



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

BIDS AND AWARDS COMMITTEE

MINUTES OF MEETING

December 4, 2020, 9:30 a.m.

Bids and Awards Committee Conference Room

I. Attendance

Vice-Chairperson:

Director Andrea Celene M. Magtalas

Members:

OIC Assistant Director Rosemarie Pagala

Director Dante De Chavez

OIC Director Rowel Escalante

End-User Representatives/
Provisional Member:

Dir. Vivien Labastilla

Ms. Lei Datuin

Ms. Aileen Afunggol

Mr. Amiel Del Rosario

Technical Working Group:

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:

“Consultancy Services for the Development and
Implementation of Digital PFMCP”

1. Anne Jaycelle Sacramento, AV Reality Augmented and Virtual
Technology. Inc.

2. Gella Leaño, Human Capital Asia

3. Kirsten Sy, Human Capital Asia

4. Jowena Mañalac, Business Management Consultancy Co. /
Center for Innovation, Change, and Productivity.

“Printing and Delivery of Various DBM Publications and
Information Materials”

1. Cindy Zurbano, Zurbano Publishing and Printing Corp.

Renewal of Licenses for the Subscription of Google Suite”

1. Ms. Ma. Christina Robles, IP Converge
2. Mr. Charles E, Enad, IP Converge

“Administration of Psychometric Exams”

1. Bianca Marris Gaela, People Dynamics, Inc.
2. Vicente Panganiban, Centile Psychological Assessment Service

II. Call to Order

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

The agenda for December 4, 2020 BAC Meeting is as follows:

Agenda	
A. Pre-bid Conference	<ol style="list-style-type: none"> 1) Printing and Delivery of Various DBM Publications and Information Materials Early Procurement Activity (EPA) 2) Renewal of Licenses for the Subscription of Google Suite, EPA 3) Administration of Psychometric Exams for DBM Applicants and Employees, EPA
B. Post-qualification Report	<ol style="list-style-type: none"> 1) Online Competency Assessment of DBM Employees - EPA (2nd LCB) 2) Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses (2nd LCB)
C. Meeting with Interested Consultants	<ol style="list-style-type: none"> 1) Consultancy Services for the Development and Implementation of the Digital PFMCP
D. Other Matters	

III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions					
<p>A. Meeting with Interested Bidders</p> <ol style="list-style-type: none"> 1. Consultancy Services for the Development and Implementation of Digital PFMCP (EPA) 	<ul style="list-style-type: none"> - The BAC Secretariat provided a brief background of the project. - The BAC recognized Ms. Jhoana Marie rule to facilitate meeting. - The summary of the proceedings is as follows: 					
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Topic</th> <th style="text-align: center;">Details/Discussion</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Objectives of the Meeting</td> <td> <ol style="list-style-type: none"> 1. To clarify and address the bidders’ questions to adequately prepare bids for the project particularly on the terms and conditions on the bidding documents and other aspect of the project. </td> </tr> </tbody> </table>	Topic	Details/Discussion	Objectives of the Meeting	<ol style="list-style-type: none"> 1. To clarify and address the bidders’ questions to adequately prepare bids for the project particularly on the terms and conditions on the bidding documents and other aspect of the project. 	
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		<ol style="list-style-type: none"> 2. To remind the bidders that any statement issued shall not modify the terms of bidding, unless reflected in a supplemental bid bulletin. 3. To familiarize the bidders with the requirements in the bidding documents
	<p>The Requirements to be submitted</p>	<ol style="list-style-type: none"> I. During Shortlisting <ol style="list-style-type: none"> 1st Envelope <ol style="list-style-type: none"> a. Legal Documents <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate (platinum Membership with Annex A) b. Technical Documents <ol style="list-style-type: none"> 1. Eligibility Documents Submission Form accompanied by the company's Secretary's Certificate or Special Power of Attorney (Annex B) 2. Statement of all government and private contracts completed which are similar in nature (Annex C) 3. List of all ongoing government and private contracts including contracts awarded but not yet started (Annex D) 4. Statement of Consultant's Nationality (Annex E) 5. Curriculum Vitae of the proposed professional staff (Annex F) c. Financial Documents <ol style="list-style-type: none"> 1. The consultancy's audited financial statement (AFS) showing among others, the Consultant's total and current assets and liabilities, stamped received by the BIR or its duly accredited and authorized institutions

