



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

BIDS AND AWARDS COMMITTEE

MINUTES OF MEETING

November 19, 2019, 9:00 a.m.

Bids and Awards Committee Conference Room

I. Attendance

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

Members: Dir. Ryan Lita, Legal Service (LS)
OIC-Dir. Rowel Escalante, Corporate Planning and Management Service
Ms. Eden Pangilinan, Finance Service
OIC-Adir. Rosemarie Pagala, LS

Technical Working Group: (TWG) Atty. Keith Francis Briones
Mr. Rainier Diaz
Ms. Jeana Lyn Caceres
Ms. Jeramie Ardi Simbre
Mr. George Sotelo
Ms. Darlene Reyes
Ms. Jimmae Ma. Janina Papa

Secretariat: Ms. Joyce Lahao
Atty. Juan Emmanuel Reyes
Ms. Rhonna Regina Puno
Ms. Abegail Igna
Ms. Judith Hakim

End-User Representatives: Dir. Thea Marie Corinne Palarca, Administrative Services – General Services Division (AS-GSD)
Ms. Donna de Ocampo, AS-GSD
Engr. Argee Sta. Barbara, AS-GSD
Mr. Henry Carandang, ICTSS
Mr. Amiel del Rosario, ICTSS
Ms. Marissa Santos, AS-Central Records Division (AS-CRD)

Bidder Representatives:

Mobile Phone Line
Smart Communications Inc.

Provision of Courier Services
LBC
LIBCAP

Security Manpower Services
168 Security Inc.

Subscription of Google Suite
Kollab Guru Group
IP Converge Data Services Inc.
My BusyBee Inc.

Supply and Delivery of Drinking Water
Crystal Clear

DBM Data Center Refresh and Support Services
Trends
Comfac
Multifold
Infobahn
AG Datacom

ERV Exhaust Fans for the DBM Arcache Building
Jodans Engineering

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

<u>Topics/Issues</u>	<u>Comments/Decisions/Instructions</u>
A. Submission and Opening of Bids	
1. Mobile Phone Line	<ul style="list-style-type: none">• Only one (1) bidder, Smart Communications Inc., submitted its bid before the 9:00 a.m. deadline.

Topics/Issues	Comments/Decisions/Instructions
<p data-bbox="331 792 635 853">2. Provision of Courier Services</p>	<ul style="list-style-type: none"> <li data-bbox="735 241 1474 360">• The BAC conducted preliminary examination of the bid using non-discretionary "pass/fail" criteria to determine whether the bidder complied with all the eligibility and technical requirements. <li data-bbox="735 398 1474 640">• Smart Communications Inc. was declared as "failed" due to incomplete submission of requirements stated in the Technical Specifications in the Bid Documents, "The bidder shall submit, during the submission/opening of bids the list of free mobile phone with the latest model (with minimum 64gb internal memory storage, and expandable memory storage for android phones) that is provided in the market for each mobile phone lines mentioned above." <li data-bbox="735 678 1474 739">• The BAC instructed the Secretariat and the TWG for the reposting of the said Project. <li data-bbox="735 799 1474 949">• Two (2) bidders submitted their bids before the 9:30 a.m. deadline, namely: <ol style="list-style-type: none"> <li data-bbox="783 891 879 920">1. LBC <li data-bbox="783 925 919 954">2. LBCAP <li data-bbox="735 987 1474 1137">• Both bidders were declared as "passed" during the preliminary examinations conducted by the BAC using non-discretionary "pass/fail" criteria. This is to determine whether each bidder complied with all the eligibility and technical requirements. <li data-bbox="735 1176 1474 1326">• LBC and LBCAP were ranked according to their bid submission after evaluation of the financial proposals: <p data-bbox="783 1265 1114 1326">LBC - P 9,458,047.20 LBCAP - 9,801,523.80</p> <li data-bbox="735 1364 1474 1482">• The BAC declared the submission of LBC as the Lowest Calculated Bid in the amount of Nine Million Four Hundred Fifty Eight Thousand Forty Seven Pesos and 20/100 (9,458,047.20) subject to post-qualification.
<p data-bbox="331 1534 635 1621">3. Subscription of Freshdesk Ticketing Tool</p>	<ul style="list-style-type: none"> <li data-bbox="735 1543 1203 1572">• No bid was received for the Project.
<p data-bbox="331 1688 663 1807">4. Subscription of Google Suite (email Communication Service)</p>	<ul style="list-style-type: none"> <li data-bbox="735 1700 1474 1818">• Three (3) bidders submitted their bids before the 10:30 a.m. deadline, namely: <ol style="list-style-type: none"> <li data-bbox="783 1792 1098 1821">1. Kollab Guru Group Inc.

