



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

BIDS AND AWARDS COMMITTEE

(Special BAC Meeting)
Continuation of the November 3, 2020 Regular BAC Meeting

MINUTES OF MEETING
November 4, 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
Mr. Virgilio Umpacan, Jr.

End-User Representatives/
Provisional Member: Mr. Dennis Chosas
Mr. David Mateo
Ms. Jeramie Simbre
Director Vivien Labastilla
Ms. Aileen Afunggol
Ms. Lei Datuin

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

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 November 4, 2020 BAC Meeting is as follows:

Agenda
(Continuation from November 3, 2020 Regular BAC Meeting)
A. Pre-procurement Conference <ol style="list-style-type: none"> 1. Colored Printers 2. Preventive Maintenance of Motor Vehicle 3. Cleaning of Air conditioner
B. Other Matters

III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions										
A. Pre Procurement Conference 1. Procurement of Colored Printers 2. Preventive and Corrective Maintenance of Motor Vehicle (Framework Agreement)	<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-procurement conference. - Director Magtalas mentioned that the Administrative Service were given a task to study about what would be more efficient and economical as regards the use of printers and/or whether “lease” can be an alternative. The BAC noted that the result/findings for such study may affect the procurement project at hand. - The BAC also noted that the final decision will rest upon the end-users and that they should provide the BAC with guidance. - The BAC Chairperson instructed the Secretariat and the TWG to prepare a memorandum to the AS to inquire their final decision whether to push for the project or not. - The pre-procurement conference for the project was moved until the AS confirms their final decision to the BAC. <ul style="list-style-type: none"> - The BAC recognized Mr. George Sotelo, the TWG in-charge of the project to facilitate the pre-bid conference. - The summary of the discussion is as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Topic</th> <th style="text-align: center;">Discussion</th> </tr> </thead> <tbody> <tr> <td>Project Title</td> <td>Preventive and Corrective Maintenance of DBM Service Motor Vehicles (PB – Framework Agreement)</td> </tr> <tr> <td>Project No.</td> <td>---</td> </tr> <tr> <td>Funding Source</td> <td>FY 2021 National Expenditure Program (NEP) Early Procurement Activity</td> </tr> <tr> <td>ABC</td> <td>P9,780,000.00</td> </tr> </tbody> </table>	Topic	Discussion	Project Title	Preventive and Corrective Maintenance of DBM Service Motor Vehicles (PB – Framework Agreement)	Project No.	---	Funding Source	FY 2021 National Expenditure Program (NEP) Early Procurement Activity	ABC	P9,780,000.00
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	Instruction to Bidders (ITB)	<p>Scope of Bid:</p> <ul style="list-style-type: none"> - Preventive and Corrective Maintenance of DBM Service Motor Vehicles under Framework Agreement - For single year Framework Agreement, the prices quoted by the bidder shall be fixed during the Bidder's performance of the contract and not subject to variations or escalations on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents. 																												
	Bid Data Sheet	<p>The project is composed of six (6) lots consisting of the following:</p> <table border="1" data-bbox="914 813 1417 1279"> <thead> <tr> <th>Lot</th> <th>Qn (Units)</th> <th>Item</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12</td> <td>PM for Nissan MV</td> <td>P2,345,760.00</td> </tr> <tr> <td>2</td> <td>26</td> <td>PM for Toyota MV</td> <td>P5,185,890.00</td> </tr> <tr> <td>3</td> <td>1</td> <td>PM for Isuzu MV</td> <td>P189,566.00</td> </tr> <tr> <td>4</td> <td>2</td> <td>PM for Hyundai MV</td> <td>P422,500.00</td> </tr> <tr> <td>5</td> <td>7</td> <td>PM for Mitsubishi MV</td> <td>P1,301,072.00</td> </tr> <tr> <td>6</td> <td>2</td> <td>PM for Honda MV</td> <td>P335, 212.00</td> </tr> </tbody> </table>	Lot	Qn (Units)	Item	ABC	1	12	PM for Nissan MV	P2,345,760.00	2	26	PM for Toyota MV	P5,185,890.00	3	1	PM for Isuzu MV	P189,566.00	4	2	PM for Hyundai MV	P422,500.00	5	7	PM for Mitsubishi MV	P1,301,072.00	6	2	PM for Honda MV	P335, 212.00
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	Special Conditions of Contract	<ul style="list-style-type: none"> - The supplier is required to provide all services specified in Section VI Framework Agreement List, including additional services if any. 																												
	Schedule of Requirements and Technical Specifications	<ul style="list-style-type: none"> - A Framework Agreement List was provided by the end-users. 																												
<ul style="list-style-type: none"> - The BAC inquired whether it is possible to have several lots under a Framework Agreement? - The BAC agreed to review the entire bidding documents to identify all other issues while clarifications on the "lots" is being sought from the GPPB-TSO. - Discussion on the ABC: As regards the corrective maintenance, Mr. David Mateo responded that the ABC was based on historical data. - The end-users were advised to present the market research or the basis for the ABC for the project. - The Chairperson instructed the Administrative Service to discuss with the Finance Service regarding the budget for each of their enrolled projects and in connection with 																														

