



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

BIDS AND AWARDS COMMITTEE

MINUTES OF MEETING

November 27, 2020, 9:30 a.m.

Bids and Awards Committee Conference Room

I. Attendance

Chairperson Undersecretary Janet B. Abuel
Vice-Chairperson: Director Andrea Celene M. Magtalas
Members: Director Ryan S. Lita
Mr. Virgilio Umpacan, Jr.

End-User Representatives/
Provisional Member: Ms. Marissa Santos
Dir. Thea Marie Corinne F. Palarca

Technical Working Group: Mr. Rainer Diaz
Ms. Jeana Lyn Caceres
Atty. Keith Francis Briones
Atty. Madelaine Meris
Ms. Jhoana Marie Rull
Ms. Janina Papa
Ms. Darlene Reyes
Mr. George Sotelo

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

Bidders Present: For the Project:
Courier Services
1. Krystal Octaviano, Air Speed International Corp.
2. Romalyn Custodio, Air Speed International Corp.
3. Angelique Sadia, Air Speed International Corp.
4. Mary Grace Rosales, RAF International Forwarding Phils.
Inc.
5. Jenelyn Escala, 2Go Express Inc.
6. Lerelei Alan, Intertraffic Transport Corp.
7. Regie Lopez Ting, Air 21

II. Call to Order

The BAC Chairperson called the meeting to order after determining that there is a quorum at 9:30 a.m.

The agenda for November 27, 2020 BAC Meeting is as follows:

Agenda
1. Pre-bid Conference <ol style="list-style-type: none"> 1. Courier Services, Early Procurement Activity (EPA) 2. Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service Office (Lot 2)
2. Other Matters

III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions								
A. Pre Bid Conference <ol style="list-style-type: none"> 1. Courier Services 	<ul style="list-style-type: none"> - The BAC Secretariat provided the brief background for the project. - The BAC Recognized Ms. Jeana Caceres, TWG in-charge to lead the pre-bid conference - The summary of the discussion is as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Topic</th> <th style="text-align: center;">Details</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">The Objectives of the pre bid conference</td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> 1. To address and clarify the bidder's questions to adequately prepare bids for the project 2. Reminder to the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin. </td> </tr> <tr> <td style="vertical-align: top;">Project Background</td> <td style="vertical-align: top;"> Early Procurement Activity Approved budget for the contract: P7,000,000.00 for FY 2021 and FY 2022 </td> </tr> <tr> <td style="vertical-align: top;">Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</td> <td style="vertical-align: top;"> <ol style="list-style-type: none"> I. During Bid Submission: (1 copy each) Technical Component (1st Envelope) a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum </td> </tr> </tbody> </table>	Topic	Details	The Objectives of the pre bid conference	<ol style="list-style-type: none"> 1. To address and clarify the bidder's questions to adequately prepare bids for the project 2. Reminder to the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin. 	Project Background	Early Procurement Activity Approved budget for the contract: P7,000,000.00 for FY 2021 and FY 2022	Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award	<ol style="list-style-type: none"> I. During Bid Submission: (1 copy each) Technical Component (1st Envelope) a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum
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Topics/Issues	Comments/Decisions/Instructions
	<p data-bbox="1034 199 1406 293">Membership with Annex A or Class A Legal Documents or their alternatives.</p> <p data-bbox="1034 300 1398 470">If any of the document/s under Annex A is not updated, the bidders were reminded to submit updated document/s.</p> <p data-bbox="1034 539 1337 571">b. Technical Documents</p> <ol data-bbox="1034 577 1417 1805" style="list-style-type: none"> <li data-bbox="1034 577 1390 640">1. Statement of all ongoing contracts <li data-bbox="1034 647 1326 741">2. Statement of Single Largest Completed Contract <li data-bbox="1034 748 1414 1290">3. Bid Security in any of the prescribed forms It was emphasized that: An un-notarized Bid Securing Declaration may be submitted during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring entity of the bidder. (GPPB resolution No. 09-2020) <li data-bbox="1034 1296 1406 1359">4. Compliance to Section VI. Schedule of Requirements <li data-bbox="1034 1366 1390 1429">5. Compliance to Section VII. Technical Specifications <li data-bbox="1034 1435 1289 1498">6. Omnibus Sworn Statement <li data-bbox="1034 1505 1414 1536">7. Authority of the Signatory <li data-bbox="1034 1543 1406 1637">8. Net Financial Contracting Capacity or Committed Line of Credit; and <li data-bbox="1034 1644 1406 1738">9. Latest Audited Financial Statement (AFS) stamped received by the BIR <li data-bbox="1034 1744 1406 1807">10. Joint Venture Agreement, if applicable

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		<p>2nd Envelope – Financial Proposal</p> <ol style="list-style-type: none"> 1. Bid Form, signed in all pages II. Additional Document if declared as Lowest Calculated Bidder <ol style="list-style-type: none"> 1. Income Tax Return 2. VAT Returns 3. Photocopy of Contract/s or Purchase Order for the SLCC and the corresponding proof of completion which could either be certificate of final acceptance or Official Receipt/Sales Invoice. III. After receipt of Notice of Award (NOA) <ol style="list-style-type: none"> 1. Performance Security 2. Contract
	Sealing and Marking of Bids	Showed an illustration
	Post Qualification Documents	<p>Must be submitted within non-extendible period of 5 calendar days from receipt of the notice.</p> <ul style="list-style-type: none"> - Attachments to the SLCC - Latest income and business tax returns filed through EFPS
	Performance Security	Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance
	Contract Signing Timeline	bidder shall enter into contract with the PE within ten (10) calendar days from receipt of the NOA
	The Contract	Parts of the Contract
	Schedule of Requirements	Discussed the Section VI
	Technical Specification	Discussed in detail the Technical Specification

