



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

BIDS AND AWARDS COMMITTEE

MINUTES OF MEETING

January 12, 2021, 9:30 a.m.

Bids and Awards Committee Conference Room

I. Attendance

Chairperson	Undersecretary Janet B. Abuel
Members:	OIC Assistant Director Rosemarie Pagala Director Dante De Chavez OIC Director Rowel D. Escalante Mr. Virgilio Umpacan, Jr.
End-User Representatives/ Provisional Member:	Director Vivien Labastilla Ms, Aileen Afunggol Ms. Lei Datuin
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

II. Call to Order

The BAC Chairperson called the meeting to order after determining that there is a quorum at 9:34 a.m.

The agenda for January 12, 2021 BAC Meeting is as follows:

Agenda

- A. Pre Procurement Conference
 - 1. Consultancy Services for the Development and Implementation of the Digital PFMCP (Part 2)
- B. Other Matters

III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions																				
<p>A. Pre Procurement Conference</p> <p>1. Consultancy Services for the Development and Implementation of the Digital PFMCP (Part 2)</p>	<ul style="list-style-type: none"> - The BAC Secretariat provided a brief background of the project. - The BAC recognized Mr. Rainier Diaz, the TWG in-charge, to lead the conference. - Following is a summary of the discussion/agreements: <table border="1" data-bbox="654 571 1428 2054"> <thead> <tr> <th data-bbox="654 571 1045 611">Topic</th> <th data-bbox="1045 571 1428 611">Discussion/Agreements</th> </tr> </thead> <tbody> <tr> <td data-bbox="654 611 1045 745">Project Title</td> <td data-bbox="1045 611 1428 745">“Consultancy Services for the Development and Implementation of the Digital PFMCP”</td> </tr> <tr> <td data-bbox="654 745 1045 786">Project ID No.</td> <td data-bbox="1045 745 1428 786">DBM-2021-04</td> </tr> <tr> <td data-bbox="654 786 1045 853">Funding Source</td> <td data-bbox="1045 786 1428 853">FY 2021 General Appropriations Act</td> </tr> <tr> <td data-bbox="654 853 1045 893">ABC</td> <td data-bbox="1045 853 1428 893">P1, 859,933.33</td> </tr> <tr> <td data-bbox="654 893 1045 960">The notice is addressed to:</td> <td data-bbox="1045 893 1428 960">Human Capital Asia Inc. the shortlisted Consultant</td> </tr> <tr> <td data-bbox="654 960 1045 1263">Procurement Timeline</td> <td data-bbox="1045 960 1428 1263"> Pre Bid Conference – January 26, 2021 9:30 a.m. Submission of Bids – February 9, 2021, 9:30 a.m. Bid Opening – February 9, 2021, 9:30 a.m. </td> </tr> <tr> <td data-bbox="654 1263 1045 1677">Technical Proposal Forms (TPF) (TPF 11 and TPF 12)</td> <td data-bbox="1045 1263 1428 1677"> To include the following: TPF 11: Statement of all government and private contracts completed which are similar in nature; and TPF 12: List of all ongoing government and private contracts including contracts awarded but not yet started. </td> </tr> <tr> <td data-bbox="654 1677 1045 1890">Local Taxes</td> <td data-bbox="1045 1677 1428 1890">All proposal shall be inclusive of 12% Value-Added Tax and all other standard and applicable government taxes.</td> </tr> <tr> <td data-bbox="654 1890 1045 2054">Technical Rating Criteria and Scores</td> <td data-bbox="1045 1890 1428 2054">The Chairperson reminded the TWG in-charge to have this counter checked by the end-users.</td> </tr> </tbody> </table>	Topic	Discussion/Agreements	Project Title	“Consultancy Services for the Development and Implementation of the Digital PFMCP”	Project ID No.	DBM-2021-04	Funding Source	FY 2021 General Appropriations Act	ABC	P1, 859,933.33	The notice is addressed to:	Human Capital Asia Inc. the shortlisted Consultant	Procurement Timeline	Pre Bid Conference – January 26, 2021 9:30 a.m. Submission of Bids – February 9, 2021, 9:30 a.m. Bid Opening – February 9, 2021, 9:30 a.m.	Technical Proposal Forms (TPF) (TPF 11 and TPF 12)	To include the following: TPF 11: Statement of all government and private contracts completed which are similar in nature; and TPF 12: List of all ongoing government and private contracts including contracts awarded but not yet started.	Local Taxes	All proposal shall be inclusive of 12% Value-Added Tax and all other standard and applicable government taxes.	Technical Rating Criteria and Scores	The Chairperson reminded the TWG in-charge to have this counter checked by the end-users.
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Topics/Issues	Comments/Decisions/Instructions	
		The distribution of the scores shall be based on the recommendation of the end-user.
	Activity Milestones and Percentage of Payment	Approval by the Budget Policy and Strategy Group Functional Group Head.
	On the Curriculum Vitae	<p>Notes:</p> <p>Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience, and professional certifications.</p> <ol style="list-style-type: none"> 1. Certificate of Employment and similar documents; 2. Certificate of attendance to training; 3. Diploma; and 4. Professional Certifications and/or Licenses.
	TPF 12	<p>Instructions:</p> <ol style="list-style-type: none"> 1. State ALL ongoing contracts, including those awarded but not yet started, with the government (including the DBM) and private organizations which may be similar or not similar to the project being bid prior to February 9, 2021. Indicate if the completed engagement is for the development of a digital training program in a government office or private organization. 2. If there is no ongoing, including awarded but not yet started, contract as described above, state none or equivalent term.
	Forms of Contract Agreement	Check acknowledgement portion.

Topics/Issues	Comments/Decisions/Instructions	
B. Other Matters BAC Action Items		
	Project	To Do
	Consultancy Services for the Development and Implementation of the Digital PFMCP (Part 2)	End user to email to the TWG in-charge or the BAC regarding their decision to maintain or revise/modify the distribution of rating TWG in-charge shall present the revised bid documents to the TWG and the Secretariat. Bid documents must be ready by Monday, January 18, 2021.

IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 11:45 a.m.

Prepared by:

Noted by:

Joyce D. Labao
Secretariat

Director ANDREA CELENE MAGTALAS
Vice-Chairperson