Topics/Issues	Comments/Decisions/Instructions
<p data-bbox="331 1223 628 1279">5. Security Manpower Services</p>	<ul style="list-style-type: none"> <li data-bbox="783 210 1023 239">2. My BusyBee Inc. <li data-bbox="783 239 1187 268">3. IP Converge Data Services Inc. <ul style="list-style-type: none"> <li data-bbox="740 304 1477 421">• The BAC conducted preliminary examination of the bids, using non-discretionary "pass/fail" criteria to determine whether the bidder complied with all the eligibility and technical requirements. <li data-bbox="740 456 1477 544">• Kollab Guru Group Inc. was declared as "passed" during the preliminary examinations of the eligibility and technical requirements. <li data-bbox="740 580 1477 667">• My BusyBee Inc. was declared as "failed" due to the lack of signature in their submitted Purchase Order in accordance with item 5.4(1) of the Bid Data Sheet. <li data-bbox="740 703 1477 790">• IP Converge Data Services Inc. was declared as "passed" during the preliminary examinations of the eligibility and technical requirements. <li data-bbox="740 826 1477 913">• The bidders declared as "passed" were ranked according to their bid submission after evaluation of the financial proposals: <div style="margin-left: 20px;"> <p data-bbox="783 949 1305 978">Kollab Guru Group Inc. - P 3,929,625.00</p> <p data-bbox="783 978 1477 1008">IP Converge Data Services - 3,700,005.00 (recomputed)</p> </div> <li data-bbox="740 1043 1477 1160">• The BAC declared IP Converge Data Services Inc. as the Lowest Calculated Bid in the amount of Three Million Seven Hundred Thousand and Five Pesos (P 3,700,005.00) subject to post-qualification. <li data-bbox="740 1234 1442 1290">• Only one (1) bidder, 168 Security Inc., submitted its bid before the 11:30 a.m. deadline. <li data-bbox="740 1326 1477 1476">• After preliminary examination of the bid, the BAC, using non-discretionary "pass/fail" criteria, determined the submission of 168 Security Inc. as "passed" for complying with all the eligibility and technical requirements as stated in the Bidding Documents. <li data-bbox="740 1512 1477 1628">• The BAC declared the same as the Single Calculated Bid in the amount of Thirty Two Million Seventy Six Thousand Four Hundred Seventy Seven Pesos and 37/100 (32,076,477.37) subject to post-qualification.

Topics/Issues	Comments/Decisions/Instructions
<p data-bbox="288 210 547 264">B. Request for Reconsideration</p> <p data-bbox="336 304 667 479">1. Supply, Delivery, Installation, Testing and Commissioning of IP-CCTV Surveillance System of the DBM Central Office</p> <p data-bbox="336 701 620 754">2. Cleaning of Air Conditioning Units</p>	<ul style="list-style-type: none"> <li data-bbox="743 304 1481 389">• The AIT Business Services Corp. submitted a Request for Reconsideration after being post-disqualified for the Project. <li data-bbox="743 427 1481 607">• The BAC recommended to deny the request for reconsideration as it is considered an improvement or enhancement of their bid when they submitted a modified version of an equipment catalogue during the process of post-evaluation after being declared as the winning bid during the Submission and Opening of Bids. <li data-bbox="743 707 1481 857">• Rose Aire Enterprise Inc. submitted a Request for Reconsideration after being declared as "failed" during the preliminary examination of its bid for the Project because of the Purchase Order (P.O.) that was submitted is not signed by two parties and deemed patently insufficient. <li data-bbox="743 896 1481 1193">• The BAC recommended to approve the request for reconsideration based on the following reasons: <ul style="list-style-type: none"> <li data-bbox="788 987 1481 1104">1. The preliminary examinations is the process of determining the absence or presence of a document and since a Purchase Order was submitted, it was deemed present subject to post-qualification. <li data-bbox="788 1137 1481 1193">2. The Bidding Documents for the Project did not specify that two signatures is required in the Purchase Order.
<p data-bbox="288 1263 584 1292">C. Pre-bid Conference</p> <p data-bbox="336 1326 647 1411">1. DBM Data Center Refresh and Support Services (2019)</p>	<ul style="list-style-type: none"> <li data-bbox="743 1326 1481 1384">• Five (5) prospective bidders attended the pre-bid conference, namely: <ul style="list-style-type: none"> <li data-bbox="788 1417 919 1447">1. Trends <li data-bbox="788 1451 922 1480">2. Comfac <li data-bbox="788 1485 943 1514">3. Multifold <li data-bbox="788 1518 943 1547">4. Infobahn <li data-bbox="788 1552 991 1581">5. A.G. Datacom <li data-bbox="743 1608 1481 1722">• Miss Darlene Reyes, the TWG member-in-charge, presented the technical and financial requirements of the Project, with emphasis on the specification, schedule and common reasons for disqualification.