Topics/Issues	Comments/Decisions/Instructions	
	Common Reasons for Disqualification	<ol style="list-style-type: none"> 1. Failure to submit or incomplete submission 2. Unsigned documents (when signature is required) 3. PhilGEPS Platinum Certificate submitted but Annex A showed expired document, and no updated/valid document is submitted (e.g., tax clearance certificate) 4. Class A documents submitted are incomplete or expired 5. Statement of All Ongoing Contracts is incomplete (Include DBM projects, if applicable) 6. SLCC (Amount, Period, Similarity) 7. Schedule of Requirements and Technical Specifications not revised (if Revised version is prescribed in SBB) 8. Omnibus Sworn Statement is not consistent with the 6th Edition PBD (edited clause 3; additional clause 10) 9. NFCC/CLC is in the wrong envelope 10. Financial Proposal is not initialed in each and every page <p>During Post Qualification and After NOA</p> <ol style="list-style-type: none"> 1. Failure to submit complete documents within the prescribed period 2. Taxes (ITR and VAT/Percentage taxes) not paid through EFPS (if applicable)

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		<p>AFTER NOA</p> <ol style="list-style-type: none"> 1. Failure to post proper performance security within the prescribed period 2. For Surety bond, failure to attach certification from the Insurance Commission 3. Failure to submit signed contract within the prescribed period <p>Prospective Bidders are reminded to:</p> <ol style="list-style-type: none"> 1. Exercise Extra Prudence in Preparing the Bid Docs – Double Check; Triple Check (by different persons) 2. Refer to the Checklist in the Bid Docs 3. Use the Soft Copies Provided by the BAC Secretariat 				
	Procurement Timelines	<p>Periods for:</p> <ul style="list-style-type: none"> - Request for Clarification Dec. 1, 2020 - Issuance of Supplemental / Bid Bulletin if any Dec. 2, 2020 - Submission of Bids On or before 11:00 a.m. Dec. 9, 2020 - Opening of Bids 11:00 a.m. on Dec. 9, 2020 				
	<p>- The BAC and the end-user representatives replied to the clarifications/queries from the bidders. The summary of the discussion are as follows:</p> <table border="1" data-bbox="651 1843 1428 2051"> <thead> <tr> <th data-bbox="651 1843 1042 1881">Questions/Clarifications</th> <th data-bbox="1042 1843 1428 1881">Replies</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 1881 1042 2051">On the Delivery Date: Do we need to comply with the transit/pick-up time?</td> <td data-bbox="1042 1881 1428 2051">Yes. This is our normal requirements, but on the note we indicated that delivery date is subject to change specially, during</td> </tr> </tbody> </table>		Questions/Clarifications	Replies	On the Delivery Date: Do we need to comply with the transit/pick-up time?	Yes. This is our normal requirements, but on the note we indicated that delivery date is subject to change specially, during
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<p>2. Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service Office (Lot 2)</p>		imposition of community quarantine.							
	On International Areas	Countries identified in international areas of distribution are indicative and for bidding purposes only.							
	Do you require the hard copy of the proof of delivery?	Yes, the hard copy is required. Excel sheets are used for tracking but for billing, the hard copy of proof of delivery is required.							
	<ul style="list-style-type: none"> - The BAC Secretariat reported that there are no bidders attending the Pre-bid conference. - The BAC instructed the BAC Secretariat to send the latest bid documents to all the bidders who participated in the last bidding process. - Mr. Rainier Diaz was assigned to research the rules on “no-contact rule” and report to the BAC during the next bidding. 								
<p>B. Other Matters</p> <p>1. Supply and Delivery of Steel Racks</p> <p>2. Updates on the Contract of POL</p> <p>3. Summary of BAC Action Items</p>	<ul style="list-style-type: none"> - The end-users discussed the changes on the technical specification of the project. Ms. Marissa Santos provided two options which may be adopted. - After careful evaluation, the BAC instructed the TWG in-charge to coordinate with the end-users so that the option 2 as presented will be adopted in a Supplemental Bid Bulletin. - Dir. Magtalas updated the BAC regarding the contract signing with Petron. She reported that Petron was required to submit a letter indicating the cause of delay and request for the extension. - Dir. Thea Palarca was requested by the BAC to coordinate with Petron and require them to submit the letter. 								
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		adjusted by mutual agreement of the parties; indicative countries; sealing and marking; "budgetary" documents-mails, pouches, cargoes; as indicated in the Schedule of Requirements
	Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service Office	The TWG shall coordinate to the end-users for possible SBB items. The Secretariat shall send the latest bid documents to bidders who participated in the last bidding process.
	Petroleum, Oil, and Lubricants	Dir Thea Marie Palarca to coordinate with Petron to email on Justification of POL.

IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 12:15 p.m.

Prepared by:

Noted by:

Joyce D. Labao
Secretariat

Director ANDREA CELENE MAGTALAS
Vice-Chairperson