

III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions																															
<p>A. Pre Procurement Conference</p> <p>1. Supply and Delivery of Executive Laptop</p>	<ul style="list-style-type: none"> - The BAC Secretariat provided a brief background of the project. - The BAC recognized Atty. Keith Francis Briones, the TWG in-charge to facilitate the pre-procurement conference. - The summary of the discussion is as follows: <table border="1" data-bbox="651 535 1428 2051"> <thead> <tr> <th data-bbox="655 542 900 577">Topic</th> <th colspan="2" data-bbox="903 542 1423 577">Discussion</th> </tr> </thead> <tbody> <tr> <td data-bbox="655 580 900 645">Project Title</td> <td colspan="2" data-bbox="903 580 1423 645">"Supply and Delivery of Executive Laptops"</td> </tr> <tr> <td data-bbox="655 647 900 683">Project No.</td> <td colspan="2" data-bbox="903 647 1423 683">DBM-2020-45</td> </tr> <tr> <td data-bbox="655 685 900 750">Funding Source</td> <td colspan="2" data-bbox="903 685 1423 750">GOP FY 2020 General Appropriations Act</td> </tr> <tr> <td data-bbox="655 752 900 817">ABC</td> <td colspan="2" data-bbox="903 752 1423 817">P3,120,000.00</td> </tr> <tr> <td data-bbox="655 819 900 1028" rowspan="3">Procurement Schedule</td> <td data-bbox="903 819 1118 884">Pre Bid Conference</td> <td data-bbox="1121 819 1423 884">December 1, 2020 11:30 a.m.</td> </tr> <tr> <td data-bbox="903 887 1118 952">Submission of Bids</td> <td data-bbox="1121 887 1423 952">On or before December 15 2020</td> </tr> <tr> <td data-bbox="903 954 1118 1028">Bid Opening</td> <td data-bbox="1121 954 1423 1028">December 15, 2020 10:30 a.m.</td> </tr> <tr> <td data-bbox="655 1030 900 1809">Bid Data Sheet</td> <td colspan="2" data-bbox="903 1030 1423 1809"> <p>ITB Clause 5.3 Similar contract to the project shall refer to:</p> <ul style="list-style-type: none"> - Supply and delivery of laptops - Must have been completed within two (2) years prior to the deadline for the submission and receipt of buds. <p>ITB Clause 14.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> - The amount of not less than P62,400.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or - The amount of not less than P156,000.00, if bid security is in Surety Bond. </td> </tr> <tr> <td data-bbox="655 1812 900 1982">Schedule of Requirements</td> <td colspan="2" data-bbox="903 1812 1423 1982">Supply and delivery of forty five (45) units of Executive Laptops shall be delivered within fifteen (15) working days upon receipt of Notice to Proceed.</td> </tr> <tr> <td data-bbox="655 1984 900 2051">Technical Specification</td> <td colspan="2" data-bbox="903 1984 1423 2051">In accordance with MITHI specifications</td> </tr> </tbody> </table>	Topic	Discussion		Project Title	"Supply and Delivery of Executive Laptops"		Project No.	DBM-2020-45		Funding Source	GOP FY 2020 General Appropriations Act		ABC	P3,120,000.00		Procurement Schedule	Pre Bid Conference	December 1, 2020 11:30 a.m.	Submission of Bids	On or before December 15 2020	Bid Opening	December 15, 2020 10:30 a.m.	Bid Data Sheet	<p>ITB Clause 5.3 Similar contract to the project shall refer to:</p> <ul style="list-style-type: none"> - Supply and delivery of laptops - Must have been completed within two (2) years prior to the deadline for the submission and receipt of buds. <p>ITB Clause 14.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> - The amount of not less than P62,400.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or - The amount of not less than P156,000.00, if bid security is in Surety Bond. 		Schedule of Requirements	Supply and delivery of forty five (45) units of Executive Laptops shall be delivered within fifteen (15) working days upon receipt of Notice to Proceed.		Technical Specification	In accordance with MITHI specifications	
Topic	Discussion																															
Project Title	"Supply and Delivery of Executive Laptops"																															
Project No.	DBM-2020-45																															
Funding Source	GOP FY 2020 General Appropriations Act																															
ABC	P3,120,000.00																															
Procurement Schedule	Pre Bid Conference	December 1, 2020 11:30 a.m.																														
	Submission of Bids	On or before December 15 2020																														
	Bid Opening	December 15, 2020 10:30 a.m.																														
Bid Data Sheet	<p>ITB Clause 5.3 Similar contract to the project shall refer to:</p> <ul style="list-style-type: none"> - Supply and delivery of laptops - Must have been completed within two (2) years prior to the deadline for the submission and receipt of buds. <p>ITB Clause 14.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> - The amount of not less than P62,400.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or - The amount of not less than P156,000.00, if bid security is in Surety Bond. 																															
Schedule of Requirements	Supply and delivery of forty five (45) units of Executive Laptops shall be delivered within fifteen (15) working days upon receipt of Notice to Proceed.																															
Technical Specification	In accordance with MITHI specifications																															

