



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

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING**

February 24, 2020, 9:00 a.m.

Bids and Awards Committee Conference Room

**I. Attendance**

Vice Chairperson: Director Andrea Celene Magtalas

Members: Ms. Eden Pangilinan  
OIC-Adir. Rosemarie D. Pagala

Provisional Members

End-User Representatives: Ms. Donna De Ocampo  
Ms. Jobelle Rostata  
Mr. Annie Boy Luchavez

Technical Working Group: Mr. Rainier Diaz  
Atty. Keith Francis Briones  
Ms. Jeramie Ardi L. Simbre  
Mr. George V. Sotelo  
Ms. Jhoana Marie E. Rull  
Ms. Darlene Reyes  
Ms. Jimmae Ma. Janina Papa

Secretariat: Ms. Joyce D. Labao  
Ms. Rhonna Regina Puno  
Ms. Abegail D. Igna

## II. Call to Order

The quorum was confirmed by the Secretariat; thus, the meeting was called to order at 9:31 A.M. by the BAC Vice Chairperson Andrea Celene M. Magtalas.

## III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions
<p><b>A. Submission and Opening of Bids</b></p> <p><b>1. Supply, Delivery, Installation, Testing and Commissioning of Energy Recovery Ventilation Fans for the DBM Arcache Building (FY 2019 APP)</b></p>	<ul style="list-style-type: none"><li>• CitiAire Industrial Services Corporation submitted its bid at exactly 8:58 AM on 24 February 2020.</li><li>• The BAC noticed that the bid submission was not properly sealed and marked as required in the bidding documents. There was no marking in the envelope indicating the original, copy 1, and copy 2. Because of such condition, the BAC Vice Chairperson requested the members to vote on whether or not the BAC will proceed to open the submission.</li><li>• It was carried that the BAC will open the submission provided the duly authorized representative of the bidder will acknowledge such condition of the bid as submitted and that the BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed of marked bid, or for its premature opening.</li><li>• The representative of the CitiAire acknowledged as such.</li><li>• It was noted that the bidder submitted Class B documents in lieu of the PhilGEPS Certificate of Platinum Membership.</li><li>• It was also noted that the bidder submitted a Mayor's Permit which expired on 28 December 2019 and that there was no submission of official receipt as proof that the bidder has applied for renewal.</li><li>• Pursuant to Section 30 of the 2016 Revised Implementing Rules and Regulations of RA No. 9184 and Section 24.2 of the Bid Documents, the failure of the bidder to include the requirement as provided in Section 12.1(a)(i) of the Bid Data Sheet, the BAC considered the bid submission as "failed".</li></ul>
<p><b>B. Pre- Bid Conference</b></p> <p><b>1. Consultancy Services for Independent Functional and Technical Infrastructure Quality Assurance</b></p>	<ul style="list-style-type: none"><li>• The following representatives of SGV Co. Philippines attended the Pre-Bid Conference:<ul style="list-style-type: none"><li>○ Mr. Mark Andrew Eborá</li><li>○ Mr. Cliff Joshua Solon</li></ul></li></ul>

Topics/Issues	Comments/Decisions/Instructions
<p><b>Services for the System Integration and Stabilization of the Budget and Treasury Management System (BTMS) (Part II) (FY 2019 APP)</b></p>	<ul style="list-style-type: none"> <li>• The TWG in-charge, Mr. Rainier Diaz discussed the objectives of the Pre-bid conference highlighting that the decision of the BAC to amend any provision of the bidding documents shall be issued in writing through a Supplemental Bid Bulletin at least seven (7) calendar days before the deadline for submission and receipt of bids.</li> <li>• Among others, it was emphasized: (1) The use Quality-Cost Based evaluation procedure; (2) The required documents comprising the Technical and Financial Proposal; and (3) the Qualifications requirements for the Consultants.</li> <li>• Clarifications: <ol style="list-style-type: none"> <li>1. As regards to team composition, the bidders asked if they are allowed to include subject matter experts and if there is a limit to it.</li> <li>2. What are the protocols in the replacement of staff?</li> <li>3. Clarifications on the technical testing.</li> <li>4. What are the payment milestones?</li> <li>5. What may be considered reimbursable items, if any?</li> <li>6. Are they allowed to conduct focus group discussions; data analytics; supplement point-in-time assessments?</li> <li>7. Are testing offsite?</li> <li>8. Clarifications on the on-the-job training/transitioning.</li> </ol> </li> <li>• The end-user representative answered all questions and queries point by point.</li> <li>• It was pointed out that the timeline as indicated in the bid documents may be a subject for Supplemental Bid Bulletin.</li> <li>• Diploma or certificates as indicated in the Bid Documents must be included in the bid submission.</li> <li>• As discussed, the BAC, upon careful consideration of the clarifications/issues raised during the conference, may issue a supplemental bid bulletin, otherwise the Bid Document remains.</li> </ul>

