



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

BIDS AND AWARDS COMMITTEE

MINUTES OF MEETING

November 3, 2020, 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 Escalante
Mr. Virgilio Umpacan, Jr.

End-User Representatives/
Provisional Member: Ms. Marissa Santos
Ms. Jeramie Simbre
Ms. Lolita Matias
Ms. Lourdes Bayaton-Monte
Ms. Sheryll Aromin

Technical Working Group: Mr. Rainer Diaz
Ms. Jeana Lyn Caceres
Atty. Keith Francis Briones
Atty. Madelaine Meris
Ms. Janina Papa
Ms. Darlene Reyes
Mr. George Sotelo

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

Bidders Present: For the Project:

“Courier Services”

1. Joseph Javier, Premier Logistics
2. William Bata, Premier Logistics
3. Allan Ochoa, LBC

“Supply, Delivery, Fabrication, Installation, Testing, and Commissioning of Various Air-conditioning Units, Automatic Voltage Regulators, and other Accessories for the DBM Central Office”

1. Ms. Magnolia Almoradi, Aequus Enterprise
2. Chris Lorenzo, Aequus Enterprise
3. Bernard Marquez, Trademaster Resources Corp.

4. Melvin Zabala, Trademaster Resources Corp.

“Online Competency Assessment of DBM Employees”

Representatives from:

1. SyCip Gorres Velayo & Company (SGV)
2. Human Capital Asia, Inc.
3. People Dynamics, Inc. (PDI);
4. Assessment Analytics, Inc.
5. Clearvision Outsourcing Consultants;

“Administration of Psychometric Exams for DBM Applicants and Employees”

Representatives from:

1. People Dynamics
2. Assessment Analytics, Inc.

“Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service and Budget and Management Bureau-B Offices”

Representative from:

1. Dassan Cavite

II. Call to Order

The BAC Vice Chairperson called the meeting to order after determining that there is a quorum at 9:30 a.m.

The agenda for November 3, 2020 BAC Meeting is as follows:

| Agenda | |
|---|--|
| A. Pre-Bid Conference | <ol style="list-style-type: none">1. Provision Courier Services - Early Procurement Activity (EPA)2. Online Competency Assessment of DBM Employees (EPA)3. Administration of Psychometric Exams for DBM Applicants and Employees (EPA)4. Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses5. Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service and Budget and Management Bureau-B Offices |
| B. Submission/Opening of Bids | <ol style="list-style-type: none">1. Supply, Delivery, Fabrication, Installation, Testing, and Commissioning of Various Air-conditioning Units, Automatic Voltage Regulators, and other Accessories for the DBM Central Office |
| C. Negotiation Meeting (Direct Contracting) | <ol style="list-style-type: none">1. Supply and Delivery of Kyocera Printer Consumables for the 4th Quarter of CY 2020 (Philcopy Corporation) |
| D. Pre-procurement Conference | <ol style="list-style-type: none">1. Procurement of Colored Printers (EPA)2. Preventive and Corrective Maintenance of Motor Vehicle (EPA)3. Supply and Delivery GSD Supplies and Equipment, 2 Lots (EPA) |
| E. Other Matters | |

III. Highlights of the Meeting

| Topics/Issues | Comments/Decisions/Instructions | | | | | | | | | | | | |
|--|---|-------|---------|--|---|--------------------|--|--|---|-----------------------------|------------------------|------------------------------|---|
| <p>A. Pre Bid Conference</p> <p>1. Courier Services</p> | <ul style="list-style-type: none"> - The BAC Secretariat provided a brief background of the project. - The BAC recognized Ms. Jeana Lyn Caceres, the TWG in-charge to facilitate the pre-bid conference. - Ms. Caceres discussed point by point the following areas/topics: <table border="1" data-bbox="654 504 1428 2049"> <thead> <tr> <th data-bbox="654 504 1021 537">Topic</th> <th data-bbox="1021 504 1428 537">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="654 537 1021 884">The Objectives of the pre bid conference</td> <td data-bbox="1021 537 1428 884"> 1. To address and clarify the bidder’s questions to adequately prepare bids for the project 2. Reminder to the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin. </td> </tr> <tr> <td data-bbox="654 884 1021 985">Project Background</td> <td data-bbox="1021 884 1428 985">Approved budget for the contract: P7,000,000.00</td> </tr> <tr> <td data-bbox="654 985 1021 1915">Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</td> <td data-bbox="1021 985 1428 1915"> During Bid Submission: a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents b. Technical Documents 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity and Latest Audited Financial Statement stamped received by the BIR 2nd Envelope - Financial Proposal </td> </tr> <tr> <td data-bbox="654 1915 1021 1982">Sealing and Marking of Bids</td> <td data-bbox="1021 1915 1428 1982">Showed an illustration</td> </tr> <tr> <td data-bbox="654 1982 1021 2049">Post Qualification Documents</td> <td data-bbox="1021 1982 1428 2049">Must be submitted within non-extendible period of 5</td> </tr> </tbody> </table> | Topic | Details | The Objectives of the pre bid conference | 1. To address and clarify the bidder’s questions to adequately prepare bids for the project 2. Reminder to the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin. | Project Background | Approved budget for the contract: P7,000,000.00 | Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award | During Bid Submission: a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents b. Technical Documents 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity and Latest Audited Financial Statement stamped received by the BIR 2 nd Envelope - Financial Proposal | Sealing and Marking of Bids | Showed an illustration | Post Qualification Documents | Must be submitted within non-extendible period of 5 |
| Topic | Details | | | | | | | | | | | | |
| The Objectives of the pre bid conference | 1. To address and clarify the bidder’s questions to adequately prepare bids for the project 2. Reminder to the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin. | | | | | | | | | | | | |
| Project Background | Approved budget for the contract: P7,000,000.00 | | | | | | | | | | | | |
| Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award | During Bid Submission: a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents b. Technical Documents 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity and Latest Audited Financial Statement stamped received by the BIR 2 nd Envelope - Financial Proposal | | | | | | | | | | | | |
| Sealing and Marking of Bids | Showed an illustration | | | | | | | | | | | | |
| Post Qualification Documents | Must be submitted within non-extendible period of 5 | | | | | | | | | | | | |

