



**MINUTES OF BAC MEETING
HO-BAC-PGCS No. 093-2020**

DATE : 01 December 2020
TIME : 2:30 p.m.
VENUE : Function Room B, 7th Floor, PPA Bldg.
ATTENDANCE :

BAC Members:

Mark Jon S. Palomar	-	Chairperson
Angelina A. Llose	-	Vice-Chairperson
Danah S. Jaramillo	-	Regular Member (via zoom)
Josephine M. Napiere	-	Regular Member (via zoom)
Diane Steffi T. Guillamon	-	Regular Member
Eric E. Dimaculangan	-	Provisional Member
Gervacio N. Balatbat	-	Provisional Member, End-User, ICTD
Genaro P. Mancio, Jr.	-	Provisional Member, End-User, PPD

Other Attendees:

Lolita D. Solis	-	Head, Secretariat
Milagros Lourdes P. Perez	-	Assistant Head
Janet P. Cayona	-	Member, Secretariat
Mitchie F. Manatad	-	Head, TWG
Janneliza D.L. Rebong	-	Member, TWG
Sharon V. Oliveros	-	Member, TWG
Edwina Rita P. Estilon	-	Member, TWG
Aida T. Dela Cruz	-	Member, TWG
Rogelyn G. Mendoza	-	Member, TWG (via zoom)

CALL TO ORDER:

The Head, Secretariat read the attendance of the BAC Members, TWG and Secretariat Members. After the quorum had been duly certified, the Chairperson called the Meeting to order at 3:00p.m.

HIGHLIGHTS:

1. The Chairperson presented the Agenda items, as follows: a) Pre-Bid Conference for the Provision of Security Screening Machine Operators for Philippine Ports Authority, Port Management Offices and Terminal Management Offices/Ports; b) Pre-Procurement Conference for the Supply and Delivery of HR Server.

2. Pre-Bid Conference for the Provision of Security Screening Machine Operators for Philippine Ports Authority, Port Management Offices and Terminal Management Offices/Ports

2.1 The objective of the Pre-Bid Conference is to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.

2.2 The Head Secretariat informed the Committee that there were no prospective bidders yet for the project.

2.3 The Head, Secretariat read the schedule for the submission and opening of bids.

3. Pre-Procurement Conference for the Supply and Delivery of HR Server

a) The Chairperson raised the following comments and concerns:


1. On whether the specifications provided for the server is sufficient to cater the needs for the systems of HRMD like HRIS, process of recruitment and other HR-related systems. Mr. Balatbat affirmed. He informed the Committee that the specifications presented are based on the recommendation of Cosmotech Philippines, Inc., a software company, and a provider of HRIS system.

The Vice-Chairperson inquired if the servers can be utilized also for other systems of PPA. Mr. Balatbat said that the system can accommodate other systems. However, the security of the HR systems can be compromised if other systems will be integrated thereto.


2. On the specifications of the existing HR server, Mr. Balatbat informed the Committee that the existing Random-Access Memory (RAM) of HR server is only 16GB which is equivalent to one server only. With the proposed procurement, there will be three (3) servers and three (3) nodes with 256GB memory with 50TB usable storage capacity which can cover up to more than five (5) years of usage.
3. With regard the security of the system, Mr. Balatbat said that the ICTD is in-charge of the configuration of the HR systems. However, the access to the security features of the servers will be exclusive to the HR personnel, considering the confidential information integrated on the systems. He likewise told the Committee that the system will also have a firewall protection against computer viruses and hacking activities. Mr. Balatbat also stated that the servers will be connected to the Uninterrupted Power System (UPS) to guard the servers against peaks and drops in voltage of power supply.

4. On whether the data gathered from the HRIS can also be backed-up by the back-up servers onsite of the ICTD for disaster recovery. Mr. Balatbat affirmed. He then manifested that moving forward, Management will also upgrade the storage capacity of the servers in the ICTD.
- 3.1 The Vice-Chairperson inquired the location of the servers to be delivered. Mr. Balatbat said that the new servers will be placed also in the ICTD. According to him, the servers are rack mountable with appropriate server rack, thus, it can only occupy less spaces.
- 3.2 On Warranty and Support, Mr. Balatbat apprised the Committee that the proposed servers in the Head Office will include three (3) year onsite 24x7x4 warranty support on parts and labor. He also added that there will be a testing to be conducted, and that the payment will be upon acceptance and commissioning of the servers.
4. On motion duly made and properly seconded the pre-procurement for the Supply and Delivery of HR Server was approved by the Committee, subject to the corrections in the TOR as discussed, and that the project be approved for publication/posting.
5. There being no other matters to be discussed, the meeting adjourned at 3:40 p.m.

Certified Correct:


LOLITA D. SOLIS
Head, BAC Secretariat

Approved:


MARK JON S. PALOMAR
Chairperson, BAC-PGCS