Topics/Issues	Comments/Decisions/Instructions	
		for the preceding calendar year
	Sealing of Bids	An illustration is provided during the discussion
	Criteria	The evaluation criteria was discussed thoroughly during the meeting.
	Terms of Reference	Discussed thoroughly as provided in the Bidding Documents
	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 Notice of Award</p>

Topics/Issues	Comments/Decisions/Instructions	
		<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) <p>AFTER Notice Of Award</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
	Schedule	<p>Request for Clarification -Dec. 5, 2020</p> <p>Issuance of the Supplemental Bid Bulletin - December 8, 2020</p> <p>Submission of Bids - on or before 9:30 a.m. Dec. 15, 2020</p> <p>Opening of Bids - 9:30 a.m. Dec. 15, 2020</p>

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	<p data-bbox="651 199 1425 293">- The following is a summary of the questions from the prospective bidders and replies from the end-users and/or the BAC.</p> <table border="1" data-bbox="651 331 1425 815"> <thead> <tr> <th data-bbox="651 331 1040 369">Question</th> <th data-bbox="1040 331 1425 369">Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 369 1040 506">Does it mean that the consultancy firm must be in existence for five (5) years now?</td> <td data-bbox="1040 369 1425 506">Yes.</td> </tr> <tr> <td data-bbox="651 506 1040 607">Must all the bullets in the qualification of the consultants be satisfied?</td> <td data-bbox="1040 506 1425 607">Yes. Points system will be followed.</td> </tr> <tr> <td data-bbox="651 607 1040 815">As regards to the activities listed in the deliverables, is there a flexibility on the flow? Or can we suggest a new design or different sequence of activities?</td> <td data-bbox="1040 607 1425 815">This has been arranged but end-users are open to discussion.</td> </tr> </tbody> </table>	Question	Reply	Does it mean that the consultancy firm must be in existence for five (5) years now?	Yes.	Must all the bullets in the qualification of the consultants be satisfied?	Yes. Points system will be followed.	As regards to the activities listed in the deliverables, is there a flexibility on the flow? Or can we suggest a new design or different sequence of activities?	This has been arranged but end-users are open to discussion.						
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	<p>Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</p>	<p>I. During Bid Submission: (1 copy each) Technical Component (1st 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"> 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 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) 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity or Committed Line of Credit; and 9. Latest Audited Financial Statement (AFS) stamped received by the BIR 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 <p>II. Additional Document if declared as Lowest Calculated Bidder</p> <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. <p>III. After receipt of Notice of Award (NOA)</p> <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
	Common Reasons for Disqualification	<ol style="list-style-type: none"> 1. Failure to submit or incomplete submission

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	Project Background	Early Procurement Activity Approved budget for the contract: P 13,000,000.00
	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)</p> <p>Technical Component (1st 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"> 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 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) 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity or Committed Line of Credit; and

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	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
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		<p>9. Latest Audited Financial Statement (AFS) stamped received by the BIR</p> <p>10. Joint Venture Agreement, if applicable</p> <p>2nd Envelope – Financial Proposal</p> <p>1. Bid Form, signed in all pages</p> <p>II. Additional Document if declared as Lowest Calculated Bidder</p> <p>1. Income Tax Return</p> <p>2. VAT Returns</p> <p>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.</p> <p>III. After receipt of Notice of Award (NOA)</p> <p>1. Performance Security</p> <p>2. Contract</p>
	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> <p>- Attachments to the SLCC</p> <p>- Latest income and business tax returns filed through EFPS</p>
	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	
	<p>Common Reasons for Disqualification</p>	<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) <p>AFTER NOA</p> <ol style="list-style-type: none"> 1. Failure to post proper performance security within the prescribed period