| Topics/Issues | Comments/Decisions/Instructions | |
|---------------------------|--|--|
| | | calendar days from receipt of the notice. - Attachments to the SLCC - Latest income and business tax returns filed through EFPS |
| Performance Security | | Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance |
| Contract Signing Timeline | | bidder shall enter into contract with the PE within ten (10) calendar days from receipt of the NOA |
| The Contract | | Parts of the Contract |
| Schedule of Requirements | | Discussed the Section VI |
| Technical Specification | | Discussed in detail the Technical Specification |
| Procurement Timelines | | November 7 - Request for Clarification November 10 - Issuance of Supplemental / Bid Bulletin November 17 - Submission of Bids November 17 - Opening of Bids |
| | - The BAC and the end-user representatives replied to the clarifications/queries from the bidders. The summary of the discussion are as follows: | |
| | Questions/Clarifications | Replies |
| | On the Single Largest Completed Contract (SLCC) | Tthe Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to either of the following: i. a single contract that is similar to the project and whose value must be at least fifty percent (50%) of the ABC to be bid; OR |

| Topics/Issues | Comments/Decisions/Instructions | |
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| | | <p>ii. (a) at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC to be bid; and</p> <p>(b) the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.</p> <p>The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.</p> |
| | Whether or not hauling service is a similar contract to courier service? | No, a contract for a hauling service cannot be considered as similar to a contract for courier service. |
| | On the submission of the Audited Financial Statements | Please be reminded that the Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission, shall be submitted as part of the Financial Documents as identified in item (k) of Section VIII. Checklist of Technical and Financial Documents. |
| | How to handle deliveries which are considered "out of delivery area" | There must be a proof showing that the service provider made at least three (3) attempts to deliver. |

| Topics/Issues | Comments/Decisions/Instructions | |
|---|---|---|
| 2. On Line Competency Assessment of DBM Employees | <ul style="list-style-type: none"> - The BAC Secretariat provided a brief background of the project - Mr. Rainier Diaz discussed the following areas in detail: | |
| | Topic | Details |
| | The Objectives of the pre bid conference | <ol style="list-style-type: none"> 1. To address and clarify the bidder's questions to adequately prepare bids for the project 2. Reminder to the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin. |
| | Project Background | Approved budget for the contract: P3,000,000.00 |
| | Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award | <p>During Bid Submission:</p> <ol style="list-style-type: none"> a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents b. Technical Documents <ol style="list-style-type: none"> 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity and Latest Audited Financial Statement stamped received by the BIR <p>2nd Envelope - Financial Proposal</p> |
| | Sealing and Marking of Bids | Showed an illustration |
| Post Qualification Documents | <p>Must be submitted within non-extendible period of 5 calendar days from receipt of the notice.</p> <ul style="list-style-type: none"> - Attachments to the SLCC | |

| Topics/Issues | Comments/Decisions/Instructions | |
|---------------------------|---|---|
| | | - Latest income and business tax returns filed through EFPS |
| Performance Security | | Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance |
| Contract Signing Timeline | | bidder shall enter into contract with the PE within ten (10) calendar days from receipt of the NOA |
| The Contract | | Parts of the Contract |
| Schedule of Requirements | | Submission of the IDPs within 5 calendar days from online administration of the |
| Technical Specification | | Discussed the details of the Terms of Reference/Technical Specifications |
| Procurement Timelines | | November 7 - Request for Clarification November 10 - Issuance of Supplemental / Bid Bulletin November 17 - Submission of Bids November 17 - Opening of Bids |
| Questions and Replies | | |
| | Questions | Response |
| | Is the aspiration aspect of needs assessment included in the ToR or only skills gap analysis is covered in the project? | The winning bidder shall only provide the skills gap analysis as an input to the Individual Development Plan (IDP). The ToR does not require the winning bidder to provide input on the aspect of aspiration. |
| | Will the IDP format be provided by the DBM to the Consultant? | Yes. |
| | Do the dedicated point person and alternate to be assigned to the project need specialized/specific qualification or any such | DBM does not require specialized/specific qualifications of the persons assigned to the project as |