**IV. Adjournment**

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

Prepared by:

Noted by:

  
**Joyce D. Labao**  
 Secretariat

  
**DIRECTOR ANDREA CELENE M. MAGTALAS**  
 Vice Chairperson



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

Date: Feb. 24, 2020

**BIDS AND AWARDS COMMITTEE**

	PRINT NAME	OFFICE/BUREAU	DESIGNATION	SIGNATURE
1	ASec. Achilles Gerard C. Bravo	IM	Chairperson	
2	Dir. Andrea Celene M. Magtalas	ICTSS	Vice Chairperson	
3	Dir. Ryan S. Lita	LS	Member	
4	OIC-Dir. Rowel D. Escalante	CPMS	Member	
5	Ms. Eden D. Pangilinan	FS	Member	<i>E. Pangilinan</i>
6	OIC-Adir. Rosemarie D. Pagala (vice Dir. Lita)	LS	Alternate Member	
7	Adir. Elena Regina S. Brillantes (vice OIC-Dir. Escalante)	Bureau C	Alternate Member	
8	OIC-Dir. Yolanda R. Reyes (vice Ms. Pangilinan)	FPRB	Alternate Member	
9	Mr. Virgilio Umpacan, Jr.	Budget Rep.	Member	
10	Ms. Benjieleth Zuniga (vice Mr Umpacan)	Budget Rep	Alternate Member	
11	Mr. Rainier H. Diaz	LGRCB	TWG	<i>Rainier H. Diaz</i>
12	Atty. Keith Francis Briones	LS	TWG	
13	Ms. Jeana Lyn A. Caceres	BMB-D	TWG	
14	Ms. Jeramie Ardi L. Simbre	AS-HRMD	TWG	<i>J. Ardi</i>
15	Mr. George V. Sotelo	ICTSS	TWG	
16	Ms. Darlene G. Reyes	ICTSS	TWG	<i>D. Reyes</i>
17	Ms. Jhoana Marie E. Rull	OCIO	TWG	
18	Ms. Jimmae Ma. Janina J. Papa	AS-CRD	TWG	<i>J. Papa</i>
19	Ms. Joyce D. Labao	AS-PMD	Secretariat	
20	Atty. Juan Emmanuel M. Reyes	AS-OD	Secretariat	
21	Ms. Abegail D. Igna	AS-PMD	Secretariat	<i>A. Igna</i>
22	Ms. Ellen Mae Estipona	AS-PMD	Secretariat	
23	Mr. Marco David	AS-PMD	Secretariat	
24	Ms. Rhonna Puno	AS-PMD	Secretariat	<i>R. Puno</i>
25	Ms. Charlene Cadiz	AS-PMD	Secretariat	
26	DBM-COA Representative	DBM-COA	Observer	
27	<i>Jeanne Teresita Impu-tante</i>	<i>FS-DM</i>	"	<i>J. Impu-tante</i>
28	<i>Donna De Ocampo</i>	<i>AS-LSO</i>	<i>EUR</i>	<i>D. Ocampo</i>
29	<i>JOSUNE S. BASTA</i>	<i>OCIO - BTRM</i>	<i>ENR - USOR</i>	<i>J. Basta</i>
30	<i>Annie B. Lucero</i>	<i>OCIO - PAMS</i>	<i>Gen. Sec</i>	<i>A. Lucero</i>
31	<i>Mark Andrew Ebara</i>	<i>SGV</i>	<i>Manager</i>	<i>M. Ebara</i>
32	<i>Cliff Joshua Solan</i>	<i>SGV</i>	<i>SENIOR ASO CHIEF</i>	<i>C. Solan</i>
33	<i>Janniely</i>			
34				
35				
36				
37				
38				
39				
40				

Date of Meeting: 2/24/2020

BIDDERS

NAME OF PROJECT	NAME OF BIDDER	COMPANY NAME	LANDLINE NO.	CELLPHONE NO.	EMAIL ADD	SIGNATURE
1. DBM	CARISAN DEBENZA	CINOAIRE	255-2549	0947492881		[Signature]
2. DBM - BTMS OA	SUP BORDES VERAYO SGA (Jannier, mm1960)	SUP. GOME VELAZQUEZ		09178838039		[Signature]
3. DBM - BTMS OAS	SGV (Patricia Viladiegado)	SGV		09776798643		[Signature]
4. DBM - OAS	SGV (Patricia Viladiegado)	SGV		09451521260		[Signature]
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						
31.						
32.						