



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

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING**

December 1, 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 Director Dante De Chavez OIC Director Rowel Escalante Mr. Virgilio Umpacan, Jr.
End-User Representatives/ Provisional Member:	Dir. Thea Marie Corinne F. Palarca Dir. Vivien Labastilla
Technical Working Group:	Mr. Rainer Diaz Ms. Jeanalyn Caceres Atty. Keith Francis Briones Atty. Madelaine Meris 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: “Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Building” 1. Mr. Edward Mendoza, EM Refrigeration and Air Conditioning Services (EM RACS) 2. Christian F. Quidilig, Rose Aire Enterprise, Inc.  “Supply and Delivery of Executive Laptops” 1. Jeffery Collados, Advance Solutions Inc. 2. Maria Teresa Temena, Advance Solutions, Inc. 3. Marjorie Mercado, Quartz Business Products Corporation

## 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 December 1, 2020 BAC Meeting is as follows:

<b>Agenda</b>	
A. Submission and Opening of Bids	1. Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Building – Early Procurement Activity
B. Meeting with Interested Consultants	1. Consultancy Services for the Development and Implementation of the Digital PFMCP – Early Procurement Activity
C. Pre-bid Conference	1. Supply and Delivery of Executive Laptops
D. Other Matters	

## III. Highlights of the Meeting

<b>Topics/Issues</b>	<b>Comments/Decisions/Instructions</b>												
<b>A. Submission and Opening of Bids</b>  1. Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Building	<ul style="list-style-type: none"> <li>- The BAC Secretariat provided the brief background for the project.</li> <li>- The BAC Recognized Atty. Keith Briones, TWG in-charge to facilitate the bid opening, assisted by Ms. Darlene Reyes and the other TWG members.</li> <li>- The summary of the proceedings is as follows:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">1<sup>st</sup> Bidder: EM RACS</td> </tr> <tr> <td colspan="2" style="text-align: center;">BID Received: December 1, 2020, 7:39 a.m.</td> </tr> <tr> <td style="width: 50%; vertical-align: top;">1<sup>st</sup> Envelope</td> <td style="vertical-align: top;">Noted to be properly sealed, signed and marked.  Submitted an envelope containing two (2) envelopes marked as Technical and Financial</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Technical Component</b></td> </tr> <tr> <td style="vertical-align: top;">1. PhilGEPS Certificate of Registration</td> <td style="vertical-align: top;">Presented a valid PhilGEPS Certification, Platinum Membership Valid until July 21, 2021</td> </tr> <tr> <td style="vertical-align: top;">2. Annex A</td> <td style="vertical-align: top;">Present</td> </tr> </table>	1 <sup>st</sup> Bidder: EM RACS		BID Received: December 1, 2020, 7:39 a.m.		1 <sup>st</sup> Envelope	Noted to be properly sealed, signed and marked.  Submitted an envelope containing two (2) envelopes marked as Technical and Financial	<b>Technical Component</b>		1. PhilGEPS Certificate of Registration	Presented a valid PhilGEPS Certification, Platinum Membership Valid until July 21, 2021	2. Annex A	Present
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2. Annex A	Present												

Topics/Issues	Comments/Decisions/Instructions	
	DTI/ SEC Registration	DTI Certificate Number 05912625 Valid until March 18, 2024
	Mayor's Permit	Valid until December 31, 2019
	Tax Clearance	Valid until March 4, 2021
	Audited Financial Statement	Filed on February 20,2020
	3. Statement of all ongoing government and private contracts	Present Submitted One (1) government contract and Two (2) private contracts
	4. Statement of Single Largest Completed Contract	Present; presented a contract with Leisure World Commodities, Inc.  Date of Contract December 27, 2016  Nature Comprehensive preventive maintenance of split type and VRF air conditioning units  Amount P2,195,600.00  Date Delivered January 3, 2017-January 2, 2019
	5. Bid Security	Presented Submitted a notarized Bid Securing Declaration signed by Mr. Edward Mendoza
	6. Compliance with Section VI. Schedule of Requirements	Present Signed by Mr. Edward Mendoza
	7. Compliance with Section VII. Technical Specifications	Present