| Topics/Issues | Comments/Decisions/Instructions | |
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| | qualification be left at the discretion of the Consultant? | the dedicated point person or the alternate. |
| | Should the Consultant include all the elements of the competency framework or design only the behavioral indicators related to the objectives of the functional units? | The design shall be customized to include only those elements linked to the specific level of competencies based on the requirements of each position in the functional units (Bureau/Service/Office). The design shall be submitted and approved by the DBM-AS as part of the Customized Project Plan. |
| | Does the DBM require the two separate sets of assessment: one self-assessment and one supervisor assessment? | Yes |
| | Can the five (5)-day deadline from online competency assessment to submission of results in IDP format be renegotiated? | Yes |
| | What is the reckoning point for the 5-calendar day submission of the IDP results? Will the End-User be constantly monitoring the submission of completed assessments (self and supervisor), thus triggering the five-day deadline for every individual IDP submission? | The reckoning point of the 5-calendar day submission date shall begin on the day after both the self and supervisor's assessments of the employee are completed. DBM-AS shall take necessary measures to monitor and ensure that both employees and supervisors complete the assessments on time |
| | . Is the bidder required to sign and initial on each and every page of the submission? | No. The bidder shall sign only the documents that require signature. Please, note, however, that failure to sign each and every page of this <u>Bid Form</u> shall be a ground for the rejection of the bid. |
| | Is e-signature allowed? | The use of digital signature must be in accordance with the e-Commerce Act. A mere photo of the signature |

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| | | affixed to the submitted document is not allowed. |
| | Are supporting documents for the Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started required, such as copy of Contracts/Purchase Orders? | Supporting documents are not required to be submitted for the Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started. Nevertheless, such Statement shall be subject to post-qualification. |
| | Is the copy of the valid identification presented for the notarization of the submitted Omnibus Sworn Statement (OSS) needed to be attached in the submission? | No |
| | Is a certification from the notary public (notarizing the documents) attesting to his/her good standing required to be submitted? | No |
| | Does the price schedule needed to be submitted? | The Price Schedule is not a required document for submission. Only the Bid Form is required to be submitted. |
| | Will the list of competencies be shared as reference before the submission of the bids? | The list of competencies shall be shared only with the winning bidder during the implementation of the contract. |
| | Is it correct to assume that the DBM will utilize our off the shelf 180/360 Feedback Assessment; and based on the results of the said assessments - DBM is expecting us to generate the IDPs? | The assessments required for the project must be tailor-fitted to the DBM's competencies. Hence, the assessments should not be based on the off-the-shelf product. The final report must be in the IDP format which will be prescribed. |
| | In the IDP format, may we know what is expected to be reflected on the report; will this only be the | This will be provided as Annex |

| Topics/Issues | Comments/Decisions/Instructions | |
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| | <p>names/terms of competencies needed for development; or do you need to see the scores received by the employee?</p> <p>What are specific details expected to be seen on the IDP report?</p> <p>Where can we find your prescribed format of Individual Development Plan (IDP) as mentioned in the technical specifications? We couldn't find it in your bidding documents, neither can we find it in your website.</p> | |
| | <p>Are we correct to assume that in order to identify the competencies needed for development, you will be providing us the competency levels of desired position?</p> | <p>The list of competencies with the required levels shall be shared only with the winning bidder during the implementation of the contract.</p> |
| | <p>Does DBM need to have an access on our Assessment Center platform to view the system generated reports? Or submission of reports would be sufficient?</p> | <p>Only reports identified in Section VI Schedule of Requirements are required for submission. However, the Consultant may provide DBM-AS the access to its online platform.</p> |
| | <p>Would it be possible to allot the first 60 days of 105 days to testing and remaining 45 days for automatic / system generation of reports?</p> | <p>No. The original project plan shall be observed to ensure the immediate conduct of conversation/validation with the employees, concurrently with the submission of results by the Consultant.</p> |
| | <p>Should the system be hosted (server) by the provider?</p> | <p>Yes</p> |
| | <p>How long is the retention of data in our system?</p> | <p>Until the end of the project implementation.</p> |

| Topics/Issues | Comments/Decisions/Instructions | |
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| | <p>Do you have the formula for NFCC?</p> | <p>The NFCC formula is based on Section 23.4.1.4 of the revised 2016 Implementing Rules and Regulations of RA No. 9184, which as follows:</p> <p>“NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p> <p>The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.</p> <p>For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards.”</p> |
| | <p>Can we pay the Php 5,000 bidding docs fee online or is it only through your office</p> | <p>The Bidding Documents fee should be settled via manual payment before the deadline of the submission of the bids. Bidders may inquire with the BAC Secretariat for further details.</p> |
| | <p>Will you provide the specific format for the online submission?</p> | <p>Although Clause 16 of the Instruction to Bidders mentioned that bids can be submitted manually or through online, it was further clarified under Clause 7 of the Invitation to Bid that only manual submission shall be accepted.</p> |

