



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

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING**

February 16, 2021, 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 D. Escalante Mr. Virgilio Umpacan, Jr.
End-User Representatives/ Provisional Member:	Director Vivien Labastilla Aileen Afunggol Irish Alog Odilon Bucag Kristopher Brian Carpio Jearamie Simbre Luis Indefonso Director Thea Marie Corinne F. Palarca
Technical Working Group:	Mr. Rainier Diaz Ms. Jeanalyn Caceres Mr. George Sotelo Atty. Keith Francis Briones Atty. Madelaine Meris Ms. Janina Papa Ms. Darlene Reyes
Secretariat:	Joyce D. Labao Ms. Rhonna Regina Puno Ms. Abegail Igna
Bidders Present:	For the Project: “Supply and Delivery of Executive Laptops” 1. OJ Kyle Jenezis S. Salazar, DCI International IT Solutions and Services Corp. 2. Rick Wilson Sy, Accel Prime Technologies Inc. 3. Dennis Rosario, Accel Prime Technologies Inc. 4. Jacquelyn Natividad, Annex Digital Inc. 5. Robert Fernandez, Unison Computer Systems, Inc. 6. Joana Marie Arimado, Intergarted Computer Systems, Inc. 7. Shimico Dianne C. Nakamura, World Solution Technology, Inc.

8. Sanny Belonio, Advance solutions, Inc.
9. Edna Aplan, Accent Micro Technologies, Inc.
10. Laurence Tagle, S1 Technologies Inc.

## 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 February 16, 2021 BAC Meeting is as follows:

<b>Agenda</b>	
A. Result of Technical Proposal / Present Timeline	1. Consultancy Services for the Development and Implementation of the Digital PFMCP
B. Pre Procurement Conference	1. Supply and Delivery of Furniture and Fixtures for the DBM Aracache Building 2. Procurement of HP Back - Up Solution
C. Pre Bid Conference	1. Supply and Delivery of Executive Laptops
D. Other Matters	1. Leave Cards (presentation of Request for Quotation) 2. Security Paper (presentation of Request for Quotation) 3. Budget Documents 2021 (presentation of Abstract of Quotes) 4. Support and Maintenance Services for BTMS Equipment and Licenses (Direct Contracting) 5. Report on Appendix 9 with regard to Direct Contracting mode of Procurement 6. Update on Letter to Other Bidders on recommendation for award of contract 7. Update on TWG Invitation 8. Update on review of procurement mode for Official Gazette, Newspaper

## III. Highlights of the Meeting

<b>Topics/Issues</b>	<b>Comments/Decisions/Instructions</b>
<b>A. Result of Technical Proposal</b>  1. Consultancy Services for the Development and Implementation of the Digital PFMCP	<ul style="list-style-type: none"> <li>- The BAC recognized Mr. Rainier Diaz, the TWG in-charge, to lead the discussion.</li> <li>- Mr. Diaz facilitated the discussion. A summary of the discussion is as follows:</li> </ul> <p>Summary of Agreements:</p> <ul style="list-style-type: none"> <li>- During the presentation of the Technical Rating, the combined rating of the bidder is 85/100.</li> <li>- The requirement is overall minimum to which the bidder has complied with.</li> <li>- As to the observation on the compliance of the two SMEs on the training requirements, the apparent insufficiency when it comes to the training hours will be part of the post qualification.</li> <li>- Based on the overall rating of 85%, the bidder has passed this stage of evaluation and the financial proposal will be opened based on timeline.</li> <li>- Next Steps will be: Letter to the Bidder on the opening of the Financial Submission. Based on the Bid Documents the opening of financial proposals shall be within three</li> </ul>

