



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

BIDS AND AWARDS COMMITTEE

MINUTES OF MEETING

October 27, 2020, 9:30 p.m.

Bids and Awards Committee Conference Room

I. Attendance

Chairperson Undersecretary Janet B. Abuel
Vice-Chairperson: Director Andrea Celene M. Magtalas

Members: OIC Assistant Director Rosemarie Pagala
OIC Director Rowel Excalante
Mr. Virgilio Umpacan, Jr.

End-User Representatives/
Provisional Member: Ms. Jeramie Simbre
Director Vivien Labastilla
Ms. Aileen Afunggol
Ms. Lei Datuin

Technical Working Group: Mr. Rainer Diaz
Ms. Jeana Lyn Caceres
Atty. Keith Francis Briones
Ms. Darlene Reyes

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

Representative from the suppliers: From PhilCopy
1. Luanne Subion
2. Maria Jesusita Santos

Call to Order

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

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

Agenda
1. Negotiation Meeting
1. Supply and Delivery Kyocera Printer Consumables for the 4 th Quarter of CY 2020

<p>2. Pre Procurement Conference</p> <ol style="list-style-type: none"> 1. Consultancy Services for the Development and Implementation of Digital PFMCP 2. Cleaning Services for the Air-conditioning Units Located at the DBM Central Office 3. Renewal of Licenses for the Subscription of Google Suite <p>3. Other Matters</p>
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II. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions	
<p>A. Negotiation Meeting</p> <p>1. Supply and Delivery of Kyocera Printer Consumables for the 4th Quarter of CY 2020</p>	Procedure	Discussion/Status
	<p>1. The BAC shall prepare the Request for Quotation (RFQ) or pro-forma invoice together with the terms and conditions of sale and shall send the same to the identified direct supplier</p>	<p>Reported as “Done”</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. In the future reword “payment details in the RFQ”
	<p>2. Simplified negotiations on the terms and conditions of the contract may be conducted by the BAC to ensure that the supplier is technically, legally, and financially capable to deliver the goods at the most advantageous price and contract for the government</p>	<p>The BAC discussed the following items with PhilCopy.</p> <ol style="list-style-type: none"> 1. Delivery is within ten (10) days upon the receipt of the Notice to Proceed (NTP). 2. PhilCopy will check which maintenance services can be offered or if they will be providing new units for free. 3. As regards the cost of the toners, PhilCopy mentioned that they can no longer lower the price considering cost of importation and inflation rate. 4. The BAC requested PhilCopy to provide their best offer considering cost efficiency. 5. The BAC inquired if it is possible that the spare parts can already be part of the deal?
	<p>3. The BAC shall recommend to the HoPE the award of</p>	<p>Identified as next steps:</p> <ol style="list-style-type: none"> A. PhilCopy will re-submit a new/ revised quotation