| Topics/Issues | Comments/Decisions/Instructions | |
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| | Do we need to submit proof as licensed distributor of standard and quality testing materials for the pre-qualification? | No |
| | <p>On the Statement of the Single Largest Completed Contract (SLCC) specifying this requirement: “End Users” Acceptance or Official Receipt issued for the Contract: In this requirement, can we submit the following supporting documents for the SLCC?</p> <p>1.1 Copy of Actual Contract signed by “End Users” & or “service providers”. 1.2 Certificate of Project Completion & or satisfactory performance issued to ARMDEV after the end of the project.</p> | The supporting documents to the SLCC are reflected under Clause 20 of Section III. Bid Data Sheet, which shall be required to be submitted during the post-qualification |
| | <p>We seek clarification if renegotiation is possible for the 5-day delivery date to be lifted, and to instead allow the supplier to propose a strategic scheme whereby online competency assessment is done in appropriate batches leading to specific delivery dates of results in IDP format, with all 800 IDPs (and the potential 500 more) constrained to all be delivered (also in tranches) within the 105-day timeframe.</p> <p><i>Sample approach to the 105-day allocation, with overlapping assessment execution timelines:</i></p> <p>Assessment of Batch 1 of 100 respondents (100 self and respective supervisors) be completed within</p> | No. The DBM-AS is firm on its prescribed 5-working day delivery date. |

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| | <p>Days 1-14. Submission of Batch 1 IDPs on Day 21.</p> <p>Assessment of Batch 2 of 100 respondents (100 self and respective supervisors) be completed within Days 7-21. Submission of Batch 1 IDPs on Day 28.</p> <p>... and so on...</p> <p>This project organization and implementation strategy scheme may be presented in a relevant Gantt Chart contained in a technical proposal along with the rest of the bidding documents.</p> | |
| | <p>The volume of the required work and the nature of processing the assessment responses to translate these into IDP format require the development of a customized IT System that will be able to house more than 230+ customized assessment templates, given the current competency framework of the DBM. Accordingly, considerable resources will be required even prior to deployment of the assessment tools. Limitations set by the project budget may hinder the implementation of a smooth and seamless workflow.</p> | <p>The ABC is based on the market research conducted and the quotes provided by possible service providers.</p> |

| Topics/Issues | Comments/Decisions/Instructions | | | | | | | | | | | | |
|--|--|-------|---------|--|---|--------------------|--|--|---|-----------------------------|------------------------|------------------------------|---|
| <p>3. Administration of Psychometric Exams</p> | <ul style="list-style-type: none"> - The Secretariat provided a brief background of the project - The TWG in-charge, Atty. Madeline Meris discussed the following areas/aspects of the project: <table border="1" data-bbox="671 365 1430 2018"> <thead> <tr> <th data-bbox="671 365 1019 400">Topic</th> <th data-bbox="1023 365 1430 400">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="671 405 1019 745">The Objectives of the pre bid conference</td> <td data-bbox="1023 405 1430 745"> 1. To address and clarify the bidder's questions to adequately prepare bids for the project 2. Reminder to the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin. </td> </tr> <tr> <td data-bbox="671 750 1019 880">Project Background</td> <td data-bbox="1023 750 1430 880">Approved budget for the contract: P1,198,733.33</td> </tr> <tr> <td data-bbox="671 884 1019 1877">Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</td> <td data-bbox="1023 884 1430 1877"> During Bid Submission: 1st Envelope a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents b. Technical Documents 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity and Latest Audited Financial Statement stamped received by the BIR 2nd Envelope - Financial Proposal </td> </tr> <tr> <td data-bbox="671 1881 1019 1944">Sealing and Marking of Bids</td> <td data-bbox="1023 1881 1430 1944">Showed an illustration</td> </tr> <tr> <td data-bbox="671 1948 1019 2018">Post Qualification Documents</td> <td data-bbox="1023 1948 1430 2018">Must be submitted within non-extendible period of 5</td> </tr> </tbody> </table> | Topic | Details | The Objectives of the pre bid conference | 1. To address and clarify the bidder's questions to adequately prepare bids for the project 2. Reminder to the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin. | Project Background | Approved budget for the contract: P1,198,733.33 | Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award | During Bid Submission: 1 st Envelope a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents b. Technical Documents 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity and Latest Audited Financial Statement stamped received by the BIR 2 nd Envelope - Financial Proposal | Sealing and Marking of Bids | Showed an illustration | Post Qualification Documents | Must be submitted within non-extendible period of 5 |
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| | | calendar days from receipt of the notice. - Attachments to the SLCC - Latest income and business tax returns filed through EFPS |
| | Performance Security | Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance |
| | Contract Signing Timeline | bidder shall enter into contract with the PE within ten (10) calendar days from receipt of the NOA |
| | The Contract | Parts of the Contract |
| | Schedule of Requirements | Schedule of Requirements discussed in detail |
| | Technical Specification | Discussed Section VII of the Bid Documents in detail |
| | Procurement Timelines | November 7 - Request for Clarification November 10 - Issuance of Supplemental / Bid Bulletin November 17 - Submission of Bids November 17 - Opening of Bids |

