



**DESIGN, DEVELOPMENT, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF
 ASSET MANAGEMENT INFORMATION SYSTEM (AMIS)**

PRE-BID CONFERENCE

MINUTES OF MEETING

DATE : 16 October 2019
VENUE : Bulwagan, 5th Floor, MWSS Administration Building
CALLED TO ORDER : 1:29PM

ATTENDEES:

MWSS	Prospective Bidders
<p>BAC</p> <ol style="list-style-type: none"> Romeo D. Roderos – Vice Chairperson <p>Members:</p> <ol style="list-style-type: none"> Augustine M. Vestil, Jr. Walter M. Partosa Ramon R. Fabul <p>TWG</p> <ol style="list-style-type: none"> Delfin U. Sespeñe <p>Members:</p> <ol style="list-style-type: none"> Veronica Diamzon-Gonzales Jillian Alexis Manlangit Jeffric John Dela Paz Precious Eureka Flores <p>SECRETARIAT</p> <ol style="list-style-type: none"> Anabella S. Altuna – Chairperson Restituto G. Espejo III – Vice Chairperson Janelle Mupas Lolita Garcia Kenneth Jorge Koronado Julia Mariah Codamon <p>RESEARCH & STANDARDS DEV'T DEPT.</p> <ol style="list-style-type: none"> Alex Abando Johnny Emmanuel Dyanne Christine Sanchez 	<p>ION MANAGEMENT</p> <ol style="list-style-type: none"> Liane Garcia Rheena Dela Cruz <p>YONDU, INC.</p> <ol style="list-style-type: none"> Gianne Orrola Jeannie Julia <p>MYBUSYBEE</p> <ol style="list-style-type: none"> Jerryson Derraco Mark Yarisantos <p>MARALABS</p> <ol style="list-style-type: none"> Erwin Galang Deck Del Rosario Joy Hernandez <p>WIZZARD TECH</p> <ol style="list-style-type: none"> Irene Ingreso Mark Tiglao <p>POINTWEST</p> <ol style="list-style-type: none"> Katha Estopacio Jon Alfonso <p>e-PLDT</p> <ol style="list-style-type: none"> EJ Juan Ariane Cerdino <p>GEODATA SYSTEMS</p> <ol style="list-style-type: none"> Ma. Geraldine Hapita Ricci Delos Reyes Charm Toda <p>MICROLOGIC DIVERSIFIED TECHNOLOGIES, INC.</p> <ol style="list-style-type: none"> Lean Isiah Garonita <p>IT GROUP, INC.</p> <ol style="list-style-type: none"> Mariz Juan Ryan Mejia <p>Observers: None in attendance</p>

The Pre-Bid conference was called to order and chaired by Deputy Administrator Romeo D. Roderos, BAC Vice Chairperson while Atty. Anabella Altuna (BAC Secretariat Chairperson) affirmed that there was a quorum and that notices were timely delivered.

DA Roderos introduced the members of the BAC, the members of the TWG, the BAC Secretariat, and acknowledged the absence of observers. He introduced the bidders one by one based on the attendance sheet.

Mr. Alex Abando provided a short background on the salient features of the TOR:

- A. Briefing on TOR
 - Purely software development project
 - Nine Modules of the AMIS
 - Will take only 6 months to develop
 - The chosen provider may develop the system on their site and then make a test run at MWSS
 - Requirement of off-site backup indicated in the TOR (4 Terabyte offsite backup)
 - The system will be developed in a Windows™ environment (emphasis on not a graphical type system development but more on document type and report type only)
- B. Approved Budget Cost is Eighteen Million Four Hundred Pesos (Php18,400,000) VAT inclusive.
- C. Warranty requirement: Two (2) years for software and hardware
- D. Terms of Payment
- E. 10% Retention
- F. Provision for on-sight support for six (6) months
- G. Copy of Terms of Reference is downloadable from MWSS website
- H. Bid documents can be bought at P25,000

The following questions were raised by the prospective bidders:

BIDDER	QUERIES	REPLY/COMMENTS
Micromedia (Micrologic Diversified Technologies, Inc.	Are we developing from scratch? If we are, we think that 6 months is too short. What connectivity to be used?	Not answered. The connectivity should be open with other system. The system that will developed must be open to other system that will be developed like Finance and HRIS; thus compatibility of openness of the system is basically required.
Yondung	How many target users are there? Is the requirement for Certificate of Level To Data Center Facility for the Cloud Back-up Solution Provider mandatory?	There are only 10 to 15 main users but can be accessed by other users Yes, because we require 4 terabyte and a minimum Tier 2 certification for the data center. But this Tier 2 can be higher.