Topics/Issues	Comments/Decisions/Instructions	
		Submitted the Revised Technical Specification and Annex A
	8. Omnibus Sworn Statement (OSS)	Present Submitted a notarized OSS
	9. Authority of the Signatory	Mr. Edward Mendoza the signatory is the owner and General Manager of EMRACS
	Financial Document	
	10. Net Financial Contracting Capacity (NFCC)	Present  Submitted the Audited Financial Statement received by the BIR on February 20, 2020  NFCC = P8,004,647.00
<ul style="list-style-type: none"> <li>- The TWG recommended the submission of EMRACS as “passed” having submitted all the required documents in the technical, legal, and financial document.</li> <li>- The BAC declared the submission of EMRACS as “passed”.</li> </ul>		
2 <sup>nd</sup> Bidder: Rose Aire Enterprise, Inc. BID Received: December 1, 2020, 8:19 a.m.		
	1 <sup>st</sup> Envelope	Noted to be properly sealed, signed and marked.  Submitted an envelope containing three (3) envelopes marked as Original, Copy 1, and Copy 2.  The TWG opened the enveloped marked as “original”.
Technical Component		
	1. PhilGEPS Certificate of Registration	Presented a valid PhliGEPS Certification, Platinum Membership Valid until June 4, 2021
	2. Annex A	
	DTI/ SEC Registration	Present Sec Certificate registered on Dec. 1, 2015
	Mayor’s Permit	Valid until Dec. 31, 2019

Topics/Issues	Comments/Decisions/Instructions	
	Tax Clearance	Valid until March 6, 2021
	Audited Financial Statement	Filed on April 24,2019
	3. Statement of all ongoing government and private contracts	Present Submitted Five pages of government contract and None on private contracts
	4. Statement of Single Largest Completed Contract	Present; presented a contract with New Bac Cooling System and Equipment Sales Inc.  Date of Contract February 26, 2018  Nature Cleaning and Preventive Maintenance of Aircon Units and Repair Services  Amount P2,205,000.00  Date Delivered March 2018 – August 2018
	5. Bid Security	
	6. Compliance with Section VI. Schedule of Requirements	-
	7. Compliance with Section VII. Technical Specifications	-
	8. Omnibus Sworn Statement (OSS)	-
	9. Authority of the Signatory	-
	Financial Document	-
	10. Net Financial Contracting Capacity (NFCC)	-
	<ul style="list-style-type: none"> <li>- The TWG recommended the submission of Rose Aire as “failed” for its failure to comply with the requirements of a Single Largest Completed Contract.</li> <li>- The BAC declared the submission of Rose Aire as failed” due to non-compliance with the prescribed requirement for the Single Largest Completed Contract (SLCC) similar to the Project, which should have been “completed within</li> </ul>	