Questions and Replies

| Questions | Response |
|--|---|
| Are we required to provide a proof that we are a licensed distributor? | Yes. |
| On the Similar Contract | Proof of the following qualifications: 1. Firm has been in the field of industrial psychological testing and have provided testing programs for at least five (5) years; 2. Firm employs the following key personnel: a. A licensed and/or certified |

| Topics/Issues | Comments/Decisions/Instructions | |
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| | | <p>Psychologist who is a member of the Psychological Association of the Philippines with at least five (5) years of experience in industrial psychological testing; and</p> <p>b. One to three registered Psychometricians with at least three (3) years of experience in industrial psychological testing</p> |
| | <p>On the Technical Specification</p> | <p>Qualifications of the Consulting Firm</p> <p>1.2.1 The firm must be in the field of industrial psychological testing and have provided testing programs for at least five (5) years.</p> <p>1.2.2 The firm must have in its roster a certified psychologist and/or a licensed psychologist who is a member of the Psychological Association of the Philippines.</p> <p>The Technical Specification shall be revised accordingly.</p> |

| Topics/Issues | Comments/Decisions/Instructions | | |
|--|---|---|--|
| 4. Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses | <ul style="list-style-type: none"> - The BAC Secretariat provided a brief background of the project. - The TWG in-charge, Mr. George, discussed in detail the following aspects of the project: | | |
| | Topic | Details | |
| | The Objectives of the pre bid conference | 1. To address and clarify the bidder's questions to adequately prepare bids for the project 2. Reminder to the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin. | |
| | Project Background | Approved budget for the contract: P36,000,000.00 | |
| | Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award | During Bid Submission: 1 st Envelope a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents b. Technical Documents 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity and Latest Audited Financial Statement stamped received by the BIR 2 nd Envelope - Financial Proposal | |
| | Sealing and Marking of Bids | Showed an illustration | |
| | Post Qualification Documents | Must be submitted within non-extendible period of 5 | |

| Topics/Issues | Comments/Decisions/Instructions | |
|--------------------------------|---------------------------------|---|
| | | calendar days from receipt of the notice. - Attachments to the SLCC - Latest income and business tax returns filed through EFPS |
| Performance Security | | Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance |
| Contract Signing Timeline | | bidder shall enter into contract with the PE within ten (10) calendar days from receipt of the NOA |
| The Contract | | Parts of the Contract |
| Schedule of Requirements | | Discussed in detail |
| Technical Specification | | Discussed in detail |
| Procurement Timelines | | November 7 - Request for Clarification November 10 - Issuance of Supplemental / Bid Bulletin November 17 - Submission of Bids November 17 - Opening of Bids |
| | | |
| | | |
| Questions and Responses | | |
| | Questions | Responses |
| | On the SLCC | Either of the following: (i) a single contract that is similar to the project and whose value must be at least fifty percent (50%) of the ABC to be bid; OR (ii) |

| Topics/Issues | Comments/Decisions/Instructions | |
|---------------|--|--|
| | | <p>(a) at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC to be bid; and</p> <p>(b) the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.</p> |
| | <p>On the Technical Specification</p> <p>Section 5.3.3.4 5.3.3.4</p> | <p>Provide service unit of at least the same brand, model, features, and functionalities or its equivalent in case of equipment breakdown at no additional cost to the DBM. The service unit shall be made available and operational within four (4) hours from the time the problem has been reported for the equipment undergoing repair during the subscription period</p> <p>However, mandatory replacement of defective unit with a brand-new unit of the same or better brand or model shall be made, if not repaired beyond one (1) month from the time the service unit was provided, at no additional cost to the DBM.</p> |
| | <p>Under Technical Specification, in item III. DURATION OF THE CONTRACT - The contract duration shall be for twelve (12) months. Would like to confirm that we will not co terminus all the ICT equipment.</p> | <p>No, the support and maintenance of all ICT Equipment and Licenses shall be for a 12- month period from enrollment/renewal. However, in preparing the financial component of the bid submission, please</p> |