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<p>3. PFMCP – update on next steps</p>	<p>amending the Indicative Annual Procurement Plan. A justification from the Administrative Service of the changes, if any, is required to be submitted to the BAC.</p> <ul style="list-style-type: none"> - The BAC agreed to recommend the revised/adjusted Indicative APP to reflect the amendment in the ABC in accordance with the NEP and in effect may change the procurement modality. The changes should not change the entire amount of the Indicative APP. - The TWG in-charge Mr. Rainier Diaz provided the indicative calendar for the next steps for the project as follows: <table border="1" data-bbox="652 640 1430 1357"> <thead> <tr> <th data-bbox="657 647 1042 678">Activity</th> <th data-bbox="1042 647 1425 678">Tentative Schedule</th> </tr> </thead> <tbody> <tr> <td data-bbox="657 678 1042 710">Posting of Invitation (Part I)</td> <td data-bbox="1042 678 1425 710">November 10, 2020</td> </tr> <tr> <td data-bbox="657 710 1042 779">Meeting with Prospective Bidder</td> <td data-bbox="1042 710 1425 779">November 17, 2020</td> </tr> <tr> <td data-bbox="657 779 1042 848">Submission and Opening of Eligibility Documents</td> <td data-bbox="1042 779 1425 848">December 1, 2020</td> </tr> <tr> <td data-bbox="657 848 1042 918">Presentation of Shortlisted Consultant to the BAC</td> <td data-bbox="1042 848 1425 918">December 9, 2020</td> </tr> <tr> <td data-bbox="657 918 1042 949">Posting of Part II</td> <td data-bbox="1042 918 1425 949">December 22, 2020</td> </tr> <tr> <td data-bbox="657 949 1042 981">Pre Bid Conference</td> <td data-bbox="1042 949 1425 981">January 5, 2021</td> </tr> <tr> <td data-bbox="657 981 1042 1050">Supplemental Bid Bulleting (if any)</td> <td data-bbox="1042 981 1425 1050">January 12, 2021</td> </tr> <tr> <td data-bbox="657 1050 1042 1120">Opening of Technical Component</td> <td data-bbox="1042 1050 1425 1120">January 19, 2021</td> </tr> <tr> <td data-bbox="657 1120 1042 1151">Invitation for Negotiation</td> <td data-bbox="1042 1120 1425 1151">January 26 2021</td> </tr> <tr> <td data-bbox="657 1151 1042 1220">Opening of Financial Component</td> <td data-bbox="1042 1151 1425 1220">February 2, 2021</td> </tr> <tr> <td data-bbox="657 1220 1042 1252">Negotiation</td> <td data-bbox="1042 1220 1425 1252">February 9, 2021</td> </tr> <tr> <td data-bbox="657 1252 1042 1283">Post Qualification Stage</td> <td data-bbox="1042 1252 1425 1283">February 16, 2021</td> </tr> <tr> <td data-bbox="657 1283 1042 1314">Resolution for Award</td> <td data-bbox="1042 1283 1425 1314">February 23, 2021</td> </tr> </tbody> </table> <ul style="list-style-type: none"> - Mr. Diaz also discussed all aspects of the bidding documents, while the end-users provided their comments and inputs on each of the point being discussed to refine the content and substance of the bidding documents. 	Activity	Tentative Schedule	Posting of Invitation (Part I)	November 10, 2020	Meeting with Prospective Bidder	November 17, 2020	Submission and Opening of Eligibility Documents	December 1, 2020	Presentation of Shortlisted Consultant to the BAC	December 9, 2020	Posting of Part II	December 22, 2020	Pre Bid Conference	January 5, 2021	Supplemental Bid Bulleting (if any)	January 12, 2021	Opening of Technical Component	January 19, 2021	Invitation for Negotiation	January 26 2021	Opening of Financial Component	February 2, 2021	Negotiation	February 9, 2021	Post Qualification Stage	February 16, 2021	Resolution for Award	February 23, 2021
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<p>4. Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Building</p>	<ul style="list-style-type: none"> - The TWG in-charge, Atty. Francis Keith Briones, discussed the objectives of the pre-procurement conference as follows: <ul style="list-style-type: none"> 1. Discuss all aspects of a specific procurement activity, including the technical specification, the ABC, the applicability and appropriateness of the recommended method of procurement and the related milestones; and 2. Request for the approval of the bidding documents. - Below is the summary of the points discussed. 																												