Topics/Issues	Comments/Decisions/Instructions				
	<p>two (2) years prior to the deadline for the submission and receipt of bids” as explicitly stated in Clause 10.2 of Section II. Instructions to Bidders (ITB), as reiterated in Section III. Bid Data Sheet, referring to Clause 5.3.b of the ITB, of the Bidding Documents.</p> <ul style="list-style-type: none"> <li>- The BAC cited Section 30.1 of the 2016 Revised IRR of RA No. 9184 on the preliminary examination of bids, which provides: “[t]he BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary ‘pass/fail’ criterion, as stated in the Instructions to Bidders. If a bidder submits the required document, it shall be rated ‘passed’ for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as ‘failed.’”</li> <li>- it was determined by the DBM-BAC that the submitted Statement of SLCC of Rose Aire Enterprise Inc. showed that the date of delivery of the SLCC indicated therein was August 2018, which is beyond two (2) years prior to the December 1, 2020 date of submission and receipt of bids for the subject Project as prescribed in the Bidding Documents. Hence, patently insufficient.</li> <li>- The BAC also informed the bidders of the provisions of the law on Protests on the Decision on the BAC. The Chairperson stated that bidders may request for reconsideration within three (3) calendar days upon verbal notification which the BAC issued on the same day.</li> <li>- The BAC proceeded in the opening of the Financial Component. EMRACS submitted the following proposal: <table border="1" data-bbox="700 1393 1386 1467"> <thead> <tr> <th data-bbox="700 1393 1042 1431">Bidder</th> <th data-bbox="1042 1393 1386 1431">Financial Proposal</th> </tr> </thead> <tbody> <tr> <td data-bbox="700 1431 1042 1467">EMRACS</td> <td data-bbox="1042 1431 1386 1467">P 3,483,200.00</td> </tr> </tbody> </table> </li> <li>- Upon checking, the TWG in-charge recommended that the submission of EMRACS as Single Calculated Bid.</li> <li>- The BAC declared EMRACS as the Single Calculated Bid for the project.</li> <li>- EMRACS was advised to submit within five days non extendible period documents for the post qualification consistent with the bidding documents.</li> </ul>	Bidder	Financial Proposal	EMRACS	P 3,483,200.00
Bidder	Financial Proposal				
EMRACS	P 3,483,200.00				
<p><b>B. Meeting with Interested Bidders</b></p> <p>1. Consultancy Services for the Development and Implementation of Digital PFMCP (EPA)</p>	<ul style="list-style-type: none"> <li>- The BAC Secretariat informed the BAC that there are no prospective bidders attending the meeting.</li> <li>- The BAC decided to defer the meeting with interested bidders with the advised to the end-user and the Secretariat to inform prospective bidders. Specially those</li> </ul>				

Topics/Issues	Comments/Decisions/Instructions								
	who downloaded/viewed the invitation and those who participated in the market research.								
<p><b>C. Pre Bid Conference</b></p> <p>1. Supply and Delivery of Executive Laptops</p>	<ul style="list-style-type: none"> <li>- The BAC Secretariat provided the brief background for the project.</li> <li>- The BAC Recognized Atty. Keith Briones, TWG in-charge to lead the pre-bid conference</li> <li>- The summary of the discussion is as follows:</li> </ul> <table border="1" data-bbox="651 573 1430 2016"> <thead> <tr> <th data-bbox="651 573 1021 611">Topic</th> <th data-bbox="1021 573 1430 611">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 611 1021 1021">The Objectives of the pre bid conference</td> <td data-bbox="1021 611 1430 1021"> <ol style="list-style-type: none"> <li>1. To address and clarify the bidder's questions to adequately prepare bids for the project</li> <li>2. To remind the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin.</li> </ol> </td> </tr> <tr> <td data-bbox="651 1021 1021 1160">Project Background</td> <td data-bbox="1021 1021 1430 1160">Early Procurement Activity Approved budget for the contract: P3,120,000.00</td> </tr> <tr> <td data-bbox="651 1160 1021 2016">Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</td> <td data-bbox="1021 1160 1430 2016"> <p>I. During Bid Submission:</p> <p>(1 copy each) Technical Component (1<sup>st</sup> Envelope)</p> <p>a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents or their alternatives. If any of the document/s under Annex A is not updated, the bidders were reminded to submit updated document/s.</p> <p>b. Technical Documents</p> <ol style="list-style-type: none"> <li>1. Statement of all ongoing contracts</li> <li>2. Statement of Single Largest Completed Contract</li> </ol> </td> </tr> </tbody> </table>	Topic	Details	The Objectives of the pre bid conference	<ol style="list-style-type: none"> <li>1. To address and clarify the bidder's questions to adequately prepare bids for the project</li> <li>2. To remind the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin.</li> </ol>	Project Background	Early Procurement Activity Approved budget for the contract: P3,120,000.00	Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award	<p>I. During Bid Submission:</p> <p>(1 copy each) Technical Component (1<sup>st</sup> Envelope)</p> <p>a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents or their alternatives. If any of the document/s under Annex A is not updated, the bidders were reminded to submit updated document/s.</p> <p>b. Technical Documents</p> <ol style="list-style-type: none"> <li>1. Statement of all ongoing contracts</li> <li>2. Statement of Single Largest Completed Contract</li> </ol>
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Topics/Issues	Comments/Decisions/Instructions
	<p>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)</p> <p>4. Compliance to Section VI. Schedule of Requirements</p> <p>5. Compliance to Section VII. Technical Specifications</p> <p>6. Omnibus Sworn Statement</p> <p>7. Authority of the Signatory</p> <p>8. Net Financial Contracting Capacity or Committed Line of Credit; and</p> <p>9. Latest Audited Financial Statement (AFS) stamped received by the BIR</p> <p>10. Joint Venture Agreement, if applicable</p> <p>2<sup>nd</sup> Envelope – Financial Proposal</p> <p>1. Bid Form, signed in all pages</p> <p>II. Additional Document if declared as Lowest Calculated Bidder</p> <ol style="list-style-type: none"> <li>1. Income Tax Return</li> <li>2. VAT Returns</li> <li>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</li> </ol>