| Topics/Issues | Comments/Decisions/Instructions | |
|---------------|--|---|
| | | consider the expiry dates of the licenses and support services as identified in the Technical Specifications, particularly Item V of Annex A. |
| | We would like to request Extension for the coverage of SLCC from 2 Years to 5 Yrs. | See revised item 10.2, Section II. Instructions to Bidders |
| | We would like to request aggregated contract for the SLCC. 1. | See revised item 5.3, Section III. Bid Data Sheet |
| | Do we need to provide Certifications for all the ICT equipment under this Agreement? | Yes. The winning bidder shall provide the Manufacturer Certificate of Enrollment for all ICT equipment and the Proof of License Renewal as indicated in Annex A, Section VII. Technical Specifications, particularly Item 5.1 and Item 5.2, respectively. |
| | Will payment shall be upon issuance of the license and support services or end of the 12 months contract? We would like to request it to be at the beginning of the contract so we can be able to participate. | As per item 9.3 of Annex A, Section VII. Technical Specifications, no advance payment shall be made. |
| | Would also like to confirm that payment will be one-time payment and not an opex model. | The terms of payment will be one-time payment subject to the guidelines defined in item 9 of Annex A, Section VII. Technical Specifications. |
| | Can we extend the delivery date to sixty (60) calendar days? | The thirty (30)-calendar day delivery period will remain. However, DBM will help in coordinating with MK2 for the facilitation of the installation of required |

| Topics/Issues | Comments/Decisions/Instructions | |
|---|--|---|
| | | linkage from Service Provider Operation Center to MK2 |
| | Can we insert permissible misses in the Service Availability computation, i.e. factors that are beyond of our control? | No need to insert permissible misses. It is understood that the availability pertains to the services required for the infrastructure and shall exclude instances affected by force majeure. |
| | May we base the restoration time on the severity and incident priority as shown below | The SLA defined in item 6 of Annex A, Section VII. Technical Specifications, covers all required services since all components are considered critical. |
| <p>5. Replacement of Tiles and Repainting of Interior Walls and Finishes of Budget Information and Training Service and Budget and Management Bureau - B Offices</p> | <ul style="list-style-type: none"> - The BAC Secretariat provided a brief background of the project. - The TWG in-charge, Ms. Joanna Marie Rull, was recognized by the BAC to present and lead the discussion - The summary of the topics discussed are as follows: | |
| | Topic | Details |
| | The Objectives of the pre bid conference | 1. To address and clarify the bidder's questions to adequately prepare bids for the project 2. Reminder to the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin. |
| | Project Background | Approved budget for the contract: P3, 800,000.00 Composed of: Lot 1: 2,000,000.00 Lot 2: 1,800,000.00 |
| | Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award | During Bid Submission: 1 st Envelope a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents |

| Topics/Issues | Comments/Decisions/Instructions | |
|---------------|---------------------------------|--|
| | | b. Technical Documents 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity and Latest Audited Financial Statement stamped received by the BIR 2 nd Envelope - Financial Proposal |
| | Sealing and Marking of Bids | Showed an illustration |
| | Post Qualification Documents | Must be submitted within non-extendible period of 5 calendar days from receipt of the notice. - Attachments to the SLCC - Latest income and business tax returns filed through EFPS |
| | Performance Security | Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance |
| | Contract Signing Timeline | bidder shall enter into contract with the PE within ten (10) calendar days from receipt of the NOA |
| | The Contract | Parts of the Contract |
| | Schedule of Requirements | Discussed in detail |
| | Technical Specification | Discussed in detail |
| | Procurement Timelines | November 7 - Request for Clarification November 10 - Issuance of Supplemental / Bid Bulletin |