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	<p>contract in favor of the supplier. Award of contract shall be made in accordance with Annex "H" (V) of the 2016 Revised Implementing Rules and Regulations of RA No. 9184.</p>	<p>considering the points raised during the negotiation.</p>														
<p>B. Pre Procurement Conference</p> <p>1. Consultancy Services for the Development and Implementation of the Digital PFMCP (Call for submission of eligibility documents.)</p>	<ul style="list-style-type: none"> - The BAC requested the Administrative Service to make study on the printers considering what is the most advantageous to the government. - The AS-GSD is assigned with the following tasks: (1) study/research on (longer term forward looking for 2021 recommendation) as regards the most cost efficient printers for presentation to the BAC ; and (2) coordinate with PhilCopy as regards the items to be serviced/checked and provide feedback to the BAC. <ul style="list-style-type: none"> - The Secretariat provided a brief background of the project. - The TWG in-charge discussed the objectives of the pre-procurement conference as follows: <ol style="list-style-type: none"> 1. Discuss all aspects of a specific procurement activity, including the technical specification, the ABC, the applicability and appropriateness of the recommended method of procurement and the related milestones; and 2. Request for the approval of the bidding documents. - Below is the summary of the points discussed and decisions taken: <table border="1" data-bbox="651 1464 1426 2056"> <thead> <tr> <th data-bbox="657 1464 900 1503">Topic</th> <th data-bbox="900 1464 1420 1503">Discussion</th> </tr> </thead> <tbody> <tr> <td data-bbox="657 1503 900 1608">Project Title</td> <td data-bbox="900 1503 1420 1608">"Consultancy Services for the Development and Implementation of the Digital PFMCP"</td> </tr> <tr> <td data-bbox="657 1608 900 1641">Project No.</td> <td data-bbox="900 1608 1420 1641">DBM-2021-04</td> </tr> <tr> <td data-bbox="657 1641 900 1711">Funding Source</td> <td data-bbox="900 1641 1420 1711">FY 2021 NEP Early Procurement Activity</td> </tr> <tr> <td data-bbox="657 1711 900 1780">Invitation to Bid</td> <td data-bbox="900 1711 1420 1780">Part I. Call for the submission of eligibility documents</td> </tr> <tr> <td data-bbox="657 1780 900 1814">ABC</td> <td data-bbox="900 1780 1420 1814">P1,859,933.33</td> </tr> <tr> <td data-bbox="657 1814 900 2056">Eligibility Data Sheet</td> <td data-bbox="900 1814 1420 2056">9.1 Similar contracts shall refer to a completed project engagement covering the development, management, and administration of a learning and development program in any government agency or office, or</td> </tr> </tbody> </table>		Topic	Discussion	Project Title	"Consultancy Services for the Development and Implementation of the Digital PFMCP"	Project No.	DBM-2021-04	Funding Source	FY 2021 NEP Early Procurement Activity	Invitation to Bid	Part I. Call for the submission of eligibility documents	ABC	P1,859,933.33	Eligibility Data Sheet	9.1 Similar contracts shall refer to a completed project engagement covering the development, management, and administration of a learning and development program in any government agency or office, or
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<p>2. Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Bldg.</p>		private organization, specifically using adult learning principles and/or digital training program.																						
		9.2 Scoring shall be based on eligibility documents submitted, considering evaluation criteria.																						
	Terms of Reference	Detailed discussion on: - Scope of Work - Indicative Timeline of the Project - Qualification Requirements - Terms of Payment																						
		<ul style="list-style-type: none"> - The BAC acknowledged the TWG in-charge of the project. - Following is a summary of the discussion: 																						
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<p>3. Renewal of Licenses for the Subscription of Google Suite</p>		Submission of proposed monthly and quarterly work plan	3 working days upon Notice to Proceed														
		Submission of final work plan	Within 3 calendar days after the conduct of pre-implementation meeting														
		Monthly and quarterly cleaning	Within 5 calendar days after the approval of the final work plan														
	Coverage – 43 units installed at the DBM Buildings I, II, III and Arcache.																
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		ITB Clause 20 Post Qualification Requirements: a) Photocopy of Single Largest Completed Contract or Purchase Order b) Certificate of Final Acceptance/Completion from the bidder's client or Official Receipt or Sales Invoice of the bidder covering the full amount of the contract c) Latest Income and Business Tax Returns												
	Schedule of Requirements/ Technical Specifications	Renewal and upgrade of the Subscription of Google Suite and Support Services	Within 7 calendar days											
		Submission of copy of required certification	During bid submission											
		Conduct Technical Training	Within fifteen (15) calendar days from the receipt of NTP											
	On the Technical Support Services	The contractor shall provide 24 hours a day, seven days a week technical support services The contractor shall resolve every problem on all Google Suite Component within four (4) hours after it was reported during the subscription period.												
C. Summary of BAC Action Items	<table border="1" data-bbox="662 1541 1417 2072"> <thead> <tr> <th data-bbox="662 1541 1018 1579">Project</th> <th data-bbox="1018 1541 1417 1579">To-do</th> </tr> </thead> <tbody> <tr> <td data-bbox="662 1579 1018 1713">Supply and Delivery of Kyocera Printer Consumables</td> <td data-bbox="1018 1579 1417 1713">Coordinate with Philcopy on services needed for inclusion in revised response to RFQ</td> </tr> <tr> <td data-bbox="662 1713 1018 1796">HRMD Projects</td> <td data-bbox="1018 1713 1417 1796" rowspan="2">Prepare Supplemental Annual Procurement Plan</td> </tr> <tr> <td data-bbox="662 1796 1018 1865">Executive Laptop</td> </tr> <tr> <td data-bbox="662 1865 1018 1865">NOSCA</td> <td data-bbox="1018 1865 1417 1865">Letter to Recognized Government Printers (RGPs)</td> </tr> <tr> <td data-bbox="662 1865 1018 2072">Engagement of a Project-Based Consultant for the Development of Standards and Guidelines on Organization and Staffing</td> <td data-bbox="1018 1865 1417 2072">Prepare BAC Resolution recommending award Contract, Notice of Award, Notice To Proceed</td> </tr> </tbody> </table>			Project	To-do	Supply and Delivery of Kyocera Printer Consumables	Coordinate with Philcopy on services needed for inclusion in revised response to RFQ	HRMD Projects	Prepare Supplemental Annual Procurement Plan	Executive Laptop	NOSCA	Letter to Recognized Government Printers (RGPs)	Engagement of a Project-Based Consultant for the Development of Standards and Guidelines on Organization and Staffing	Prepare BAC Resolution recommending award Contract, Notice of Award, Notice To Proceed
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	Consultancy Services for the Development and Implementation of Digital PFMCP	Discuss for next steps: - Criteria for HoPE approval - EPA for 1 st part
	Cleaning of Air Conditioning Units	Bid Documents for Posting
	Renewal of Licenses for the Subscription of Google Suite	Bid Documents for Posting
	Early Procurement Activity	Bid Documents for Review

III. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 4:30 p.m.

Prepared by:

Noted by:

Joyce D. Labao
Secretariat

Director ANDREA CELENE MAGTALAS
Vice-Chairperson