



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

BIDS AND AWARDS COMMITTEE

MINUTES OF MEETING

January 19, 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 Thea Marie Corinne F. Palarca Ms. Marissa Santos Ms. Lolita Matias
Technical Working Group:	Mr. Rainier Diaz Ms. Jeanalyn Caceres Mr. George Sotelo Atty. Keith Francis Briones Atty. Madelaine Meris Ms. Jhoana Marie Rull Ms. Janina Papa Ms. Darlene Reyes
Secretariat:	Joyce D. Labao Ms. Rhonna Regina Puno Ms. Abegail Igna
Bidders Present:	For the Project: “Courier Services” <ol style="list-style-type: none">1. Joseph Javier, Premier Logistics Inc.2. Krystal Masangcay, Air Speed Philippines3. Hahn Andrea Lumbang, Air Speed Philippines4. Grace Rosales, RAF International Forwarding Philippines, Inc.5. Ms. Lorelei Alan, Inter Traffic Transport Corporation “Online Competency Assessment of DBM Employees” Assessment Analytics, Inc. <ol style="list-style-type: none">1. Jasmine Anne Santos2. Rae Lacaba.3. Angel Herrera.

- SGV and Co.
- 4. Ralph Tupaz
- 5. Kamille Mulawin
- 6. Nikki Siazon
Clear Leadership Consulting
- 7. Angela Schler
- 8. Hanna Butaya
- 9. Maria Liza V. Fresnido
Associated Resources for Management and
Development
- 10. Elda Monterera
Career Clinic and Enterprise Solutions, Inc.
- 11. Elvie Rodora M. Tarrobal
ICODE Today Business Consultancy Services
- 12. Jeremille Raton
Profiles Asia Pacific, Inc.
- 13. MJ Manalo

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 January 19, 2021 BAC Meeting is as follows:

Agenda
<p>A. Pre-bid Conference</p> <ul style="list-style-type: none"> 1. Courier Services 2. Online Competency Assessment of DBM Employees <p>B. Other Matters</p>

III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions
<p>A. Pre Bid Conference</p> <ul style="list-style-type: none"> 1. Courier Services 	<ul style="list-style-type: none"> - The BAC Secretariat provided a brief background of the project. - The BAC recognized Ms. Jeanalyn Cacers, the TWG in-charge, to lead the discussion. - Ms. Caceres discussed in detail all aspects of the project, including: (1)the objectives of the meeting; (2) the project background; (3) Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award; Sealing and Marking of Bids; (4) Post Qualification Documents; Performance Security; (5) Contract Signing Timeline; (6) Parts of the Contract; Schedule of Requirements; (7) Technical Specification; (8) and the procurement timeline. - The Vice Chairperson also discussed the common reasons for disqualification.

Topics/Issues	Comments/Decisions/Instructions	
	<ul style="list-style-type: none"> - A copy of the power point presentation is attached to this minutes for reference. - During the conference, the prospective bidders raised the following questions/clarifications and was responded to by the BAC and/or the end-user representative: 	
	Questions	Replies
	<p>What will be the disposition procedures of the winning bidder for mails, packages, documents, pouches, and cargoes which cannot be delivered to non-serviceable areas, out-of-serviceable areas, out-of-delivery zone, or out-of-delivery areas?</p>	<p>The Administrative Service-Central Records Division (AS-CRD) will only send mails, packages, documents, pouches, and cargoes within the service coverage of the winning bidder. However, if the AS-CRD inadvertently sends mails, packages, documents, pouches, and cargoes for recipients beyond the service coverage, the winning bidder should return the same immediately without attempting to deliver. It is understood that NON-SERVICEABLE AREAS AND OUT-OF-SERVICEABLE AREAS are terms which refer to locations or areas which are BEYOND THE SERVICE COVERAGE OF THE WINNING BIDDER. Hence, is not within the scope of this Project. On the other hand, OUT-OF-DELIVERY ZONES/AREAS WHICH ARE WITHIN THE SERVICE COVERAGE OF THE WINNING BIDDER BUT WOULD ENTAIL ADDITIONAL DELIVERY COSTS are within the scope of this Project. Hence, all delivery costs pertaining thereto should be incorporated as part of the unit price/s to be indicated in the Financial Proposal.</p>
<p>Parcels considered within the out-of-delivery area (ODA)</p>	<p>(1) Contractors will be advised to return the item/s immediately to the CRD.</p> <p>(2) The list of ODA will be provided by the contractor</p>	