Topics/Issues	Comments/Decisions/Instructions																								
	On the Bid Form	<ul style="list-style-type: none"> - Put a simple table to reflect Unit Cost; - Put also amount in words and figures. 																							
	Discussion on the ABC	<ul style="list-style-type: none"> - The ABC was presented during inclusion in the Supplemental Annual Procurement Plan (APP). - The BAC Secretariat, on behalf of the end-user, explained the basis of the basis of the ABC which is the average of several quotations gathered by the end-user. 																							
2. Supply and Delivery of Memento Rings for the Implementation of the DBM's Reward and Recognition System	<ul style="list-style-type: none"> - The BAC recognized Atty. Madelaine Meris, the TWG in-charge to facilitate the pre-procurement conference. - The summary of the discussion is as follows: 																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="646 846 903 884" style="width: 50%;">Topic</th> <th data-bbox="903 846 1437 884" style="width: 50%;">Discussion</th> </tr> </thead> <tbody> <tr> <td data-bbox="646 884 903 1021">Project Title</td> <td data-bbox="903 884 1437 1021">"Supply and Delivery of Memento Rings for the Implementation of the DBM's Reward and Recognition System"</td> </tr> <tr> <td data-bbox="646 1021 903 1059">Project No.</td> <td data-bbox="903 1021 1437 1059">DBM-2020-46</td> </tr> <tr> <td data-bbox="646 1059 903 1097">Funding Source</td> <td data-bbox="903 1059 1437 1097">FY 2020 General Appropriations Act</td> </tr> <tr> <td data-bbox="646 1097 903 1301">ABC</td> <td data-bbox="903 1097 1437 1301"> P2,395,500.00 The TWG in-charge presented the price quotation/result of the market research as basis for the ABC. </td> </tr> <tr> <td data-bbox="646 1301 903 1547" rowspan="3">Procurement Schedule</td> <td data-bbox="903 1301 1129 1373">Pre Bid Conference</td> <td data-bbox="1129 1301 1437 1373">December 9, 2020 2:30 p.m.</td> </tr> <tr> <td data-bbox="903 1373 1129 1473">Submission of Bids</td> <td data-bbox="1129 1373 1437 1473">On or before December 22, 2020 9:30 a.m.</td> </tr> <tr> <td data-bbox="903 1473 1129 1547">Bid Opening</td> <td data-bbox="1129 1473 1437 1547">December 22, 2020 9:30 a.m.</td> </tr> <tr> <td data-bbox="646 1547 903 1823">Bid Data Sheet</td> <td colspan="2" data-bbox="903 1547 1437 1823">Contract/s similar to the Project shall refer to the supply and delivery of customized pieces of jewelry and metal accessories and the contract must have been completed within three (3) years prior to the deadline for the submission and receipt of bids.</td> </tr> <tr> <td data-bbox="646 1823 903 2060">Schedule of Requirements</td> <td colspan="2" data-bbox="903 1823 1437 2060">The project consisted of nine (9) items totaling to 140 pieces of jewelry to be delivered within fourteen (14) calendar days from receipt of the Notice to Proceed.</td> </tr> </tbody> </table>		Topic	Discussion	Project Title	"Supply and Delivery of Memento Rings for the Implementation of the DBM's Reward and Recognition System"	Project No.	DBM-2020-46	Funding Source	FY 2020 General Appropriations Act	ABC	P2,395,500.00 The TWG in-charge presented the price quotation/result of the market research as basis for the ABC.	Procurement Schedule	Pre Bid Conference	December 9, 2020 2:30 p.m.	Submission of Bids	On or before December 22, 2020 9:30 a.m.	Bid Opening	December 22, 2020 9:30 a.m.	Bid Data Sheet	Contract/s similar to the Project shall refer to the supply and delivery of customized pieces of jewelry and metal accessories and the contract must have been completed within three (3) years prior to the deadline for the submission and receipt of bids.		Schedule of Requirements	The project consisted of nine (9) items totaling to 140 pieces of jewelry to be delivered within fourteen (14) calendar days from receipt of the Notice to Proceed.	
Topic	Discussion																								
Project Title	"Supply and Delivery of Memento Rings for the Implementation of the DBM's Reward and Recognition System"																								
Project No.	DBM-2020-46																								
Funding Source	FY 2020 General Appropriations Act																								
ABC	P2,395,500.00 The TWG in-charge presented the price quotation/result of the market research as basis for the ABC.																								
Procurement Schedule	Pre Bid Conference	December 9, 2020 2:30 p.m.																							
	Submission of Bids	On or before December 22, 2020 9:30 a.m.																							
	Bid Opening	December 22, 2020 9:30 a.m.																							
Bid Data Sheet	Contract/s similar to the Project shall refer to the supply and delivery of customized pieces of jewelry and metal accessories and the contract must have been completed within three (3) years prior to the deadline for the submission and receipt of bids.																								
Schedule of Requirements	The project consisted of nine (9) items totaling to 140 pieces of jewelry to be delivered within fourteen (14) calendar days from receipt of the Notice to Proceed.																								