Topics/Issues	Comments/Decisions/Instructions						
	(3) days from notification of Consultant passing the minimum qualifying mark for technical proposals.						
<p><b>B. 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 a brief background of the project.</li> <li>- The BAC recognized Atty. Keith Francis Briones, the TWG in-charge, to lead the discussions.</li> <li>- To help the bidders adequately prepare for their bids, Atty. Briones discussed in detail the following topics, among others:               <ol style="list-style-type: none"> <li>1. The Objectives of the pre-bid conference.</li> <li>2. Bidders were reminded that any statement issued shall not modify the terms of the bidding, unless reflected in a supplemental/bid bulletin.</li> <li>3. Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid and After receipt of Notice of Award</li> <li>4. The contents of the first envelope (technical proposal) and the second envelope (financial component).</li> <li>5. The definition of Single Largest Completed Contracts and the corresponding proofs of completion to be submitted.</li> <li>6. The statement of all ongoing private and government contracts including contracts awarded but not yet started whether similar or not similar in nature and complexity to the contract to be bid.</li> <li>7. The Schedule of Requirements and the Technical Specifications</li> <li>8. Sealing and marking of envelopes.</li> <li>9. The Procurement timeline.</li> </ol> </li> <li>- The BAC Vice Chairperson highlighted the most common reasons for disqualification for the information and guidance of the prospective bidders.</li> <li>- During the conference, the prospective bidders raised the following questions/clarifications and was responded to by the BAC and/or the end-user representative:               <table border="1" data-bbox="651 1565 1428 2047" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="651 1565 1040 1603">Questions</th> <th data-bbox="1040 1565 1428 1603">Replies</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 1603 1040 1910">Can we move the schedule of delivery to 120 calendar days?</td> <td data-bbox="1040 1603 1428 1910"> <p>The BAC in coordination with the end-user will discuss, and if needed a bid bulletin will be issued accordingly.</p> <p>The BAC approved to adopt the delivery schedule to 120 calendar days.</p> </td> </tr> <tr> <td data-bbox="651 1910 1040 2040">On the repair and replacement of parts and defective units.</td> <td data-bbox="1040 1910 1428 2040">The definition of response time was clarified by the end-user to be:</td> </tr> </tbody> </table> </li> </ul>	Questions	Replies	Can we move the schedule of delivery to 120 calendar days?	<p>The BAC in coordination with the end-user will discuss, and if needed a bid bulletin will be issued accordingly.</p> <p>The BAC approved to adopt the delivery schedule to 120 calendar days.</p>	On the repair and replacement of parts and defective units.	The definition of response time was clarified by the end-user to be:
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On the repair and replacement of parts and defective units.	The definition of response time was clarified by the end-user to be:						

Topics/Issues	Comments/Decisions/Instructions	
	<p>The 24 hours response time may not be possible. Can we adjust?</p>	<p>The time given to the supplier to provide feedback/update/respond to the written request to repair or replace. It does not necessarily follow that they will be able to replace or repair with the 24-hour period given to them.</p> <p>This is subject to further discussion of the BAC.</p>
	<p>On the “dimension” of the laptop as specified in the bid documents. Can we remove/modify this so that it is not very limiting and make it more open?</p> <p>Some of the bidders noted that it the dimension may have “reference” to a particular brand.</p>	<p>This will be subject for discussion. End users were advised to research and give recommendation to the BAC.</p>
	<p>On the manufacturer “authorized service center”.</p> <p>Can we specify/provide a list of the regions where the laptops will be deployed so we will know if there are available authorized service centers on that particular region?</p>	<p>This was noted.</p>
	<p>Can we relax the weight of the laptops?</p>	<p>This was already considered and may not be further relaxed, but the BAC will discuss on this concern.</p>
	<p>On the HDMI to VGA adaptors.</p>	<p>This will be subject for discussion.</p>
	<p>On the standard Ports specifically the “Thunderbolt” which is a brand name.</p>	<p>This will be subject to discussion.</p>
	<p>On the acceptability of “collection receipt” as proof for the Single Largest Completed Contract.</p> <p>Per one of the supplier the Official Receipt is required only for “services” rendered.</p>	<p>This will be subject for verification with the BIR.</p>