Topics/Issues	Comments/Decisions/Instructions						
<p data-bbox="229 779 528 880">2. Online competency Assessment of DBM Employees</p>		prior to the implementation of the contract.					
	Procurement Timeline	<p data-bbox="1054 304 1382 405">Deadline for request for clarification – January 23, 2021</p> <p data-bbox="1054 443 1390 544">Issuances of Supplemental Bid Bulletin – January 26, 2021</p> <p data-bbox="1054 577 1390 712">Submission, receipt and opening of Bids - February 2, 2021; opening is at 9:30 a.m. of the same day.</p>					
	<ul style="list-style-type: none"> <li data-bbox="651 786 1398 853">- The BAC Secretariat provided a brief background of the project. <li data-bbox="651 853 1422 920">- The BAC recognized Mr. Rainier Diaz, the TWG in-charge, to lead the discussion. <li data-bbox="651 920 1430 1261">- Mr. Diaz discussed in detail all aspects of the project, including: (1)the objectives of the meeting; (2) the project background; (3) Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award; Sealing and Marking of Bids; (4) Post Qualification Documents; Performance Security; (5) Contract Signing Timeline; (6) Parts of the Contract; Schedule of Requirements; (7) Technical Specification; (8) and the procurement timeline. <li data-bbox="651 1261 1430 1328">- The Vice Chairperson also discussed the common reasons for disqualification. <li data-bbox="651 1328 1425 1395">- A copy of the power point presentation is attached to this minutes for reference. <li data-bbox="651 1395 1430 1507">- 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 1541 1042 2067"> <thead> <tr> <th data-bbox="651 1541 1042 1574">Questions</th> <th data-bbox="1042 1541 1439 1574">Replies</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 1574 1042 1843">Will the Bid Securing Declaration, Surety Bond and Manager’s Check be submitted as part of the Technical Documents or will they be submitted as part of the post-bid requirements?</td> <td data-bbox="1042 1574 1439 1843">The bid security shall be submitted during bid submission, while the performance security shall be submitted by the Lowest Calculated and Responsive Bidder.</td> </tr> <tr> <td data-bbox="651 1843 1042 2067">If we will bid as Joint Venture, will you allow us to submit a combined AFS and NFCC equal to the ABC or should it be that per company must have an</td> <td data-bbox="1042 1843 1439 2067">Section 23.1 (b) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 states, among others, that: “Each partner of the joint</td> </tr> </tbody> </table>	Questions	Replies	Will the Bid Securing Declaration, Surety Bond and Manager’s Check be submitted as part of the Technical Documents or will they be submitted as part of the post-bid requirements?	The bid security shall be submitted during bid submission, while the performance security shall be submitted by the Lowest Calculated and Responsive Bidder.	If we will bid as Joint Venture, will you allow us to submit a combined AFS and NFCC equal to the ABC or should it be that per company must have an	Section 23.1 (b) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 states, among others, that: “Each partner of the joint
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Topics/Issues	Comments/Decisions/Instructions	
	<p>NFCC that's equal to the ABC? If joint venture, do we have to put the two companies in all forms that we will accomplish as part of the bidding docs? Or should the forms be filled in using the information of one company. If so, are there any parameters governing which the "representative" company should be among the 2 entities?</p>	<p>venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.</p>
	<p>How many unique positions are included? How many are supervisory and non-supervisory?</p>	<p>The project shall cover 61 supervisory positions and 159 non-supervisory positions.</p>
	<p>What's the difference between post implementation requirements and documentation, and Post implementation report?</p>	<p>The Post Implementation Requirements and Documents are the physical reports and documents to be submitted, as will be defined in the Plan. On the other hand, the Post Implementation Report refers to the actual presentation thereof to the DBM Management.</p>
	<p>What do we put in the kinds of Goods? Can we include the project name instead?</p>	<p>In both the Statement of All Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started and Statement of Single Largest Completed Contract which is Similar in Nature, there are separate columns for the Title of the Contract / Name of the Project and the Kinds of Goods. For the column - Kinds of Goods - the bidder can disclose the general description of the goods/services that were provided to the client (e.g., Competency Assessment for Rank and File Employees).</p>

Topics/Issues	Comments/Decisions/Instructions									
	On the ongoing contract and SLCC form, are there formats for date of delivery?	The date of delivery refers to the physical delivery of goods/services to the client.								
	"Should this be removed in the Bid Form if it's not applicable? [Insert this paragraph if Foreign-Assisted Project with the Development Partner: Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below: Name and address Amount and Purpose of Agent Currency Commission or gratuity (if none, state "None")]"	Yes.								
	Procurement Timeline	<p>Deadline for request for clarification – January 23, 2021</p> <p>Issuances of Supplemental Bid Bulletin – January 26, 2021</p> <p>Submission, receipt and opening of Bids - February 2, 2021; opening of bids is at 10:30 am of the same day.</p>								
<p>B. Other Matters</p> <p>1. BAC Action Items</p>	<table border="1"> <thead> <tr> <th data-bbox="651 1496 1042 1534">Project</th> <th data-bbox="1042 1496 1439 1534">To Do</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 1534 1042 1742">Annual Procurement Plan (APP)</td> <td data-bbox="1042 1534 1439 1742"> Prepare Memorandum for the Secretary; Finalize the APP as discussed by the BAC. </td> </tr> <tr> <td data-bbox="651 1742 1042 1982">Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget and Management Bureau-B Office</td> <td data-bbox="1042 1742 1439 1982"> Prepare Memorandum for the Secretary, BAC Resolution, Notice Of Award, Contract (Note: validated proof of payment of 2019 ITR) </td> </tr> <tr> <td data-bbox="651 1982 1042 2056">Courier Services</td> <td data-bbox="1042 1982 1439 2056">Prepare Supplemental Bid Bulletin regarding Out-of-</td> </tr> </tbody> </table>		Project	To Do	Annual Procurement Plan (APP)	Prepare Memorandum for the Secretary; Finalize the APP as discussed by the BAC.	Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget and Management Bureau-B Office	Prepare Memorandum for the Secretary, BAC Resolution, Notice Of Award, Contract (Note: validated proof of payment of 2019 ITR)	Courier Services	Prepare Supplemental Bid Bulletin regarding Out-of-
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		Serviceable Area/Out-of-Delivery Area. Clarify that there will be no additional cost for OSA/ODA.
	Online Competency Assessment of DBM Employees	Prepare Supplemental Bid Bulletin: SLCC-definition and component cost considered; Clarify on International Contracts; # of unique positions and levels
	Supply and Delivery of Executive Laptops	Bidding Documents for Posting Note: Wait for the RA extending the validity of FY 2020 Appropriations.

IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 4:00 p.m.

Prepared by:

Noted by:

Joyce D. Labao
Secretariat

Director ANDREA CELENE MAGTALAS
Vice-Chairperson