Topics/Issues	Comments/Decisions/Instructions
<p data-bbox="331 763 647 853">2. ERV Exhaust Fans for the DBM Arcache Building</p> <p data-bbox="331 1162 667 1223">3. Supply and Delivery of Drinking Water</p>	<ul style="list-style-type: none"> <li data-bbox="735 241 1477 271">• The prospective bidders inquired regarding the following: <ol style="list-style-type: none"> <li data-bbox="783 304 1477 421">1. Certified Cooling System Specialist or its equivalent. Whether certification should be from the manufacturer or distributor. The end-user replied it should be from the manufacturer <li data-bbox="783 427 1350 456">2. Location and capacity of the Generator Sets. <li data-bbox="783 463 1206 492">3. Allowable load at the roof deck. <li data-bbox="783 499 1477 546">4. No advance or progressive billing. Payment will be upon completion of the Project. <li data-bbox="735 580 1477 696">• A Supplemental Bid Bulletin shall be issued should any revision on the Schedule of Requirements and Technical Specifications is warranted in consideration of the items raised by the prospective bidders. <li data-bbox="735 770 1477 817">• Only one (1) prospective bidder, Jodans Engineering, attended the pre-bid conference. <li data-bbox="735 864 1477 981">• Mr. Rainier Diaz, the TWG member-in-charge, presented the technical and financial requirements of the Project, with emphasis on the specification, schedule and common reasons for disqualification. <li data-bbox="735 1014 1477 1106">• A Supplemental Bid Bulletin shall be issued should any revision on the Schedule of Requirements and Technical Specifications is warranted. <li data-bbox="735 1171 1477 1218">• Only one (1) prospective bidder, Crystal Clear, attended the pre-bid conference. <li data-bbox="735 1265 1477 1382">• Mr. George Sotelo, TWG member-in-charge presented the technical and financial requirements of the Project, with emphasis on the specification, schedule and common reasons for disqualification. <li data-bbox="735 1415 1477 1507">• A Supplemental Bid Bulletin shall be issued should any revision on the Schedule of Requirements and Technical Specifications is warranted.
<p data-bbox="284 1581 555 1632">D. Pre-procurement Conference</p> <p data-bbox="331 1639 659 1691">1. Additional Servers for BTMS INFRA</p>	<ul style="list-style-type: none"> <li data-bbox="735 1639 1477 1805">• The TWG member-in-charge presented the Technical specifications and Financial requirements for the Bid Documents of the Project for review and discussion. The Approved Budget for the Contract is One Hundred Eighteen Million Five Hundred Thousand Pesos (P 118,500,000.00).

Topics/Issues	Comments/Decisions/Instructions
	<ul style="list-style-type: none"> The BAC recommended for the posting of the Project.
<p>E. Post-qualification Report</p> <p>1. Rental of Photocopying Machine</p>	<ul style="list-style-type: none"> After careful evaluation, validation, and verification of the eligibility, technical and financial proposals of the bids, Ms. Jeramie Ardi Simbre, the TWG member-in-charge of the Project found that the submission of OTUS Copy Systems passed all the criteria for post qualification. The BAC instructed the TWG and the Secretariat to prepare the necessary documents for the Project.
<p>F. Other Matters</p> <p>1. Inclusion in the Supplemental Annual Procurement Plan (SAPP)</p>	<ul style="list-style-type: none"> Supply and Delivery of Various Network Tools Rentals of Tables and Chairs

IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 2:00 p.m.

Prepared by:

Judith P. Ilakim
JUDITH P. ILAKIM
 Secretariat

Noted by:

Achilles Gerard C. Bravo
ACHILLES GERARD C. BRAVO
 Chair person