



Republic of the Philippines  
CITY GOVERNMENT OF CAVITE  
**BIDS AND AWARDS COMMITTEE**  
**(CONSULTING SERVICES)**

*Pre-Bid Conference*

*March 5, 2021*

*10:00AM at Conference Room, 2/F City Mayor's Office*

**Attendance:** Engr. Florinda C. Santiago, Chairperson  
Mr. Eduardo B. Tan, Vice Chairperson  
Mr. Ferdinand T. Labarda, Member  
Engr. Reynaldo P. Rivera, Member  
Ms. Janice D. Rulloda, Member  
Ms. Annabella B. Poblete, TWG Head  
Mr. Meynard E. Villareal, TWG Member  
Mr. Paul John A. Gregorio, TWG Member  
Ms. Cesline SE. Zapanta, Head Secretariat  
Mr. Ricky P. Vencio, Duly Authorized Representative of SPIDC

**PRELIMINARIES**

The Pre-Bid Conference for the *Cavite City Operations Modernization and Transition to New Normal* Project (the "Project") was officially opened by the BAC (Consulting Services) Chairperson, Engr. Florinda C. Santiago, at 10:18AM after having determined that a quorum was present.

The BAC (Consulting Services) Head Secretariat, Ms. Cesline SE. Zapanta, proceeded with the roll call of the attendees.

**HIGHLIGHTS AND AGENDA DISCUSSION**

**I. ELIGIBILITY CHECK & SHORTLISTING**

Mr. Ricky P. Vencio, the duly authorized representative of Systems and Plan Integrator and Development Corporation (SPIDC) that was the shortlisted consultant, asked re the issuance of the Notice of Eligibility and Shortlisting. Ms. Zapanta clarified that the Notice of Eligibility and Shortlisting was published in PhilGEPS on March 4, 2021.

**II. TECHNICAL COMPONENTS OF THE BID**

- Customization

It was discussed in the Pre-Bid Conference that customization of system components per office shall be included in the Project as well as its warranty or customization maintenance. Should there be any development of an entirely new application in the process, it was also clarified that the City Government of Cavite shall have sole ownership of such application. *Factual changes*, or any future changes that will be required by any National Government Agency, that will affect the systems shall be free of charge and the winning bidder shall assist the City Government of Cavite in making the necessary system adjustments.

- Security Control

Mr. Meynard E. Villareal, TWG Member, raised to the body the matter of implementing a Security Policy in the LGU. A draft of such policy is already prepared, and concerned LGU functionaries may just have to revisit the document. Engr. Santiago agreed that an Executive Order shall be issued to implement the Security Policy to gauge accountability alongside the implementation of the Project.



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- System Access

As systems integration is a component of the Project, offices that have interconnected transactions shall have certain degree of access to each other's systems.

**ADJOURNMENT**

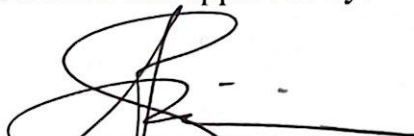
THERE BEING NO OTHER MATTERS TO DISCUSS, THE MEETING ADJOURNED AT 10:57 AM.

I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING MINUTES OF THE MEETING HELD ON 5 MARCH 2021, 10:18AM AT THE 2<sup>ND</sup> FLOOR, CITY MAYOR'S OFFICE CONFERENCE ROOM, CAVITE CITY HALL.

Prepared by:

  
**CESLINE SE. ZAPANTA**  
*Head Secretariat, BAC (Consulting Services)*

Reviewed and approved by:

  
**ENGR. FLORINDA C. SANTIAGO**  
*Chairperson, BAC (Consulting Services)*