Topics/Issues	Comments/Decisions/Instructions													
		<p>2. For Surety bond, failure to attach certification from the Insurance Commission</p> <p>3. Failure to submit signed contract within the prescribed period</p> <p>Prospective Bidders are reminded to:</p> <p>1. Exercise Extra Prudence in Preparing the Bid Docs – Double Check; Triple Check (by different persons)</p> <p>2. Refer to the Checklist in the Bid Docs</p> <p>3. Use the Soft Copies Provided by the BAC Secretariat</p>												
	Procurement Timelines	<p>Periods for:</p> <ul style="list-style-type: none"> - Request for Clarification Dec. 8, 2020 - Issuance of Supplemental / Bid Bulletin if any Dec. 11, 2020 - Submission of Bids On or before 11:30 a.m. of Dec. 18, 2020 - Opening of Bids Dec. 18, 2020 11:30 a.m. 												
<p>- The following are the questions from the bidders and the reply from the end-user and /or the BAC.</p>														
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Topics/Issues	Comments/Decisions/Instructions															
	What is the definition of Similar Contract?	Similar contract shall refer to the administration of psychometric exams for entry level, non-entry level, and managerial/supervisory level.														
	Do you require an individual report for each test/examinee or a consolidated report?	Please refer to our Technical Specification and the Schedule of Requirements in the Bidding Documents.														
	Can we give an estimate of how many examinees for a day?	It depends. The numbers are indicative.														
	Will DBM endorse the client/examinee to Supplier and then Supplier will contact and coordinate with said client/examinee or will Supplier give access to DBM and DBM shall contact client/examinee?	DBM-AS will coordinate and inform examinees as to when and where the exam will take place. After which, the examinees will go to the testing office on the day of the exam. We remind the bidders that under the Schedule of Requirements, the Supplier should have acted on the letter-request/endorsement from the DBM-AS within three (3) working days from receipt of such letter/endorsement.														
<p>3. Post Qualification Report</p> <p>1. Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses (2nd LCB)</p>	<p>- The summary of the Post Qualification Report is as follows:</p> <table border="1" data-bbox="651 1420 1428 2076"> <tr> <td data-bbox="651 1420 1042 1489">Name of Bidder</td> <td data-bbox="1042 1420 1428 1489">Micro-D International, Inc.</td> </tr> <tr> <td data-bbox="651 1489 1042 1559">Rank in the list of bids</td> <td data-bbox="1042 1489 1428 1559">2</td> </tr> <tr> <td data-bbox="651 1559 1042 1666">Period of Post Qualification</td> <td data-bbox="1042 1559 1428 1666">November 26 – December 4, 2020</td> </tr> <tr> <td colspan="2" data-bbox="651 1666 1428 1704">Eligibility Documents</td> </tr> <tr> <td data-bbox="651 1704 1042 1839">1. PhilGEPS Registration</td> <td data-bbox="1042 1704 1428 1839">Complied PhilGEPS Platinum Certificate Valid until October 20,2021</td> </tr> <tr> <td data-bbox="651 1839 1042 1973">2. SEC/ DTI Registration</td> <td data-bbox="1042 1839 1428 1973">Complied SEC Registration Certificate Registered on April 29, 1988</td> </tr> <tr> <td data-bbox="651 1973 1042 2076">3. Mayor's Permit</td> <td data-bbox="1042 1973 1428 2076">Complied Valid until December 31, 2020</td> </tr> </table>		Name of Bidder	Micro-D International, Inc.	Rank in the list of bids	2	Period of Post Qualification	November 26 – December 4, 2020	Eligibility Documents		1. PhilGEPS Registration	Complied PhilGEPS Platinum Certificate Valid until October 20,2021	2. SEC/ DTI Registration	Complied SEC Registration Certificate Registered on April 29, 1988	3. Mayor's Permit	Complied Valid until December 31, 2020
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3. Mayor's Permit	Complied Valid until December 31, 2020															

