



MINUTES OF THE PRE-BIDDING CONFERENCE
ADVANCED PATENT DATABASE SUBSCRIPTION – 2nd POSTING

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Edwina O. Roderos	- Member
Jazmin P. Cubillo	- Member
Emeline C. Guevarra	- TWG Chair, Computer and Office Equipment
Dindo C. Marges	- TWG Member, Computer and Office Equipment
Rex Cabutihán	- CD ASIA
Rovi Jean Sanchez	- End-User/ Staff, ITSO
Merissa Arandia	- End-User/ Staff, ITSO
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, Secretariat
Chester Jade Mojica	- Member, BAC Secretariat
Erla F. Matel	- Member, BAC Secretariat
Ginalyn M. Marzo	- Member, BAC Secretariat
Chester Jade Mojica	- Procurement Staff

The pre-bidding conference for the ADVANCED PATENT DATABASE SUBSCRIPTION – 2nd POSTING held at Hostel Tropicana was called to order at 3:30 pm on December 14, 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 database
- 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, front page, and images
- 50 Professional Seats
- 3 Analyst Seats
- 1-year Subscription

B. Queries from the prospective bidders/ Agreements:

1. Mr. Rex of CD ASIA gave a brief description of their company and inquired if they can still participate on the bidding even if the last subscription that they provided to a government agency, specifically Intellectual Property of the Philippines, was back in 2013.
2. The BAC Chair declared a 5-minutes recess to discuss the matter with the BAC members and TWG and requested the prospective bidder to wait outside the hall.
3. After reviewing the guidelines specified for procurement process indicated at RA 9184, the conference resumed and the BAC Chair, members, TWG and secretariat agreed to remove the eligibility requirement of having a similar contract within the past 2 years, which is indicated as a special condition in the bidding documents, since there is no timeframe required in the guidelines.
4. Everyone agreed that the said time frame condition will only remove specifically for this project.
5. The BAC Chair asked the Mr. Rex the number of patents included in the 70-user id's that they have provided in their past subscription.
6. Mr. Rex replied that he will check with their company.
7. The BAC Chair emphasized that any changes to the technical specifications will be posted as bid bulletin and that winning bidder will be subjected to post qualification.

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 December 28, 2022, at 12:00 pm, late bids will not be accepted.
4. The face-to-face bid opening will be held on December 28, 2022, at 3:30 pm 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.

Since 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 4:00 pm.

Prepared by:


ERLA F. MATEL
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:


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