



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

BIDS AND AWARDS COMMITTEE

MINUTES OF MEETING

January 5, 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 Ms, Aileen Afunggol Ms. Lolita Matias
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 9:30 a.m.

The agenda for January 5, 2021 BAC Meeting is as follows:

Agenda

- A. Bid Documents – for Posting/Re-posting
 1. Consultancy Services for the Development and Implementation of the Digital PFMCP
 2. Online Competency Assessment of DBM Employee
 3. Courier Services
- B. Other Matters

III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions
<p>A. Pre Procurement Conference (Bid Documents for Posting/Re-posting)</p> <p>1. Consultancy Services for the Development and Implementation of the Digital PFMCP</p> <p>2. Online Competency Assessment of DBM Employees</p> <p>3. Courier Services</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 discussion. - Mr. Diaz discussed procurement timeline and the next steps for the project which was confirmed by the end-users present. - Mr. Rainer Diaz presented the bid documents. The summary of the agreements/discussion is as follows: <ol style="list-style-type: none"> 1. The brief background of the project; 2. The Invitation to Bid, noting that the project is no longer considered as Early Procurement Activity; 3. On the Single Largest Completed Contract – indicate the exact date rather than indicating “within three (3) years”; 4. Updated the Required submission for Income Tax Return and VAT Returns; 5. Additional notes on the Bid Documents: <i>“In case the notice for the submission of post-qualification is sent via the bidder’s representative’s email, it shall be considered as received based on the date and time of the email whether or not the representative acknowledge the email.”</i> In addition the BAC Secretariat shall also confirm via phone that an email was sent to the bidder; 6. On the Tentative Number of Employees – remove the word “tentative”; 7. On the SLCC Form – replace “Kinds of Goods” in with “Title of the Contract”; 8. On the Statement of All Ongoing Government and Private Contract Form – check if the “date of delivery” necessary; 9. Target posting date will be January 11, 2021; and 10. Other related clarifications. - The BAC recognized Ms. Jeana Lyn Caceres, the TWG in-charge of the project to facilitate the discussion. - Following is a summary of the discussion/agreements: <ol style="list-style-type: none"> 1. On the ABC – maintain the P7,000,000.00 consistent with the MYCA and this figure is for bidding purposes. 2. On the Schedule of Requirements – the 24 months will be replaced with “FYs 2021 to 2022”. 3. The following notes will be added in the Schedule of requirements: (1) Specified quantities are

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	<p>indicative and for bidding purposes only. It is understood that the actual quantities will depend on the effectivity of the contract; (2) During implementation, the delivery schedule is subject to change based on mutual agreement by the parties; (3) Countries identified in international areas of distribution are indicative and for bidding purposes only; and (4) The performance obligations under the Contract shall not go beyond the validity of the appropriation for the Project.</p>											
<p>B. Other Matters</p> <p>1. BAC Action Items</p>	<table border="1"> <thead> <tr> <th data-bbox="651 674 1038 712">Project</th> <th data-bbox="1042 674 1430 712">To Do</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 716 1038 1189">Supply and Delivery of Memento Rings for the Implementation of the DBM's Reward and Recognition System</td> <td data-bbox="1042 716 1430 1189">Prepare Memorandum For the Secretary, BAC Resolution, Notice Of Award, Contract (Note: Considering that the fund source of the procurement project is FY 2020 Funds, the BAC instruction was to put on hold the documents until the Republic Act extending the validity of the 2020 Appropriations becomes effective)</td> </tr> <tr> <td data-bbox="651 1193 1038 1666">Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service Office</td> <td data-bbox="1042 1193 1430 1666">Prepare Memorandum For the Secretary, BAC Resolution, Notice Of Award, Contract (Note: Considering that the fund source of the procurement project is FY 2020 Funds, the BAC instruction was to put on hold the documents until the Republic Act extending the validity of the 2020 Appropriations becomes effective)</td> </tr> <tr> <td data-bbox="651 1671 1038 1845">Petroleum, Oil, and Lubricants</td> <td data-bbox="1042 1671 1430 1845">Prepare for the Memorandum For the Secretary, Notice To Proceed, and Contract</td> </tr> <tr> <td data-bbox="651 1850 1038 2040">Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget and Management Bureau-B Office</td> <td data-bbox="1042 1850 1430 2040">Notice of Post Disqualifications with Show Cause, Letter for Additional Post Qualification Documents for the 2nd LCB</td> </tr> </tbody> </table>		Project	To Do	Supply and Delivery of Memento Rings for the Implementation of the DBM's Reward and Recognition System	Prepare Memorandum For the Secretary, BAC Resolution, Notice Of Award, Contract (Note: Considering that the fund source of the procurement project is FY 2020 Funds, the BAC instruction was to put on hold the documents until the Republic Act extending the validity of the 2020 Appropriations becomes effective)	Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service Office	Prepare Memorandum For the Secretary, BAC Resolution, Notice Of Award, Contract (Note: Considering that the fund source of the procurement project is FY 2020 Funds, the BAC instruction was to put on hold the documents until the Republic Act extending the validity of the 2020 Appropriations becomes effective)	Petroleum, Oil, and Lubricants	Prepare for the Memorandum For the Secretary, Notice To Proceed, and Contract	Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget and Management Bureau-B Office	Notice of Post Disqualifications with Show Cause, Letter for Additional Post Qualification Documents for the 2 nd LCB
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	SLCC/Ongoing Forms	Consult with the GPPB-TSO on issues and concerns regarding the SLCC and Statement of all ongoing private and government contracts.
	Online Competency Assessment of DBM Employees	Bidding Documents (for Posting: January 11)
	Courier Services	Bidding Documents (for Posting: January 11)
	Supply and Delivery of Executive Laptops	Bidding Documents (Considering that the fund source of the procurement project is FY 2020 Funds, the BAC instruction was to put on hold the re-posting of the project until the Republic Act extending the validity of the 2020 Appropriations becomes effective)
	Consultancy Services for the Development and Implementation of the Digital PFMCP	Bidding Documents – (Post on January 18) (release shortlisting)

IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 11:30 a.m.

Prepared by:

Noted by:

Joyce D. Labao
Secretariat

Director ANDREA CELENE MAGTALAS
Vice-Chairperson