Topics/Issues	Comments/Decisions/Instructions													
	Technical Specification	The technical specification was discussed thoroughly by the TWG in-charge while the end-user representative confirm, affirm or clarify each items in the Technical Specification form as presented.												
	On contracts similar to the Project	The TWG and the end-users were instructed to discuss whether “aggregate” or “single” largest contracts is more appropriate.												
	Prototypes	The BAC suggested to include in the schedule of requirements that prototypes shall be submitted prior to mass production.												
	On the design of the Box	The design of the box should also be subject to approval prior to mass production.												
B. Other Matters BAC Action Items	<table border="1"> <thead> <tr> <th data-bbox="651 987 1042 1025">Project</th> <th data-bbox="1042 987 1430 1025">To-do</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 1025 1042 1099">Supply and Delivery of Executive Laptops</td> <td data-bbox="1042 1025 1430 1099">Bidding Documents for Posting</td> </tr> <tr> <td data-bbox="651 1099 1042 1272">Supply and Delivery of Memento Rings for the Implementation of the DBM's Reward and Recognition System</td> <td data-bbox="1042 1099 1430 1272">Bidding Documents for Posting</td> </tr> <tr> <td data-bbox="651 1272 1042 1547">Supply and Delivery of Printers</td> <td data-bbox="1042 1272 1430 1547">Administrative Service – General Service Division (AS-GSD) to communicate to the BAC final plan for the procurement of colored printers, monochrome printers, and Kyocera consumables.</td> </tr> <tr> <td data-bbox="651 1547 1042 1787">On the Framework Agreement</td> <td data-bbox="1042 1547 1430 1787">The Secretariat and the TWG were instructed to research/benchmark from other agencies the processes and procedures on of Framework Agreement.</td> </tr> <tr> <td data-bbox="651 1787 1042 2056">Early Procurement Activities</td> <td data-bbox="1042 1787 1430 2056"> Revise Indicative APP based on the BAC discussion. (Attached is a summary of the procurement projects and the proposed changes and the reason thereof) </td> </tr> </tbody> </table>		Project	To-do	Supply and Delivery of Executive Laptops	Bidding Documents for Posting	Supply and Delivery of Memento Rings for the Implementation of the DBM's Reward and Recognition System	Bidding Documents for Posting	Supply and Delivery of Printers	Administrative Service – General Service Division (AS-GSD) to communicate to the BAC final plan for the procurement of colored printers, monochrome printers, and Kyocera consumables.	On the Framework Agreement	The Secretariat and the TWG were instructed to research/benchmark from other agencies the processes and procedures on of Framework Agreement.	Early Procurement Activities	Revise Indicative APP based on the BAC discussion. (Attached is a summary of the procurement projects and the proposed changes and the reason thereof)
Project	To-do													
Supply and Delivery of Executive Laptops	Bidding Documents for Posting													
Supply and Delivery of Memento Rings for the Implementation of the DBM's Reward and Recognition System	Bidding Documents for Posting													
Supply and Delivery of Printers	Administrative Service – General Service Division (AS-GSD) to communicate to the BAC final plan for the procurement of colored printers, monochrome printers, and Kyocera consumables.													
On the Framework Agreement	The Secretariat and the TWG were instructed to research/benchmark from other agencies the processes and procedures on of Framework Agreement.													
Early Procurement Activities	Revise Indicative APP based on the BAC discussion. (Attached is a summary of the procurement projects and the proposed changes and the reason thereof)													

Topics/Issues	Comments/Decisions/Instructions	
	Procurement Projects of the AS-GSD	The AS-GSD will present their final decision on the procurement projects which are identified as part of the Early Procurement Activity.

IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 12:00 noon.

Prepared by:

Noted by:

Joyce D. Labao
Secretariat

Director ANDREA CELENE MAGTALAS
Vice-Chairperson