presented.

3.1. General Description

- covers patent families (inventions)
- covers patent records
- abstract with different languages
- provides access to worldwide
- gives access to the information about patent

3.2. Specific Description

- 40 million and above patent families (inventions)
- 90 million and above patent records
- craft English abstracts from different languages
- provides access to bibliography, full text, frontpage, and images
- 50 Professional Seats
- 3 Analyst Seats
- 1-year Subscription

B. Queries from the prospective bidders/ Agreements:

1. Ms. M. Matel of Masangkay Computer Center inquired about the delivery period for this project.
2. The BAC Chair answered that the standard delivery period for government procurement is 30 days. Moreover, the Chair emphasized that the bid docs amount for the project is 7,000 pesos.
3. Ms. M. Matel of Masangkay Computer Center asked that aside from the database subscription, do they still need to develop a certain application/ software that will act as an interface for the database.
4. The End-User reiterated that what he is requesting is already a patent database that is ready to use and is actually a subscription. Moreover, he explained the different features of the patent database he is requesting.
5. The BAC Chair emphasized that any changes to the technical specifications will be posted as bid bulletin.


C. Other Matters:

1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Bid documents should be packaged well and should contain "dog tags" for easy scanning of all the BAC members.
3. Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on November 3, 2022, at 8:00 am, late bids will not be accepted.
4. The face-to-face bid opening will be held on November 3, 2022, at 11:00 am at CvSU Hostel Tropicana.
5. Bid submission through the courier system is also allowed. However, the bid documents must be received by the BAC before the deadline for the submission of bids.
6. For the payment of bid documents, the prospective bidders are requested to coordinate with the BAC Secretariat. Online payment through Landbank Link.Biz is accepted.
7. For those who are interested to attend the face-to-face bid opening, prospective bidders are advised to send one (1) representative only per company. The University is implementing a health protocol to observe following the IATF guidelines, thus, wearing of face masks and social distancing must be observed at all times during the bid conference.

Since there are no queries from the bidders and the BAC members, and there are no other matters to be discussed, the pre-bid conference was adjourned by the BAC Chair at 11:30 am.

Prepared by:


AL EUGENE L. TORRES
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:


LOLITA G. HERRERA
Chair, BAC for Goods and Consulting Services