



MINUTES OF THE PRE-NEGOTIATION CONFERENCE
ADVANCED PATENT DATABASE SUBSCRIPTION – NEGOTIATED PROCUREMENT

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Roderick M. Rupido	- Member
Teddy F. Tepora	- End-user, Patent Mining
Emeline C. Guevarra	- TWG, Computer and Office Equipment
Rex J. Cabutihan	- Sales Manager, CD Asia
Preciosa G. Eraña	- OIC, Procurement Office
Roselyn M. Maranan	- Chair, Secretariat
Chester Jade Mojica	- Procurement Staff

The pre-negotiation conference for the ADVANCED PATENT DATABASE SUBSCRIPTION – NEGOTIATED PROCUREMENT held at CvSU-International House II was called to order at 1:00 pm on March 14, 2023, and was presided over by the BAC Chair, Ms. Lolita G. Herrera.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-User. The Chair also acknowledged the presence of one (1) representative of the prospective bidder. 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. The Chair asked the only prospective bidder attended the pre-negotiation conference, which is CD Asia, if they are a local company.
2. Mr. Rex of CD Asia explained that they are a local company but for this project they are offering total patent which is a product of their foreign-partner company, LexisNexis, and emphasized that CD Asia is the local distributor here in the Philippines.
3. The Chair asked the prospective bidder some insight about the presented technical specifications of the project.
4. The prospective bidder emphasized that they could deliver a total patent database, in which instead of 40 million patent families, they can offer a total of 86 million patent families and instead of 90 million patent records, they can offer a total patent around 155 million patent records.
5. The end-user asked the prospective bidder if they have listed product specifications and request a copy of it so that they can consult with their Director and compare it to their existing database.
6. The prospective bidder answered that they could provide a sample of their product specifications of what they are offering.
7. The end-user asked if they are allowed to request from other company to also provide specifications so that they can compare the technical content of each database.
8. The Chair reiterate the reason that the technical specifications are being presented again so that they can obtain the right deliverables of the project.
9. The end-user asked the prospective bidder if the product that they are offering can produce or generate patent landscaping / patent landscape.
10. The Chair explained the reason that this technical specification is being presented again, so that it can still be dissected and narrow down into specific specifications so the prospective bidders can easily offer for the project.
11. The end-user explained the idea, general application and purpose of the database that they need.
12. The Chair asked the end-user to revisit the technical specification and coordinate it with the TWG and come-up with final revision of specific technical specifications.
13. 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.
14. The Chair emphasized that any changes to the technical specifications will be posted as bid bulletin.

15. The Chair announced the deadline of submission of bids is on March 28, 2023, 12:00PM at Procurement Office, Administration Building and the schedule of Negotiated Conference / Bid Opening is on March 28, 2023, 1:00PM at CvSU-Hostel Tropicana.

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, (Original Copy, Copy 1 and Copy 2).
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 March 28, 2023, at 12:00PM, late bids will not be accepted.
4. 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.
5. For the payment of bid documents, the prospective bidders are requested to coordinate with the BAC Secretariat. Online payment through Landbank LinkBiz is accepted.
6. 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 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 1:30PM.

Prepared by:


ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested by:


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