Topics/Issues	Comments/Decisions/Instructions	
		Receipt/Sales Invoice.  III. After receipt of Notice of Award (NOA) <ol style="list-style-type: none"> <li>1. Performance Security</li> <li>2. Contract</li> </ol>
	Sealing and Marking of Bids	Showed an illustration
	Post Qualification Documents	Must be submitted within non-extendible period of 5 calendar days from receipt of the notice. - 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
	Common Reasons for Disqualification	<ol style="list-style-type: none"> <li>1. Failure to submit or incomplete submission</li> <li>2. Unsigned documents (when signature is required)</li> <li>3. PhilGEPS Platinum Certificate submitted but Annex A showed expired document, and no updated/valid document is submitted (e.g., tax clearance certificate)</li> <li>4. Class A documents submitted are incomplete or expired</li> <li>5. Statement of All Ongoing Contracts is incomplete (Include</li> </ol>

Topics/Issues	Comments/Decisions/Instructions	
		<p>DBM projects, if applicable)</p> <ol style="list-style-type: none"> <li>6. SLCC (Amount, Period, Similarity)</li> <li>7. Schedule of Requirements and Technical Specifications not revised (if Revised version is prescribed in SBB)</li> <li>8. Omnibus Sworn Statement is not consistent with the 6<sup>th</sup> Edition PBD (edited clause 3; additional clause 10)</li> <li>9. NFCC/CLC is in the wrong envelope</li> <li>10. Financial Proposal is not initialed in each and every page</li> </ol> <p>During Post Qualification and After NOA</p> <ol style="list-style-type: none"> <li>1. Failure to submit complete documents within the prescribed period</li> <li>2. Taxes (ITR and VAT/Percentage taxes) not paid through EFPS (if applicable)</li> </ol> <p>AFTER NOA</p> <ol style="list-style-type: none"> <li>1. Failure to post proper performance security within the prescribed period</li> <li>2. For Surety bond, failure to attach certification from the Insurance Commission</li> <li>3. Failure to submit signed contract within the prescribed period</li> </ol> <p>Prospective Bidders are reminded to:</p> <ol style="list-style-type: none"> <li>1. Exercise Extra Prudence in Preparing the Bid</li> </ol>