<p>ION Management</p>	<p>Will the requirement for software and hardware be part of our quotation in the proposal?</p> <p>On page 14 of the TOR, what does GAE stands for?</p>	<p>Yes. The hardware component must be included in the proposal including the Microsoft™ licenses for the software and database licenses.</p> <p>It means General Administrative Equipment. These are equipment which are movable and can be carried by people like laptops, computers, and the like.</p>
<p>Maralabs</p>	<p>Referring to last page of the TOR, can we request for a list of accredited providers that we may choose from?</p> <p>Are there other systems where we will interface the system that we will develop, still to be developed also?</p> <p>Are there any baseline information that would be required from this system that would possibly interfaced with the system that would be developed?</p> <p>If that is the case, how will the acceptance of the interfaces go about?</p> <p>For clarification, when we say 'interfaces', do we mean those interface that are in the diagram where they have connectivity?</p> <p>Do we have a timeline allocated for the development of the interfaces?</p> <p>Re stipulation on deliverables, that the provider will provide the source code that will empower the organization (MWSS) to modify and edit, would that be immediately after the acceptance of the project or after the end of assembly?</p> <p>Should there be an issue arising from the modification done by MWSS, will it be acceptable to SLA?</p>	<p>Actually we are limited to MS SQL and we do not have a list of accredited data base providers.</p> <p>Yes. To be developed but it is already included in the program for 2021 or 2022.</p> <p>There is no TOR yet. We can subscribe or develop our own because we have the option to subscribe or develop our own. Since we are a government agency then we should evaluate the software component.</p> <p>Since our existing systems are run by Windows™ and Microsoft™, the interface should be compatible with Windows™ and Microsoft™ since we still do not have any idea what would be developed for Finance and HR.</p> <p>Yes.</p> <p>None. It is open and goes on with the module; and has no relation with the future HRIS or AMIS.</p> <p>Immediately after acceptance. Once we accepted the project, then it will be turned over to us.</p> <p>No modification will be done for as long as the project is under warranty.</p>

	Will there a specific size of screen for the laptops?	There is no specific size for screens but must follow the specs provided in the TOR, and at least 14" and above.
WIZZARD Technologies	Since the source code will be turned over to MWSS, during the period of integration of Financial System and HRIS, will the winning provider be obliged to perform the integration?	No. And by the time the next project might be due, the warranty is already expired.
e-PLDT	<p>Will a Supplemental Bid Bulletin be issued confirming that the winning bidder, as part of the warranty and after-sales support, the winning bidder may assign at least one personnel at MWSS for six (6) months as after-sales support? [The TOR mentioned that the winning bidder must assign two personnel at MWSS for six months but during the Pre-Bid Conference, it was mentioned that the winning bidder may assign at least one (1) personnel.]</p> <p>Regarding the issuance of Certificate of Acceptance and Completion which must be similar to Asset Management Information System, can it be possibly aligned with the SLCC which is related to any information system?</p> <p>Can we provide servers with same specs but different size?</p>	<p>Yes, this will be reflected in a Bid Bulletin.</p> <p>Related to any information system that deals with assets, similar or related as mentioned in the TOR.</p> <p>No, must comply with TOR.</p>
POINTWEST	Does the finance record mentioned in the TOR not have any accounting component, no generation of financial statements, COA-related reports, etc.?	No, there is none.
GEO DATA SYSTEMS	With regard to One Time Password (OTP), what is your current level of security?	Since we do not have a data center yet, the level of security when developing the system will be on password and access privileges; therefore an access matrix will be prepared which will later be incorporated as the project is done.
	How many copies of proposal must be submitted?	This is specified on ITB Clause No. 20.2, page no. 40 of the Bid Data Sheet of the Bidding Documents.
	Regarding software requirements, is it mandatory to develop the system within Visual Studio or can we use different development language?	Yes, as long as it is Windows™ based.

ION Management	Regarding the hardware and software quantity, do we determine the number of hardware is needed based on the system that will be developed since it was not mentioned in the TOR.	The number of laptops is mentioned in the TOR (pages 15 to 16) which is one (1) Server and four (4) laptops.
	Which approach is preferred in the development of the system, design from scratch or is it something ready-made and will just be customized? So it does not really mean that the system is ready-made? Regarding the SLCC, would it be a similar contract related to any information system, or just a system developed and was implemented?	Design from scratch. Or if it will be off the shelf, then will start from zero. Yes. Yes, as long as it is related to Asset Management Information System. (This question will be answered properly thru a Supplemental Bid Bulletin.)
	Regarding SLCC, will it be private or government?	Private or government will do.
GEODATA	Regarding Module 5: will it be data entry or data tracking only, or would it be a creation of a transaction like preventive maintenance or corrective maintenance?	No preventive maintenance. Data tracking only. Not the one that makes a "prompt" that preventive or corrective maintenance is needed.

DA Roderos reminded the prospective bidders of the following:

- Copies of Invitation to Bid, Bid Documents and Terms of Reference are available online, downloadable, or may be viewed from the Office of the BAC Secretariat Chairperson
- Bidding Documents are available starting October 8, 2019 and the cost is Php25,000.00
- Bid submission is on October 28, 2019 at 1:00PM
- Last day to submit written queries in on October 18, 2019
- Approved Budget Cost is Php18,400,000.00 inclusive of 12% VAT and other duties and taxes

DM Ramon Fabul reminded the requirements of the Bid as follows:

- Read the Instructions to Bidders carefully specially Section 12 which is "Documents Comprising the Bid: Eligibility and Technical Components", and also the Bid Data Sheet. He reminded the bidders that most of the time there were bidders who got disqualified outright because of the non-compliance on the requirements.
- Strictly observe submission time which is 1:00PM. Late comers will not be entertained

Atty. Augustine Vestil reiterated the following:

- Philippine Standard time will be applied in determining the actual closing time of the submission

- Written queries may still be submitted until October 18, 2019 and corresponding Supplemental Bid Bulletins shall be posted for guidance and to resolve the queries raised

The meeting was adjourned at 2:23PM.

Prepared by:

[Redacted Signature]

LOLITA S. GARCIA
Member, BAC Secretariat

Attested by:

[Redacted Signature]

ATTY. ANABELLA S. ALTUNA
Chairperson, BAC Secretariat

Approved by:

[Redacted Signature]

ROMEO D. RODEROS
Vice Chairperson, BAC