Topics/Issues	Comments/Decisions/Instructions																										
	How many copies of the bid will be submitted?	One each (1) original technical and financial component to be sealed in one mother envelope.																									
	<ul style="list-style-type: none"> <li>- The BAC discussed the items raised by the bidders. Following is a summary:               <ol style="list-style-type: none"> <li>1. On the response time and defective parts. The BAC agreed to clarify the definition of “response time” but remain silent on the replacement of defective parts.</li> <li>2. On the service units. The end-user responded that service units during repairs/replacement is not required.</li> <li>3. The BAC Vice Chairperson presented the ICTSS input on the “specification” (for consideration of the end-users) which indicated the note “no dimension” since based on ICTSS research, indicating the dimension may limit the offer to some specific brands.</li> <li>4. On the weight. Maintain the weight indicated in the bid documents. (1.5)</li> <li>5. On the dimension of the laptop. As confirmed by the end-user, dimension will be deleted in the bid documents.</li> <li>6. On the Batter. ICTSS proposed to just state: “4-cell lithium ion”. The end-user confirmed to remove/not specify the “watts” and adopt the recommendation of the ICTSS.</li> <li>7. The ICTSS and AS-GSD were asked to further discuss the technical specification to come up with what is best considering the need of the users.</li> </ol> </li> </ul>																										
<p><b>C. Pre Procurement Conference</b></p> <p><b>1. Supply and Delivery of Furniture and Fixtures for the DBM Arcache Building</b></p>	<ul style="list-style-type: none"> <li>- The BAC Secretariat provided a brief background of the project.</li> <li>- The BAC recognized Atty. Madelaine Meris, the TWG in-charge to facilitate the pre-procurement conference.</li> <li>- The summary of the discussion is as follows:</li> </ul> <table border="1" data-bbox="651 1570 1428 2063"> <thead> <tr> <th data-bbox="651 1570 903 1608">Topic</th> <th colspan="2" data-bbox="903 1570 1428 1608">Discussion</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 1608 903 1675">Project Title</td> <td colspan="2" data-bbox="903 1608 1428 1675">“Supply and Delivery of Furniture and Fixtures for the DBM Arcache Building”</td> </tr> <tr> <td data-bbox="651 1675 903 1713">Project No.</td> <td colspan="2" data-bbox="903 1675 1428 1713">DBM-2021-19</td> </tr> <tr> <td data-bbox="651 1713 903 1780">Funding Source</td> <td colspan="2" data-bbox="903 1713 1428 1780">FY 2021 General Appropriations Act</td> </tr> <tr> <td data-bbox="651 1780 903 1818">ABC</td> <td colspan="2" data-bbox="903 1780 1428 1818">P1,500,000.00</td> </tr> <tr> <td data-bbox="651 1818 903 2027" rowspan="3">Procurement Schedule</td> <td data-bbox="903 1818 1129 1859">Pre Bid Conference</td> <td data-bbox="1129 1818 1428 1859">March 2, 2021 1:30 p.m.</td> </tr> <tr> <td data-bbox="903 1859 1129 1960">Submission of Bids</td> <td data-bbox="1129 1859 1428 1960">On or before March 16, 2021 10:30 a.m.</td> </tr> <tr> <td data-bbox="903 1960 1129 2027">Bid Opening</td> <td data-bbox="1129 1960 1428 2027">March 16, 2021 10:30 a.m.</td> </tr> <tr> <td data-bbox="651 2027 903 2063">Bid Data Sheet</td> <td colspan="2" data-bbox="903 2027 1428 2063">ITB Clause 5.3</td> </tr> </tbody> </table>		Topic	Discussion		Project Title	“Supply and Delivery of Furniture and Fixtures for the DBM Arcache Building”		Project No.	DBM-2021-19		Funding Source	FY 2021 General Appropriations Act		ABC	P1,500,000.00		Procurement Schedule	Pre Bid Conference	March 2, 2021 1:30 p.m.	Submission of Bids	On or before March 16, 2021 10:30 a.m.	Bid Opening	March 16, 2021 10:30 a.m.	Bid Data Sheet	ITB Clause 5.3	
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Topics/Issues	Comments/Decisions/Instructions		
<p style="text-align: center;"><b>2. Procurement of HP Back-up Solution</b></p>		<p>Similar contract to the project shall refer to:</p> <ul style="list-style-type: none"> <li>- Supply and delivery of furniture; and</li> <li>- Must have been completed within the period of March 16, 2018 to March 15, 2021.</li> </ul> <p>ITB Clause 14.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>- The amount of not less than P30,000.00 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>- The amount of not less than P75,000.00, if bid security is in Surety Bond.</li> </ul>	
	Schedule of Requirements	Supply and delivery Two Hundred Thirty Nine (239) units/pcs of various Furniture and Fixture shall be delivered within Thirty (30) working days upon receipt of Notice to Proceed.	
	Technical Specification	<p>The detail for each item was described in the Technical Specification.</p> <p>Note: The TWG was instructed to review the "units" and revise to ensure consistency.</p>	
	Discussion on the ABC	<ul style="list-style-type: none"> <li>- The ABC was presented during inclusion in the Supplemental Annual Procurement Plan (APP).</li> <li>- The BAC Secretariat, on behalf of the end-user, explained the basis of the basis of the ABC which is the average of several quotations gathered by the end-user.</li> </ul>	
	<b>Topic</b>		
	<b>Discussion</b>		
	Project Title	"Procurement of HP Back-up Solution"	
	Project No.	DBM-2021-18	
	Funding Source	FY 2021 General Appropriations Act	
	ABC	P18,500,000.00	
Procurement Schedule	Pre Bid Conference	March 2, 2021 10:30 a.m.	