Topics/Issues	Comments/Decisions/Instructions							
		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	Periods for: - Request for Clarification Dec. 5, 2020 - Issuance of Supplemental / Bid Bulletin if any Dec. 9, 2020 - Submission of Bids On or before 10:30 a.m. of Dec. 15, 2020 - Opening of Bids Dec. 15, 2020 10:30 a.m.						
	<ul style="list-style-type: none"> <li>- The BAC and the end-user representatives replied to the clarifications/queries from the bidders. The summary of the discussion are as follows:</li> </ul>							
	<table border="1"> <thead> <tr> <th data-bbox="651 1095 1042 1126">Questions/Clarifications</th> <th data-bbox="1042 1095 1428 1126">Replies</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 1126 1042 1368">           On the Technical Specification             Will you accept 10<sup>th</sup> Generation Model which is the current model in the market?         </td> <td data-bbox="1042 1126 1428 1368">           The end-user will discuss and consider the queries. Any decision will be reflected in the SBB.         </td> </tr> <tr> <td data-bbox="651 1368 1042 1442">           On the Schedule of Requirements         </td> <td data-bbox="1042 1368 1428 1442">           Within <b>60</b> calendar days upon receipt of the NTP         </td> </tr> </tbody> </table>		Questions/Clarifications	Replies	On the Technical Specification  Will you accept 10 <sup>th</sup> Generation Model which is the current model in the market?	The end-user will discuss and consider the queries. Any decision will be reflected in the SBB.	On the Schedule of Requirements	Within <b>60</b> calendar days upon receipt of the NTP
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On the Schedule of Requirements	Within <b>60</b> calendar days upon receipt of the NTP							
<b>D. Other Matters</b> 1. Request for Consideration of the People Dynamics, Inc. (PDI) For the projects Online Competency Assessment and the Psychometric Exams	<ul style="list-style-type: none"> <li>- Mr. Rainier Diaz presented the factual and legal aspects of the reply to PDI on their request for reconsideration.</li> <li>- The TWG recommended: (1) maintain the current stance that PDI is post-disqualified due to the failure to disclose DBM Contract No. 2020-15 or “Administration of Psychometric Exams” in the statement of all ongoing government and private contracts including contracts awarded but not yet started; and (2) clarify in the Bid Data Sheet that ongoing delivery order contracts under ordering agreement contracts be disclosed while ordering agreement with no delivery order contracts may or may not be required to be disclosed.</li> <li>- The BAC resolved that the Contract of PDI with DBM is clearly not an ordering agreement and hence must be</li> </ul>							

Topics/Issues	Comments/Decisions/Instructions
<p>2. Request for Reconsideration of Trends and Technologies for the “Maintenance and</p>	<p>included in the List of All On going Contracts for purpose of the Bidding.</p> <ul style="list-style-type: none"> <li>- The BAC adopted: the request for reconsideration is DENIED, considering the following factual and legal bases: <ul style="list-style-type: none"> <li>o PDI has an ongoing contract with the DBM for the “Administration of Psychometric Exams for DBM Applicants and Employees” (DBM Contract No. 2020-15) which commenced upon PDI’s receipt of the relevant Notice to Proceed on April 24, 2020. The implementation of DBM Contract No. 2020-15 is until December 2020, as defined in the contract’s “Tentative Number of Examinees and Project Timeline” signed by Janina Rose Corpuz, Bianca Marris Gaela, and Mary Joy Eufracio, HR Solutions Director/Consultants of PDI.</li> <li>o After verification, validation, and ascertainment of all statements made and documents submitted by PDI using a non-discretionary criteria, the non-inclusion of DBM Contract No. 2020-15 in the Statement of All Ongoing Government and Private Contracts including Contracts Awarded resulted in PDI’s post-disqualification.</li> <li>o In similar subject matters, the Government Procurement Policy Board has consistently reiterated in its issuances, particularly, Non-Policy Matter Nos. 111-2013, 034-2014, 003-2016, and 006-2018, that “failure to declare an ongoing government and private contract, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid is a ground for disqualification.”</li> <li>o The DBM negates PDI’s assertion in the November 28, 2020 letter that “the [DBM] contract ended in June 2020 but was mutually agreed to be extended until June 2021, i.e. for PDI to continually provide psychometric assessment services without price escalations, whenever the service is needed by DBM.” Per DBM records, DBM Purchase Order No. 2019-126 or the “Provision of Services for the Administration of Psychometric Exams” with a contract period of until December 31, 2019 was extended from January 1, 2020 to June 30, 2020 unless sooner terminated due to the award of a new contract. Hence, when the Notice to Proceed for Contract No. 2020-15 was duly received by your company on April 24, 2020, the extension of the prior contract was terminated.</li> </ul> </li> <li>- Mr. George Sotelo, the BAC TWG in-charge of the projects presented the factual and legal bases of the reply to Trends and Technologies on their request for reconsideration.</li> </ul>