Topics/Issues	Comments/Decisions/Instructions	
	4. Tax Clearance	Complied Valid until January 17, 2021
	5. Audited Financial Statement	Complied Stamped received by the BIR on July 7, 2020
	Technical Documents	
	6. Statement of all ongoing private and government contract	Complied
	7. Statement of Single Largest Complete Contract	Complied Contract with: Innove Communications, Inc. Contract Cost: P21,504,000.00 Kinds of Goods: One Year Software, Licenses Subscription and Hardware Maintenance Renewal of the BTMS Infrastructure Date of completion: March 11, 2020
	8. Bid Security	Complied Submitted a notarized Bid Securing Declaration signed by Mr. Michael Valentino
	9. Compliance with Section VI Schedule of Requirements	Complied
	10. Compliance with Section VII Technical Specification	Complied
	11. Omnibus Sworn Statement (OSS)	Complied Submitted a notarized OSS signed by Mr. Michael Valentino
	12. Authority of the Signatory	Complied Submitted a Secretary's Certificate
	13. Net Financial Contracting Capacity NFCC	Complied NFCC = P8,581,111,417.00
	14. Post Qualification Documents: Income Tax Return Business Tax Return	Complied Firm Requirements - Complied ITR and Business Tax Return - Complied
	15. Financial Proposal	P35,929,794.00

Topics/Issues	Comments/Decisions/Instructions	
<p>2. On Line Competency Assessment of DBM Employees (2nd LCB)</p>	Within the ABC	
	<ul style="list-style-type: none"> - The TWG recommended to declare the bid of Micro-D International, Inc. for the Project, "Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses," in the amount of P35,929,794.00 as the Lowest Calculated and Responsive Bid, in accordance with Section 34.4 of the 2016 Revised IRR of RA No. 9184. - The BAC declared the bid of Micro-D International, Inc. for the Project, "Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses," in the amount of P35,929,794.00 as the Lowest Calculated and Responsive Bid, in accordance with Section 34.4 of the 2016 Revised IRR of RA No. 9184; and to recommend to the Secretary of the Department of Budget and Management, as the Head of the Procuring Entity, that the contract for the Project be awarded to Micro-D International, Inc. in the above-mentioned amount, in accordance with Section 34.4 of the 2016 Revised IRR of RA No. 9184. - The Vice Chairperson reminded the BAC and the Secretariat that the award may not be issued yet pending the resolution on the request for reconsideration filed by Trends and Technologies. - The summary of the Post Qualification Report is as follows: 	
	Name of Bidder	MYBUSYBEE Inc.
	Rank in the list of bids	2
	Eligibility Documents	
	1. PhilGEPS Registration	Complied PhilGEPS Platinum Certificate Valid until June 30,2021
	2. SEC/ DTI Registration	Complied SEC Registration Certificate Registered on March 16, 2012
	3. Mayor's Permit	Complied Valid until December 30, 2020
	4. Tax Clearance	Complied Valid until January 27, 2021
	5. Audited Financial Statement	Complied Date of Filing is June 23, 2020
Technical Documents		

Topics/Issues	Comments/Decisions/Instructions	
	6. Statement of all ongoing private and government contract	Complied
	7. Statement of Single Largest Complete Contract	<p>Not Complied</p> <p>Contract with: JDM Techno Computer Center Contract Cost: 12,690,000.00 Kinds of Goods: Info System</p> <p>The TWG in-charge reported and emphasized the following points:</p> <ol style="list-style-type: none"> 1. The contract indicated in the submission of MYBUSYBEE was info system. 2. part of the deliverables of the said contract included the Human Resources Information System (HRIS) amounting to P4,800,000.00, with sub-deliverables: (i) employee data set-up; (ii) disciplinary action monitoring; (iii) loan maintenance; (iv) online application and approval; and (v) recruitment (i.e., requisition, sourcing, screening, and assessment); 3. in a Memorandum dated December 4, 2020, the Director of the end-user unit, Administrative Service, mentioned the following observations on the SLCC of MYBUSYBEE: (1) The project appears to a pre-employment testing tool during recruitment to screen candidates' performance where battery of tests was provided and evaluated based on key to

