



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

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING**

November 08, 2019, 9:00 a.m.

Bids and Awards Committee Conference Room

**I. Attendance**

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

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

Members: Ms. Eden Pangilinan, Finance Service  
OIC-Adir. Rosemarie Pagala, Legal Service  
Mr. Virgilio Umpacan, Jr. – B.I.D.G.E.T. Representative

Technical Working Group: Atty. Keith Francis Briones  
(TWG) Mr. Rainier Diaz  
Ms. Darlene Reyes  
Ms. Jeramie Ardi Simbre  
Ms. Jhoana Marie E. Rull

Secretariat: Ms. Joyce Labao  
Ms. Rhoma Regina Puno  
Atty. Juan Emmanuel Reyes  
Ms. Abegail Igna  
Ms. Judith Hakim

End-User Representatives: Dir. Thea Marie Corinne Palarca, Administrative Services-  
General Services Division (AS-GSD)  
Mr. David Mateo, AS-GSD  
Ms. Donna de Ocampo, AS-GSD  
Ms. April Anne Mangino, AS-Human Resources &  
Management Division  
Ms. Socorro Ventura, AS-CRD

Observers: Mr. Jayvee Montecer, DBM-Commission on Audit  
Ms. Odessa Ann Taguihao, IM

**Bidder Representatives:**

**Janitorial Manpower Services**  
M8 Manpower Services  
DBP Service Corp.  
Alert General Services Corp.  
Front Runners Property Maintenance &  
General Services Corp.

**Rental of Photocopying Machines**  
OTUS Copy Systems

**Supply and Delivery of Drinking Water**  
Crystal Clear

**Psychometric Exam**  
People Dynamics Inc.

**Consultancy Services for the Environmental  
Compliance of the Department**  
Berkman Systems Inc.

**II. Call to Order**

The quorum was confirmed by the Secretariat; thus, the meeting was called to order at 9:00 a.m. by Director Andrea Celene Magtala, Bids and Awards Committee (BAC) Vice Chairperson.

**III. Highlights of the Meeting**

<b>Topics/Issues</b>	<b>Comments/Decisions/Instructions</b>
<b>A. Submission and Opening of Bids</b>  <b>1. Janitorial Manpower Services</b>	<ul style="list-style-type: none"><li>• Four (4) bidders submitted their bids before the 9:00 a.m. deadline, namely:<ol style="list-style-type: none"><li>1. Front Runner Property Maintenance &amp; General Services Corp.</li><li>2. Alert General Services Corporation</li><li>3. M8 Manpower Services</li><li>4. DBP Service Corp.</li></ol></li><li>• After preliminary examination of the bids, the BAC, using non-discretionary "pass/fail" criteria, determined the submission of all 4 bidders as "passed" for complying with all the eligibility and technical requirements as stated in the Bidding Documents.</li><li>• During the examination of their financial proposals, two bidders based their salary computation on 312 days while the other two bidders based their salary computation on 313 days. Their bids are as follows:</li></ul>

Topics/Issues	Comments/Decisions/Instructions
	<ol style="list-style-type: none"> <li>1. Front Runner - P 32,755,985.76</li> <li>2. Alert General Services Corp. - 32,755,985.76</li> <li>3. M8 Manpower Services - 32,834,373.84</li> <li>4. DBP Service Corp. - 32,834,382.28</li> </ol> <ul style="list-style-type: none"> <li>• The BAC, after a thorough discussion on the matter and to ensure fair and competitive bid comparison, agreed to the process of "arithmetical corrections" to consider computational errors and omissions to enable proper comparison of all eligible bids. Hence, all bids were recomputed at 312 working days.</li> <li>• All four (4) bidders participated in the Draw Lots to determine the ranking of Lowest Calculated Bid after all their bids arrived at the amount of Thirty Two Million Seven Hundred Fifty Five Thousand Nine Hundred Eighty Five Pesos and 76/100 (P 32,755,985.76) after being recomputed.</li> <li>• The results of the Draw Lots is as follows: <ol style="list-style-type: none"> <li>1. M8 Manpower Services</li> <li>2. Front Runner</li> <li>3. Alert General Services Corporation</li> <li>4. DBP Service Corp.</li> </ol> </li> <li>• The BAC declared M8 Manpower Services as the Lowest Calculated Bid in the amount of P 32,755,985.76 subject to post-qualification.</li> </ul>
<p>2. Rental of Photocopying Machine</p>	<ul style="list-style-type: none"> <li>• Only one (1) bidder, OTUS Copy Systems, submitted its bid before the 9:30 a.m. deadline.</li> <li>• After preliminary examination of the bid, the BAC using non-discretionary "pass/fail" criteria, determined the submission of OTUS Copy Systems as "passed" for complying with all the eligibility and technical requirements as stated in the Bidding Documents.</li> <li>• The BAC declared the same as the Single Calculated Bid in the amount of Four Million Nine Hundred Ninety Four Thousand Six Hundred Eighty Pesos (P 4,994,680.00) subject to post-qualification.</li> </ul>
<p>3. Supply and Delivery of Drinking Water</p>	<p>Only one (1) bidder, Crystal Clear, submitted its bid before the 10:30 a.m. deadline.</p> <p>After preliminary examination of the bid, the BAC using non-discretionary "pass/fail" criteria, determined the</p>

