



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING**

December 10, 2019, 9:00 a.m.

Bids and Awards Committee Conference Room

**I. Attendance**

**Vice Chairperson:** Director Andrea Celene Magtalas, Information and Communications Technology Systems Service (ICTSS)

**Members:** Ms. Eden Pangilinan, Finance Service  
Mr. Virgilio Umpacan, Jr. – B.U.D.G.E.T. Representative

**Technical Working Group:  
(TWG)** Atty. Keith Francis Briones  
Ms. Jimmae Ma. Janina Papa  
Ms. Jeana Lyn Caceres  
Ms. Jhoana Marie Rull

**Secretariat:** Ms. Joyce Labao  
Atty. Juan Emmanuel Reyes  
Ms. Rhonna Regina Puno  
Ms. Abegail Igna  
Ms. Judith Hakim

**End-User Representatives:** Dir. Thea Marie Corinne Palarca, Administrative Services-  
General Services Division (AS-GSD)  
Mr. David Mateo, AS-GSD  
Ms. Marissa Santos, AS-Central Records Division (AS-CRD)  
Mr. Norman Aboy, AS-CRD  
Ms. April Anne Mangino, AS-Human Resources & Management  
Division

Bidder Representatives:

**Supply and Delivery of Drinking Water**

Crystal Clear Inc.  
Global Quality Waters & Environmental Solutions  
Technologies Inc. (GQWEST)

**Administration of Psychometric Exams for  
DBM Applicants and Employees**

People Dynamics Inc.

**II. Call to Order**

The quorum was confirmed by the Secretariat, thus, the meeting was called to order at 9:00 a.m. by Director Andrea Celene Magtalas, Bids and Awards Committee (BAC) Vice Chairperson.

**III. Highlights of the Meeting**

<b>Topics/Issues</b>	<b>Comments/Decisions/Instructions</b>
<p><b>A. Submission and Opening of Bids</b></p> <p><b>1. DBM Data Refresh &amp; Support Services</b></p> <p><b>2. Supply, Delivery, Installation, Testing and Commissioning of Energy Recovery Ventilation System, Exhaust Fans and Associated Ductworks for the DBM Arcache Building</b></p> <p><b>3. Supply and Delivery of Drinking Water</b></p>	<ul style="list-style-type: none"><li>• No bid was received before the 9 a.m. deadline.</li><li>• The BAC instructed for the re-posting of the Project by January 2020 pending the enactment of the bill extending the validity of 2019 budget appropriation.</li> <li>• No bid was received before the 9:30 a.m. deadline.</li><li>• The BAC instructed for the re-posting of the Project by January 2020 pending the enactment of the bill extending the validity of 2019 budget appropriation</li> <li>• Two (2) bidders submitted their bids before the 10:00 a.m. deadline, namely:<ul style="list-style-type: none"><li>1. Global Quality Waters &amp; Environmental Solutions Technology Inc.</li><li>2. Crystal Clear Inc.</li></ul></li></ul>

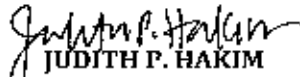
Topics/Issues	Comments/Decisions/Instructions
	<ul style="list-style-type: none"> <li>• After preliminary examination of the bids, the BAC, using non-discretionary "pass/fail" criteria, determined the following: <ol style="list-style-type: none"> <li>1. The submission of Global Quality Waters &amp; Environmental Solutions Technologies Inc. as "failed" for failure to submit a Tax Clearance. The bidder attached an Official Receipt as proof of their application. The BAC explained that a valid and existing Tax Clearance is an eligibility requirement which must be present during the submission and opening of bids and no alternative document can be accepted. Moreover, late submission is considered a modification or improvement of the bid.</li> <li>2. The submission of Crystal Clear Inc. as "failed" for failure to attach its Net Financial Contracting Capacity (NFCC) with the original copy of its technical documents. The bidder was only able to attach its NFCC with its Copy 1 and Copy 2 of their bidding documents. The BAC explained it is the Original copy document file that prevails in case there is a discrepancy.</li> </ol> </li> <li>• The BAC instructed the TWG and the Secretariat for the reposting of the Project.</li> </ul> <p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Crystal Clear Inc. submitted a Bid Security Declaration without any ID information on the said notarized document.</li> <li>• The BAC members made a vote on whether to accept the Bid Security Declaration and voted on the affirmative because of the policy of "absence or presence" of the said document during the submission and opening of bids, subject to post qualification.</li> <li>• Director Andrea Celene Magtala discussed about past decisions undertaken by BAC in accordance with determining the presence or absence of the necessary documents and if the same documents are patently sufficient or otherwise.</li> <li>• Atty. Juan Emmanuel Reyes shared a Supreme Court ruling on the weight of the statement, "affiant is personally known to me," by a notary public, stating that the Supreme Court uphold a decision that the duty of the notary public is to ascertain the identity of a person and his attestation is sufficient even in the absence of an ID.</li> </ul>

Topics/Issues	Comments/Decisions/Instructions
	<ul style="list-style-type: none"> <li>The BAC also resolved to make necessary revision or amendment in the Bid Security Declaration and Omnibus Sworn Statement in the Bidding Documents that will enable the standard and better practice of presenting a valid government issued ID.</li> </ul>
<p><b>B. Post-qualification Report</b></p> <p><b>1. Provision for Courier Services (2020)</b></p>	<ul style="list-style-type: none"> <li>After careful evaluation, validation and verification of the eligibility, technical and financial proposals of the bids, Ms. Jeana Lyn Caceres, the TWG member-in-charge of the Project found the submission of LIBCAP failed the criteria for post-qualification.</li> <li>The Single Largest Completed Contract (SLCC) submitted by LIBCAP stated contract completion on December 2016 and hence, failed to comply with the specific requirement stated in the Bid Data Sheet 12.1(a)(ii), "the bidder's SLCC similar to the contract to be bid should have been completed within two (2) years prior to the deadline for the submission and receipt of bids."</li> <li>The BAC instructed the TWG and the Secretariat to notify the bidder in writing about its post-disqualification and the grounds for it.</li> <li>The BAC instructed for the reposting of the said Project on January 2020.</li> </ul>
<p><b>C. Pre-bid Conference</b></p> <p><b>1. Administration of Psychometric Exams for DBM Applicants and Employees.</b></p>	<ul style="list-style-type: none"> <li>Only one (1) bidder, People Dynamics, Inc. attended the pre-bid conference.</li> <li>Ms. Jeramie Ardi Simbre, the TWG member-in-charge presented the technical and financial requirements of the Project, with emphasis on the specification, schedule and common reasons for disqualification.</li> <li>The prospective bidder asked if price schedule is needed to be submitted. The TWG member-in-charge replied that the bidder should complete the appropriate Schedule of Prices in the forms required and to refer to the Terms of Reference in the bidding documents.</li> <li>A Supplemental Bid Bulletin shall be issued should any revision on the Technical Specifications and Schedule of Requirement is warranted.</li> </ul>


IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 1:00 p.m.

Prepared by:

  
JUDITH P. HAKIM  
Secretariat

Noted by:

  
ANDREA CEJANE M. MAGTALAS  
Vice Chairperson