Topics/Issues	Comments/Decisions/Instructions	
		<p>corrections compared to the competency assessment involving determination of competency gaps of existing employees; and (2) The nature of MYBUSYBEE engagement was geared towards system development rather than competency assessment tool development.</p>
	8. Bid Security	<p>Complied</p> <p>Submitted a notarized Bid Securing Declaration signed by Mr. Rico M. Hernandez</p>
	9. Compliance with Section VI Schedule of Requirements	Complied
	10. Compliance with Section VII Technical Specification	Complied
	11. Omnibus Sworn Statement (OSS)	<p>Complied</p> <p>Submitted a notarized OSS signed by Mr. Rico M. Hernandez</p>
	12. Authority of the Signatory	<p>Complied</p> <p>Submitted a Secretary's Certificate</p>
	13. Net Financial Contracting Capacity NFCC	<p>Complied</p> <p>NFCC = 83,807,086.45</p>
	15. Financial Proposal	<p>P1,094,000.00</p> <p>Within the ABC</p>
	<ul style="list-style-type: none"> - The TWG recommended the submission of MYBUSYBEE be declared as post-disqualified for non-compliance with the requirement for the submission of single largest completed contract (SLCC) that is similar in nature to the contract to be bid, in accordance with Section 23.1 (a) (v) of the 2016 Revised IRR of RA No. 9184 . - The BAC resolved to: (1) declare the post-disqualification of MYBUSYBEE Inc. for the Project, "Online Competency Assessment of DBM Employees," and to notify the said bidder in writing about its post-disqualification and the grounds for it, pursuant to Section 34.5 of the 2016 Revised IRR of RA No. 9184; and (2) to initiate and complete the post-qualification process on the bidder 	

Topics/Issues	Comments/Decisions/Instructions
	with the third Lowest Calculated Bid, Sycip Gorres Velayo & Co., pursuant to Section 34.6 of same IRR.
<p>4. Other Matters</p> <p>1. Request for Reconsideration of Rose Aire for the Project</p>	<ul style="list-style-type: none"> - Atty. Keith Briones reported the request for reconsideration filed by Rose Aire Enterprise Inc. stating among others the following: <p><i>“In general condition, a project is not considered done and completed until the end-user/client acknowledged and issued a Certificate of Completion and/or Acceptance. The date of certification of completion issued to RAE Inc., by BAC was dated December 3, 2018. It has been completed within the two (2) years prior to the deadline for the submission and receipt of bids which is December 1, 2020”</i></p> - After deliberation, the BAC resolved to: DENY the request for reconsideration and affirm the declaration of the DBM-BAC finding the submission of Rose Aire Enterprises Inc. as “failed”, for the following reasons: <p>(1) It was noted that the December 3, 2018 date referred to in the request for reconsideration pertains to the date of issue of the Certification of Completion itself. This was likewise acknowledged in the Statement of SLCC, particularly in the entry on the last column thereof which states, among others, “Certificate of Completion <u>dated</u> December 3, 2018” (emphasis supplied). On the other hand, there was no express or clear indication in the Certificate as to the actual date of completion of the project which should be the determinant if the subject contract was indeed actually completed within 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.</p> <p>(2) It is clear and undisputed that the signed Statement of SLCC submitted by Rose Aire Enterprise Inc. indicated that the date of delivery for the contract was in August 2018, which is beyond the 2-year period immediately preceding the December 1, 2020 submission and receipt of bids.</p> <p>(3) Because the SLCC as provided in item (f) of Section VIII. Checklist of Technical and Financial Documents of the Bidding Documents only requires the submission of the Statement of the bidder’s SLCC similar to the contract to be bid, the claimed “<i>Certification of Completion issued to RAE Inc. by BAC</i>”, which is a supporting document to the required statement is a mere surplusage document which cannot be considered in the bid evaluation using a non-discretionary ‘pass/fail’ criterion.</p> - The BAC Secretariat reported that a memorandum from the Administrative Service was received requesting for the extension of AS projects.