Topics/Issues	Comments/Decisions/Instructions	
		Submission of Bids On or before March 16, 2021 9:30 a.m.
		Bid Opening March 16, 2021 9:30 a.m.
Bid Data Sheet	<p>ITB Clause 5.3 Similar contract to the project shall refer to:</p> <ul style="list-style-type: none"> <li>- Procurement of Disk-Based Storage Solution; and</li> <li>- Must have been completed within the period of March 16, 2018 to March 15, 2021.</li> </ul> <p>ITB Clause 14.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>- The amount of not less than P370,000.00 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>- The amount of not less than P925,000.00, if bid security is in Surety Bond.</li> </ul>	
Schedule of Requirements	<ol style="list-style-type: none"> <li>1. Submission of required certificates – during bid submission and subject to post qualification</li> <li>2. Supply, Delivery Installation Configuration, and Testing of HP Back-up Solution – Within one hundred twenty (120) calendar days from receipt of Notice to Proceed</li> <li>3. Conduct of Technical Trainings - Within one hundred twenty (120) calendar days from receipt of Notice to Proceed</li> <li>4. As built documentation of the HP Back-up solution set-up/ diagram in hard and soft copies - Within one hundred twenty (120) calendar days from receipt of Notice to Proceed</li> <li>5. Warranties - Warranty shall commence on the day the DBM-ICTSS issues the Certificate of Acceptance.</li> </ol>	
Technical Specification	The Technical Specification is described in detail in the attached Annex "A".	

Topics/Issues	Comments/Decisions/Instructions	
<p><b>6. Other Matters</b></p> <p><b>BAC Action Items</b></p>	<b>Project</b>	<b>To Do</b>
	Consultancy Services for the Development and Implementation of the Digital PFMCP	Letter for Financial Opening
	Support and Maintenance Services for BTMS Equipment and Licenses	Draft letter to GPPB-TSO re Direct Contracting in relation to Appendix 9 of the 2016 Revised IRR of RA No. 9184
	Supply and Delivery of Furniture and Fixtures for the DBM Arcache Building	Bidding Documents, as reviewed, for Posting
	Procurement of HP Back-up Solution	Bidding Documents, as reviewed, for Posting
	Supply and Delivery of Executive Laptops	Draft the Supplemental/Bid Bulletin
	Leave Cards (RGP)	Finalize the Request For Quotation to recognized government printers
	Security Paper	Finalize the Request For Quotation to recognized government printers
	Budget Documents 2021 (RGP)	Prepare Memorandum Of Agreement, Notice Of Award, Notice To Proceed, Memorandum For the Secretary, Abstract of Quotes
	BAC Secretariat Tasks	<ol style="list-style-type: none"> <li>1. Further Review of Procurement Mode of Official Gazette, Newspapers</li> <li>2. TWG Invite- Suzeth, Jessica; AS</li> <li>3. Report on Letter to Other Bidders</li> <li>4. Status of Minutes of Meetings</li> <li>5. Follow Up BIR Letter</li> </ol>

#### IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 5:00 p.m.

Prepared by:

Noted by:

**Joyce D. Labao**  
Secretariat

**Director ANDREA CELENE MAGTALAS**  
Vice-Chairperson