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	<p>submission of Crystal Clear as "failed" due to the absence of Certificate of Completion or Official Receipt as support document to its Single Largest Completed Contract required in the technical documents.</p> <p>The BAC instructed the Secretariat and the TWG for the reposting of the said Project.</p>
<p><b>B. Pre-bid Conference</b></p> <p><b>1. Administration of Psychometric Exams for DBM Applicants and Employees</b></p>	<ul style="list-style-type: none"> <li>• Only one (1) prospective bidder, People Dynamics Inc., attended the pre-bid conference.</li> <li>• Ms. Jeramie Ardi Simbre, TWG member-in-charge, presented the technical and financial requirements of the Project. She also emphasized the common reasons for disqualification and the proper submission of the documents.</li> <li>• The prospective bidder inquired whether "psychological assessment" is also considered as "psychometric exam" in determining projects similar in nature required in declaring Single Largest Completed Contract in the Bidding Documents. The TWG member-in-charge replied it is not the same as the one needed by the end-user.</li> <li>• A Supplemental Bid Bulletin shall be issued should any revision on the Technical Specifications and Schedule of Requirements is warranted.</li> </ul>
<p><b>C. Continuation of the Opening of Eligibility Documents</b></p> <p><b>1. Consultancy Services for the Environmental Compliance of the Department</b></p>	<ul style="list-style-type: none"> <li>• The BAC proceeded with the preliminary examinations of the submitted eligibility and technical requirements by Berkman Systems Inc. as stated in the Bidding Documents.</li> <li>• The BAC, using non-discretionary "pass/fail" criteria, determined the submission of BSI as "ineligible" for shortlisting for its failure to attach corresponding Certificate of Completion issued by the client or an equivalent document such as Official Receipts as evidence to their list of completed projects.</li> <li>• The BAC advised the bidder that they have 3 working days to request for reconsideration.</li> </ul>

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<p><b>D. Other Matters</b></p> <p><b>1. Request for Project Extension</b></p> <p><b>2. Supplemental Bid Bulletin for the Project, "Security Manpower Services"</b></p>	<ul style="list-style-type: none"> <li>• Ms. Joyce Labao of the BAC Secretariat reported about the projects that needed extension of contract. The BAC Secretariat shall prepare a resolution for the following:               <ol style="list-style-type: none"> <li>1. Cleaning of Air-conditioning Units</li> <li>2. Mobile Phone Lines</li> <li>3. Supply and Delivery of Drinking Water</li> <li>4. Petroleum, Oil and Lubricants</li> <li>5. Subscription of the Helpdesk Ticketing Tool</li> </ol> </li> <li>• A Supplementary Bid Bulletin (SBB) shall be issued to change the salary reference from NCR Wage Order No. 20 to Latest PADPAO Rate.</li> <li>• The submission and opening of bids for the Project was rescheduled from November 12 to November 19, 2019</li> </ul>
<p><b>E. Post-qualification Report</b></p> <p><b>1. Supply, Delivery, Installation, Testing and Commissioning of IP-CCTV Surveillance System for the DBM Central Office</b></p>	<ul style="list-style-type: none"> <li>• After careful evaluation, validation, verification of the eligibility, technical and financial proposals of the bid, the TWG member-in-charge of the Project found that the submission of AIT Business Services Corp. failed the criteria for post-qualification for its failure to comply with decoding format H.265+ as specified in Section 4.1.7 of the Revised Annex A. Terms of Reference under the Revised Section VII. Technical Specifications of the Bidding Documents.</li> <li>• The BAC recommended the post-disqualification of AIT Business Services Corp. and instructed the TWG and the Secretariat to notify the said bidder in writing about its post-disqualification and the grounds for it.</li> <li>• The TWG shall conduct a post-qualification on the second Lowest Calculated Bidder, Infobahn Communications Inc. for the Project.</li> </ul>
<p><b>F. Pre-procurement Conference</b></p> <p><b>1. Petroleum, Oil and Lubricant (POL) Remaining Project 2019</b></p>	<ul style="list-style-type: none"> <li>• A Mandatory Review was conducted and the BAC shall execute a resolution to be signed the Head of the Procuring Entity stating that the bidder may opt to submit a Net Financial Contracting Capacity or a committed Line of Credit from a Universal or Commercial Bank pursuant to Section 23.1.vii of the 2016 Revised Implementing Rules and Regulations.</li> </ul>

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<p>2. POL Early Procurement Activity 2020</p>	<ul style="list-style-type: none"> <li>The process will be to proceed as per schedule.</li> </ul>

**IV. Adjournment**

There being no other matters to be discussed, the meeting was adjourned at 3:00 p.m.

Prepared by:

*Judith P. Hakim*  
**JUDITH P. HAKIM**  
 Secretariat

Noted by:

*Andrea Celene M. Magtalas*  
**ANDREA CELENE M. MAGTALAS**  
 Vice Chairperson