Topics/Issues	Comments/Decisions/Instructions															
2. Request for Extension of Contracts	<ul style="list-style-type: none"> - The BAC discussed the revised guidelines on the extension of contracts for general support services (Appendix 24) of the 2016 Revised Implementing Rules and Regulations of RA No. 9184. - The BAC resolved to adopt the request for extension subject to the submission of a justification from the requesting unit and considering that all the general conditions for extension are met. 															
3. BAC Action Items	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="651 501 1038 539">Project</th> <th data-bbox="1038 501 1442 539">To Do</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 539 1038 913">Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses</td> <td data-bbox="1038 539 1442 913"> Prepare a reply letter to Trends and Technologies after due consultation with the GPPB-TSO. Prepare the Memo for the Secretary, BAC Resolution recommending award to Micro-D, and the Notice Of Award. </td> </tr> <tr> <td data-bbox="651 913 1038 1088">Consultancy Services for the Development and Implementation of the Digital PFMCP</td> <td data-bbox="1038 913 1442 1088" rowspan="2">The TWG-in-charge shall consult with the end-user and prepare the Supplemental Bid Bulletin when necessary.</td> </tr> <tr> <td data-bbox="651 1088 1038 1193">Supply and Delivery of Executive Laptops</td> </tr> <tr> <td data-bbox="651 1193 1038 1536">Online Competency Assessment of DBM Employees</td> <td data-bbox="1038 1193 1442 1536">The TWG and the Secretariat shall prepare the BAC Resolution declaring the post disqualification of MYBUSYBEE and proceed to post qualification of the 3rd LCB; and prepare the letter notifying MYBUSYBEE of its post disqualification.</td> </tr> <tr> <td data-bbox="651 1536 1038 1711">Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Building</td> <td data-bbox="1038 1536 1442 1711">The TWG in-charge shall prepare the reply letter to Rose Aire.</td> </tr> <tr> <td data-bbox="651 1711 1038 1816">Printing and Delivery of Various DBM Publications and Information Materials</td> <td data-bbox="1038 1711 1442 1816" rowspan="3">The TWG in-charge shall work with the end-user to determine and prepare the SBB when necessary.</td> </tr> <tr> <td data-bbox="651 1816 1038 1879">Renewal of Licenses for the Subscription of Google Suite</td> </tr> <tr> <td data-bbox="651 1879 1038 2072">Administration of Psychometric Exams for DBM Applicants and Employees</td> </tr> </tbody> </table>	Project	To Do	Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses	Prepare a reply letter to Trends and Technologies after due consultation with the GPPB-TSO. Prepare the Memo for the Secretary, BAC Resolution recommending award to Micro-D, and the Notice Of Award.	Consultancy Services for the Development and Implementation of the Digital PFMCP	The TWG-in-charge shall consult with the end-user and prepare the Supplemental Bid Bulletin when necessary.	Supply and Delivery of Executive Laptops	Online Competency Assessment of DBM Employees	The TWG and the Secretariat shall prepare the BAC Resolution declaring the post disqualification of MYBUSYBEE and proceed to post qualification of the 3 rd LCB; and prepare the letter notifying MYBUSYBEE of its post disqualification.	Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Building	The TWG in-charge shall prepare the reply letter to Rose Aire.	Printing and Delivery of Various DBM Publications and Information Materials	The TWG in-charge shall work with the end-user to determine and prepare the SBB when necessary.	Renewal of Licenses for the Subscription of Google Suite	Administration of Psychometric Exams for DBM Applicants and Employees
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Topics/Issues	Comments/Decisions/Instructions	
	GSD Extension of Contracts	The end-users were advised to submit additional memorandum taking into consideration the Revised Guidelines on the Extension of Contracts for General Support Services.

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