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<p>Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses”</p> <p>3. Summary of BAC Action Items</p>	<ul style="list-style-type: none"> <li>- Based on the facts presented, the BAC resolved to:               <p style="margin-left: 40px;">The subject request for reconsideration is <b>DENIED</b> and the declaration of the DBM-BAC finding Trends as “post-disqualified” is affirmed.</p> </li> <li>- The decision is based on the following factual and legal bases:               <ul style="list-style-type: none"> <li>o The bid failed the criteria for post-qualification for its non-compliance with the prescribed Omnibus Sworn Statement (OSS) Form, as attached in the 6<sup>th</sup> edition of the Philippine Bidding Documents for the Project and in accordance with Section 25.2 (a) (viii) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Specifically, the bid failed to include the phrase, “by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting,” of item 3 of the prescribed OSS Form.</li> <li>o In a similar subject matter, of the Government Procurement Policy Board in its Non-Policy Matter 005-2016, which states that “failure of the bidder to comply with the prescribed Omnibus Sworn Statement is a cause for the bidder's disqualification, unless the mistake was committed due to the procuring entity's failure to provide the correct and updated form of the Omnibus Sworn Statement in its bidding documents.</li> <li>o Considering that such non-compliance was not disputed in the request for reconsideration, the DBM-BAC, using a non-discretionary criteria, is constrained to sustain Trends’ post-disqualification</li> </ul> </li> </ul>									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="651 1518 1042 1552" style="text-align: center;">Project</th> <th data-bbox="1042 1518 1428 1552" style="text-align: center;">To Do</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 1552 1042 1653">Psychometric Exams and Online Competency Assessment</td> <td data-bbox="1042 1552 1428 1653">Prepare the reply letter to PDI regarding its request for reconsideration.</td> </tr> <tr> <td data-bbox="651 1653 1042 1827">“Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses”</td> <td data-bbox="1042 1653 1428 1827">Prepare the reply letter to Trend and Technologies regarding its request for reconsideration.</td> </tr> <tr> <td data-bbox="651 1827 1042 2065">Consultancy Services for the Development and Implementation of the Digital PFMCP</td> <td data-bbox="1042 1827 1428 2065">The meeting with interested bidders is scheduled on December 4, 2020. End-users shall coordinate with possible bidders and invite them to attend said meeting.</td> </tr> </tbody> </table>		Project	To Do	Psychometric Exams and Online Competency Assessment	Prepare the reply letter to PDI regarding its request for reconsideration.	“Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses”	Prepare the reply letter to Trend and Technologies regarding its request for reconsideration.	Consultancy Services for the Development and Implementation of the Digital PFMCP	The meeting with interested bidders is scheduled on December 4, 2020. End-users shall coordinate with possible bidders and invite them to attend said meeting.
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Topics/Issues	Comments/Decisions/Instructions	
	Supply and Delivery of Executive Laptops	The TWG in-charge shall coordinate with end users for the Supplemental Bid Bulletin.

**IV. Adjournment**

There being no other matters to be discussed, the meeting was adjourned at 2:00 p.m.

Prepared by:

Noted by:

**Joyce D. Labao**  
Secretariat

**Director ANDREA CELENE MAGTALAS**  
Vice-Chairperson