| Topics/Issues | Comments/Decisions/Instructions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|--|---|--|--------------------------|---|----------------------------|--|---|---|------------|---------|----------------------|-----------------|----------------|-------------------------------|---------------|---------------------|-----------------------------|--|--|---------|---|--|--------------|--|------------------------------|-------------------------------------|------------------------------|--|
| | | November 17 - Submission of Bids November 17 - Opening of Bids | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>B. Submission and Opening of Bids</p> <p>1. Supply, Delivery, Fabrication, Installation, Testing, and Commissioning of Various Air-conditioning Units, Automatic Voltage Regulators, and other Accessories for the DBM Central Office ABC: P30,200,000.00</p> | <ul style="list-style-type: none"> - The BAC Secretariat provided a brief background of the project - The BAC Chairperson recognized Ms. Janina Papa as the TWG in-charge to lead the opening of bids. - The TWG in-charge announced the bid submissions according to the time and date it was received. | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">1st Bidder: Trademaster Resources Corporation (Trademaster) BID Received: Nov.3, 2020 at 7:35 a.m</td> </tr> <tr> <td style="width: 30%;">1st Envelope</td> <td>Noted to be properly sealed and marked. The envelop contained three (3) envelops marked as Original, Copy 1, and Copy 2</td> </tr> <tr> <td colspan="2">Technical Component</td> </tr> <tr> <td>1. PhilGEPS Certificate of Registration</td> <td>Presented a valid PhliGEPS Certification, Platinum Membership</td> </tr> <tr> <td>2. Annex A</td> <td>Present</td> </tr> <tr> <td style="padding-left: 20px;">DTI/SEC Registration</td> <td>SEC Certificate</td> </tr> <tr> <td style="padding-left: 20px;">Mayor's Permit</td> <td>Valid until December 31, 2020</td> </tr> <tr> <td style="padding-left: 20px;">Tax Clearance</td> <td>Valid until CY 2021</td> </tr> <tr> <td style="padding-left: 20px;">Audited Financial Statement</td> <td></td> </tr> <tr> <td>3. Statement of all ongoing government and private contracts</td> <td>Present</td> </tr> <tr> <td>4. Statement of Single Largest Completed Contract</td> <td>Present; presented the contract with Department of Budget and Management</td> </tr> <tr> <td>Attachments:</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Contract/Purchase Order; and</td> <td>Submitted is a copy of the contract</td> </tr> <tr> <td style="padding-left: 20px;">Certificate of Completion/OR</td> <td>Submitted is a certificate of completion</td> </tr> </table> | 1 st Bidder: Trademaster Resources Corporation (Trademaster) BID Received: Nov.3, 2020 at 7:35 a.m | | 1 st Envelope | Noted to be properly sealed and marked. The envelop contained three (3) envelops marked as Original, Copy 1, and Copy 2 | Technical Component | | 1. PhilGEPS Certificate of Registration | Presented a valid PhliGEPS Certification, Platinum Membership | 2. Annex A | Present | DTI/SEC Registration | SEC Certificate | Mayor's Permit | Valid until December 31, 2020 | Tax Clearance | Valid until CY 2021 | Audited Financial Statement | | 3. Statement of all ongoing government and private contracts | Present | 4. Statement of Single Largest Completed Contract | Present; presented the contract with Department of Budget and Management | Attachments: | | Contract/Purchase Order; and | Submitted is a copy of the contract | Certificate of Completion/OR | Submitted is a certificate of completion |
| 1 st Bidder: Trademaster Resources Corporation (Trademaster) BID Received: Nov.3, 2020 at 7:35 a.m | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 st Envelope | Noted to be properly sealed and marked. The envelop contained three (3) envelops marked as Original, Copy 1, and Copy 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Technical Component | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. PhilGEPS Certificate of Registration | Presented a valid PhliGEPS Certification, Platinum Membership | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Annex A | Present | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DTI/SEC Registration | SEC Certificate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mayor's Permit | Valid until December 31, 2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tax Clearance | Valid until CY 2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Audited Financial Statement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Statement of all ongoing government and private contracts | Present | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Statement of Single Largest Completed Contract | Present; presented the contract with Department of Budget and Management | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Attachments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contract/Purchase Order; and | Submitted is a copy of the contract | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Certificate of Completion/OR | Submitted is a certificate of completion | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Topics/Issues | Comments/Decisions/Instructions | | | | | | | | | | | | | | | |
|--|---|---------------|--|--|--------------------------|--|---------------------|--|---|--|------------|--|----------------------|------------------------------|----------------|-------------|
| | | | | | | | | | | | | | | | | |
| | 5. Bid Security | No submission | | | | | | | | | | | | | | |
| | 6. Compliance with Section VI. Schedule of Requirements | - | | | | | | | | | | | | | | |
| | 7. Compliance with Section VII. Technical Specifications | - | | | | | | | | | | | | | | |
| | 8. Omnibus Sworn Statement | - | | | | | | | | | | | | | | |
| | 9. Authority of the Signatory | - | | | | | | | | | | | | | | |
| | Financial Document | - | | | | | | | | | | | | | | |
| | 10. Net Financial Contracting Capacity | - | | | | | | | | | | | | | | |
| | <ul style="list-style-type: none"> - The BAC checked one by one the original, copies 1 and 2, submission to establish with certainty that the bidder failed to submit a Bid Security. - The BAC Chairperson explained the difference of a Bid Securing Declaration and the Performance Securing Declaration and emphasized that what is required to be submitted is a Bid Security. - The BAC perused the entire submission of Trademaster to check whether the required document but found to be not present. - Using the pass/fail criteria, the submission of Trademaster was declared as “failed” for its failure to submit a Bid Security, as required under Section 27 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A) No. 9184 and as stated in Clause 14 of Section II, Instruction to Bidders of the Bidding Documents. Section 30.1 of the 2016 Revised IRR of RA No. 9184 provides, among others that “bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed” Further, Section 27.1 of the same IRR particularly provides, in part, that “[f]ailure to enclose the required bid security in the form and amount prescribed herein shall automatically disqualify the bid concerned” | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">2nd Bidder: Aequus Enterprise (Aequus) BID Received: Nov. 3, 2020, 8:41 a.m</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">1st Envelope</td> <td>The submission was noted to be properly sealed and marked. TWG in-charge noted that main envelope contained</td> </tr> <tr> <td>Technical Component</td> <td></td> </tr> <tr> <td>1. PhilGEPS Certificate of Registration</td> <td>Platinum Certificate valid until June 30, 2021</td> </tr> <tr> <td>2. Annex A</td> <td></td> </tr> <tr> <td>DTI/SEC Registration</td> <td>DTI valid until Feb. 8, 2023</td> </tr> <tr> <td>Mayor’s Permit</td> <td>Valid until</td> </tr> </tbody> </table> | | 2 nd Bidder: Aequus Enterprise (Aequus) BID Received: Nov. 3, 2020, 8:41 a.m | | 1 st Envelope | The submission was noted to be properly sealed and marked. TWG in-charge noted that main envelope contained | Technical Component | | 1. PhilGEPS Certificate of Registration | Platinum Certificate valid until June 30, 2021 | 2. Annex A | | DTI/SEC Registration | DTI valid until Feb. 8, 2023 | Mayor’s Permit | Valid until |
| 2 nd Bidder: Aequus Enterprise (Aequus) BID Received: Nov. 3, 2020, 8:41 a.m | | | | | | | | | | | | | | | | |
| 1 st Envelope | The submission was noted to be properly sealed and marked. TWG in-charge noted that main envelope contained | | | | | | | | | | | | | | | |
| Technical Component | | | | | | | | | | | | | | | | |
| 1. PhilGEPS Certificate of Registration | Platinum Certificate valid until June 30, 2021 | | | | | | | | | | | | | | | |
| 2. Annex A | | | | | | | | | | | | | | | | |
| DTI/SEC Registration | DTI valid until Feb. 8, 2023 | | | | | | | | | | | | | | | |
| Mayor’s Permit | Valid until | | | | | | | | | | | | | | | |

