



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

BIDS AND AWARDS COMMITTEE

MINUTES OF MEETING
January 21, 2020, 9:50 a.m.
Bids and Awards Committee Conference Room

I. Attendance

Vice Chairperson: Director Andrea Celene Magtalas

Members: Ms. Eden Pangilinan
Mr. Vergilio Umpacan, Jr.
OIC-Adir. Rosemarie Pagala
OIC Director Rowel Escalante

Provisional Members

End-User Representatives: Director Thea Marie Corinne F. Palarca
Ms. Donna De Ocampo
Mr. David Mateo
Mr. Norman Aboy

Observer Mr. Jayvee Montecer, Commission on Audit

Technical Working Group:
(TWG) Atty. Keith Francis Briones
Mr. Rainier Diaz
Ms. Jimmae Ma. Janina Papa
Ms. Jeramie Ardi Simbre
Ms. Darlene Reyes
Ms. Jhoana Marie Rull

Secretariat: Ms. Joyce Labao
Ms. Rhonna Regina Puno
Ms. Abegail Igna

II. Call to Order

The quorum was confirmed by the Secretariat; thus, the meeting was called to order at 9:50 a.m. by the BAC Vice Chairperson Dir. Andrea Celene M. Magtalas.

III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions
<p>A. Pre-Bid Conference</p> <ol style="list-style-type: none"> <li data-bbox="280 600 612 674">1. Supply and Delivery of Drinking Water <li data-bbox="280 748 612 822">2. Provision of Courier Services 	<ul style="list-style-type: none"> <li data-bbox="715 600 1497 674">• No bidder attended the pre-bid conference for this project. <li data-bbox="715 748 1497 1010">• The TWG in-charge, Ms. Darlene Reyes, discussed clarified and explained, among other things, the eligibility requirements and the technical and financial components of the project. In the presentation, Ms. Reyes emphasized the need to submit an updated Mayor's Permit and the further discussed the common reasons for disqualification. <li data-bbox="715 1048 1497 2029">• The prospective bidder raised the following questions/issues: <ol style="list-style-type: none"> <li data-bbox="810 1160 1497 1339">1. What are the types/kind of parcels being shipped? – The end user representative clarified that these are mostly documents and books sent to the regional offices and to the Local Government Units. <li data-bbox="810 1377 1497 1480">2. Can you provide the list of consignees? – The end user rep replied that there is no list of consignees as it cannot be identified yet. <li data-bbox="810 1525 1497 1816">3. As regards to the List/Statement of all ongoing projects, the prospective bidder inquired if they are required to include projects that are under extension of contract. – The TWG in-charge replied that the list must include all on-going private and government projects including contracts awarded but not yet started and whether similar or not similar in nature and complexity. <li data-bbox="810 1854 1497 2029">4. As regards to the Single Largest Completed Contract, the prospective bidder requested to be clarified what can be considered for SLCC. The BAC replied to refer to Item 5.4 of the Bid Data Sheet. Any request for clarification may be

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	<p>addressed to BAC and submitted within ten calendar days before the deadline set for the submission of bids.</p> <ul style="list-style-type: none"> • The prospective bidders were informed that the decision of the BAC to amend any provision of the Bidding Documents will be through a Supplemental Bid Bulletin. • The TWG in-charge also emphasized the need to sign all pages in the financial component of the bid including the required Bid Form.

IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 1:00 p.m.

Prepared by:

Noted by:


Joyce D. Labao
 Secretariat


ANDREA CELENE M. MAGTALAS
 Vice Chairperson