Topics/Issues	Comments/Decisions/Instructions	
	Topic	Discussion
	Project Title	"Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Building"
	Project No.	DBM-2021-06
	Funding Source	National Expenditure Progra (EPA)
	ABC	P4,000,000.00
	Bid Data Sheet	<p>Contract/s similar to the Project shall refer to cleaning services for air-conditioning and VRF units and must have been completed within two (2) years prior to the deadline for the submission and receipt of bids.</p> <p>Clause 14.1 The bid security shall be in the form of Of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a) The amount of not less than P80,000.00, if bid security is in cash cashier's/manager's check bank draft/guarantee or irrevocable letter of credit; or b) The amount of not less than P200,000.00, if bid security is in Surety Bond.
	Post Qualification Requirements	<p>The lowest/single calculated bid shall submit the following post qualification requirements:</p> <ul style="list-style-type: none"> - photocopy of single largest completed contract or purchase order - Proof of completion (Official Receipt or Sales Invoice or Certificate of Final Acceptance/Completion) - Latest Income and Business Tax Returns, filed and paid through Electronic Filing and Payments System (EFPS)
Schedule of Requirements	<ul style="list-style-type: none"> - Quarterly Work plan shall be submitted within three (3) working days from receipt of the Notice to Proceed - Final Work Plan, for approval of the AS, shall be submitted within three (3) calendar days after the conduct of pre-implementation meeting, and feedback from the AS on the proposed work plan. 	

Topics/Issues	Comments/Decisions/Instructions									
		<ul style="list-style-type: none"> - Conduct of monthly and Quarterly cleaning - Provision of tools and common supplies for the purpose of cleaning the air-conditioning units. - Submission of personal information sheets of personnel, licenses and certificates as applicable and Barangay health Certificates. - Submission of accomplishment report. 								
	Technical Specification	<ul style="list-style-type: none"> - Monthly and Quarterly cleaning of 483 units of Air-conditioning - The Contractor's cleaning team, assigned to the DBM, must have the following qualifications: <ul style="list-style-type: none"> o At least two (2) personnel with TESDA Refrigeration and Air conditioning Servicing (RAC) National Certificate II (NCII); o One (1) Safety Officer with Department of Labor and Employment (DOLE) Occupational Safety and Health Center (OSHC) training certificate; and o Licensed Mechanical Engineer - The Safety Officer and Licensed Mechanical Engineer shall always be present during the conduct of any cleaning activity within the DBM. 								
B. BAC Action Items	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="651 1570 1042 1608">Project</th> <th data-bbox="1042 1570 1430 1608">To-do</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 1608 1042 1783">Consultancy Services for the Development and Implementation of Digital PFMCP</td> <td data-bbox="1042 1608 1430 1783"> <ul style="list-style-type: none"> • Draft BAC Resolution for HoPE Approval (Criteria) • Bid Docs for Posting </td> </tr> <tr> <td data-bbox="651 1783 1042 1854">Cleaning of Air Conditioning Units</td> <td data-bbox="1042 1783 1430 1854">Bidding Documents for Posting</td> </tr> <tr> <td data-bbox="651 1854 1042 1953">Maintenance of Motor Vehicle (Framework- 6 Lots)</td> <td data-bbox="1042 1854 1430 1953">Review Bidding Documents</td> </tr> </tbody> </table>		Project	To-do	Consultancy Services for the Development and Implementation of Digital PFMCP	<ul style="list-style-type: none"> • Draft BAC Resolution for HoPE Approval (Criteria) • Bid Docs for Posting 	Cleaning of Air Conditioning Units	Bidding Documents for Posting	Maintenance of Motor Vehicle (Framework- 6 Lots)	Review Bidding Documents
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Maintenance of Motor Vehicle (Framework- 6 Lots)	Review Bidding Documents									

IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 2:30 p.m.

Prepared by:

Noted by:

Joyce D. Labao
Secretariat

Director ANDREA CELENE MAGTALAS
Vice-Chairperson