



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

BIDS AND AWARDS COMMITTEE

MINUTES OF MEETING

May 2, 2019, 9:00 a.m.

Bids and Awards Committee Conference Room

I. Attendance

Chairperson: Assistant Secretary Achilles Gerard Bravo, Internal Management Group (IM)

Vice Chairperson: Director Andrea Celene Magtalas, Information and Communications Technology Systems Service

Members: Ms. Eden Pangilinan, Finance Service
Director Yolanda Reyes, Fiscal Planning and Reforms Bureau
Director Thea Marie Corrine Palarca, Administrative Service
Mr. Virgilio Umpacan, Jr., B.U.D.G.E.T. Representative

Technical Working Group: (TWG) Mr. Rainier Diaz
Ms. Darlene Reyes

Secretariat: Mr. Aaron Alberto Escalona
Ms. Joyce Labao
Ms. Rhonna Regina Puno

End-User Representative: Ms. Lourdes Bayaton-Monte, Administrative Service, Human Resource and Management Division

Consultants: Mr. Johannes Acuña

Observer: Ms. Odessa Ann Taguibao, IM

Bidder Representatives: **Administration of Psychometric Exams for DBM Applicants and Employees**
Ms. Bianca Marriz Gaela, People Dynamics, Inc.
Ms. Katrina Dulay, Vanguard Assesments
Ms. Janelle Gerodiaz, Vanguard Assesments

II. Call to Order

The quorum was confirmed by the Secretariat, thus, the meeting was called to order at 9:00 a.m. by Assistant Secretary Achilles Gerard Bravo, Bids and Awards Committee (BAC) Chairperson.

III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions
<p>A. Pre-bid Conference</p> <p>1. Administration of Psychometric Exams for DBM Applicants and Employees</p>	<ul style="list-style-type: none"> • The two (2) shortlisted consultants, namely: (i) People Dynamics, Inc.; and (ii) Vanguard Assesments, attended the pre-bid conference. • Mr. Rainier Diaz, the TWG member-in-charge, presented the technical and financial requirements of the Project, with emphasis on the criteria for evaluation, terms of reference, bidding forms and the common reasons for disqualification. • With regard to the terms of reference, it was noted that the required list of competencies shall be provided by the BAC through the End-user Representative. The list of competencies shall be supplied through a Supplemental/Bid Bulletin (SBB). • It was also noted that the contract for the Project is until December 31, 2019. • The BAC reiterated that billing shall be processed after delivery of the exam results per examinee. • Both consultants requested to clarify the Financial Proposal Forms (FPF), specifically FPF No. 3, 4, 5 and 6. The BAC replied in the affirmative and stated that necessary clarifications shall be reflected in an SBB. • Afterwards, the BAC informed the shortlisted consultants that the deadline for submission of clarification/inquiry is on May 6, 2019. Accordingly, the BAC shall issue amendments/clarifications through an SBB not later than May 7, 2019.
<p>B. Negotiation Meeting</p> <p>1. Hiring of a Highly Technical Consultant</p>	<ul style="list-style-type: none"> • The end-user representative presented the Terms of Reference of the proposed highly technical consultancy project, with emphasis on the project term, project deliverables, and the consultant's qualifications. • Upon negotiations, the BAC and the consultant, Mr. Johannes Acuna, agreed on the terms of reference prepared by the end-user unit. • After the review of his submitted requirements, the BAC has determined that Mr. Johannes Acuña is legally, technically, and financially capable to undertake and

Topics/Issues	Comments/Decisions/Instructions
	fulfill the consultancy work, and, as such, agreed to recommend the award of contract to the same.

IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 12:30 p.m.

Prepared by:



AARON ALBERTO A. ESCALONA
Secretariat

Noted by:



ACHILLES GERARD C. BRAVO
Chairperson