| Topics/Issues | Comments/Decisions/Instructions | |
|-------------------------------|---|--|
| | | December 31, 2020 |
| | Tax Clearance | Valid until March 12, 2021 |
| | Audited Financial Statement | Filed on June 15, 2020 |
| | 3. Statement of all ongoing government and private contracts | Present Listed one contract with Bureau of Fisheries and Aquatic Resources signed by Krizetter Lorenzon |
| | 4. Statement of Single Largest Completed Contract | Present Presented the contract with Grandconst Builders Corporation Date of Contract: January 15, 2020 Kinds of Goods” VRF Airconditioning System Amount: P20,000,000.00 Date of Delievry June 15, 2020 End-user Acceptance September 21, 2020 |
| | Attachments Contract/PO; and Certificate of Final Acceptance/OR. | Submitted are: Purchase Order; and Certificate of Acceptance |
| | 5. Bid Security | Present Signed by Magnolia Xenia Almoradie |
| | 6. Compliance with Section VI. Schedule of Requirements | Present Signed by Krizette Lorenzo |
| | 7. Compliance with Section VII. Technical Specifications | Present Revised Version signed by Krizette Lorenzo |
| | 8. Omnibus Sworn Statement | Present Notarized and signed by Krizette Lorenzo |
| 9. Authority of the Signatory | Submitted a Special Power of Attorney signed by Magnolia Almoradie authorizing Krizette Kayna Lorenzo to sign documents on behalf of the company, among others. | |

| Topics/Issues | Comments/Decisions/Instructions | | | | | |
|--------------------------------------|--|--|--------|-------|-------------------|----------------------------------|
| | Financial Document | | | | | |
| | 10. Net Financial Contracting Capacity | Preent With NFCC equivalent to P132,385,265.00 | | | | |
| | <ul style="list-style-type: none"> - Having examined all documents required to be submitted for eligibility, the TWG in-charge recommend the submission of Aequus as “pass”. - The BAC declared the submission of Aequus as “passed” and moved to open the financial component of the bid submission. - The TWG opened the second envelop submitted by Aequus and noted that all pages are signed as required. - The Bid Form reflected the following offer for the project: | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Bidder</th> <th style="width: 50%;">Offer</th> </tr> </thead> <tbody> <tr> <td>Aequus Enterprise</td> <td>P19,995,000.00 Within the ABC</td> </tr> </tbody> </table> | | Bidder | Offer | Aequus Enterprise | P19,995,000.00 Within the ABC |
| Bidder | Offer | | | | | |
| Aequus Enterprise | P19,995,000.00 Within the ABC | | | | | |
| | <ul style="list-style-type: none"> - The TWG in-charge recommended the submission of Aequus as Single Calculated Bid - Having determined the submission of Aequus complying with all the eligibility and technical requirements as stated in the bidding documents, the BAC declared the submission of Aequus as “Single Calculated Bid”. - The BAC Chairperson reminded the representatives of Aequus that they will be required to submit additional documents for post qualification within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC. | | | | | |
| C. Negotiation Meeting | - The BAC decided to defer to the Next Regular BAC Meeting to provide sufficient time to invite Observers. | | | | | |
| D. Pre Procurement Conference | - The BAC decided to move the discussion to November 4, 2020, Special BAC Meeting | | | | | |
| E. Other Matters | -The BAC decided to move the discussion to November 4, 2020, Special BAC Meeting | | | | | |

IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 5:40 p.m.

Prepared by:

Noted by:

Joyce D. Labao
Secretariat

Director ANDREA CELENE MAGTALAS
Vice-Chairperson