



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

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING**

October, 13 2020, 10:00 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 OIC Director Rowel Escalante Ms. Jean Teresita Importante Mr. Virgilio Umpacan, Jr.
End-User Representatives/ Provisional Member:	Mr. Henry Carandang Assistant Secretary Kim Robert De Leon
Technical Working Group:	Mr. Rainer Diaz Ms. Jeana Lyn Caceres Atty. Keith Francis Briones Ms. Darlene Reyes
Secretariat:	Ms. Joyce D. Labao Ms. Rhonna Regina Puno Ms. Abegail Igna
Prospective Consultant	Former Assistant Secretary Ms. Myrna S. Chua

**II. Call to Order**

The BAC Vice Chairperson called the meeting to order after determining that there is a quorum at 10:00 a.m.

The agenda for October 20, 2020 BAC Meeting is as follows:

<b>Agenda (Revised)</b>	
A.	Negotiation Meeting (Negotiated Procurement – Highly Technical Consultant)
1.	Engagement of a Project-Based Consultant for the Development of Standards and Guidelines on Organization and Staffing
B.	Post Qualification Report
1.	Subscription of FortiGate-VM Azure

C. Other Matters

1. Early Procurement Activities – Schedule
2. Survey Questionnaire for Mandatory Review – Presentation of Final Version
3. Government Procurement Reform Act Training – Updates
4. Response Letter of GPPB-TSO on the Procurement of Kyocera Toners under Direct Contracting
5. HRMD Procurement Projects

**III. Highlights of the Meeting**

Topics/Issues	Comments/Decisions/Instructions	
<p><b>A. Negotiation Meeting</b></p> <p>1. Engagement of a Project-Based Consultant for the Development of Standards and Guidelines on Organization and Staffing</p>	<p>- The BAC Secretariat presented a power point as a guide to the negotiation meeting. Following is the summary of the negotiation:</p>	
	<p>Legal Bases</p>	<p>- Section 53.7 of the 201 Revised Implementing Rules and Regulations of Republic Act No. 9184</p> <p>“53.7 Highly Technical Consultants. In the case of individual consultants hired to do work that is (i) highly technical or proprietary; (ii) primarily confidential or policy determining, where trust and confidence are the primary consideration for the hiring of the consultant; Provided, however, that the term of the individual consultants shall, at the most, be on a six month basis, renewable at the option of the appointing HoPE, but in no case shall exceed the term of the later.</p> <p>- Annex H (7) of the 2016 Revised Implementing Rules and Regulations.</p> <p>- Volume 4. Manual of Procedures for the Procurement of Consulting Services</p>
	<p>Procedure</p>	<p>The BAC shall undertake the negotiation with the individual consultant based on the Terms of Reference (TOR). Considering the nature of the consultancy work, the negotiations need not be elaborate. It is enough that the BAC validated that the individual consultant is legally,</p>

Topics/Issues	Comments/Decisions/Instructions	
		technically and financially capable to undertake and fulfill the consultancy work based on the TOR. (Annex H)
	<b>Negotiation Points</b>	
	<p>1. Discussion on the documentary requirements to be submitted by the consultant.</p>	<p>Pursuant to Annex “H” Appendix A of the 2016 Revised IRR of RA No. 9184</p> <ul style="list-style-type: none"> <li>- Mayor’s / Business permit/BIR Certification</li> <li>- Professional License/ Curriculum Vitae</li> <li>- PhilGEPS Registration Number</li> <li>- Asec. Chua reported that as regards to BIR Registration, the BIR required a copy of the contract to be able to complete the documentation for the BIR Registration.</li> <li>- The BAC required from the consultant the submission of the registration prior to the release of the first (milestone) payment.</li> </ul>
	<p>2. Discussion and clarification of the terms of reference and scope of services.</p> <p>3. Discussion and finalization of the methodology and work program.</p> <p>4. Discussion on the consultancy cost/ABC.</p>	<p>1. On the project objectives:</p> <ul style="list-style-type: none"> <li>- The BAC clarified what is the main purpose of the project?</li> <li>- As agreed by the EU and the consultant, the main, highly technical, service that DBM is requiring is the review, update, and enhancement of the Organization and Staffing guidelines and the eventual organization of all related documents in the form of a manual.</li> </ul> <p>2. On the coverage</p> <ul style="list-style-type: none"> <li>- The consultant narrated the scope of work specifically on the available/existing published materials.</li> </ul> <p>3. What is the expected deliverable for scope of work (c) are we expecting an amended guidelines or an omnibus circular?</p> <ul style="list-style-type: none"> <li>- A codified reference of all O&amp;S guidelines.</li> </ul> <p>4. As regards Joint Issuances</p> <ul style="list-style-type: none"> <li>- All O&amp;S guidelines issued by the DBM or jointly issued by other</li> </ul>

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		<p>oversight agency will be covered in the review process when applicable. The output would be a draft recommendation amending the joint issuance.</p> <p>5. On training</p> <ul style="list-style-type: none"> <li>- It was clarified by Asec. Kim De Leon that the intent is cascading covering the Organization and Systems Improvement (OSI) Group and the Regional Offices.</li> <li>- Further it was explained by the EU that the Administrative part of the training will be handled by the OPCCB and that what is part of the deliverables is the preparation of training design modules and materials such as power point deck and act as a resource person.</li> </ul> <p>6. On the schedule of payment</p> <ul style="list-style-type: none"> <li>- It was clarified that the acceptance of the deliverables will be from the Office of the Secretary</li> </ul> <p>7. On the date of submission of deliverables.</p> <ul style="list-style-type: none"> <li>- The second milestone shall be sixty (60) calendar days.</li> </ul> <p>8. The basis/component of the ABC are as follows:</p> <ul style="list-style-type: none"> <li>- the level of work which requires complexity and difficulty;</li> <li>- the consultancy is highly technical and policy determining;</li> <li>- the cost includes components such as communication and internet expenses, and other necessary expenses in order to deliver the requirements; and</li> <li>- Other necessary and related expenses.</li> <li>- The last basic salary of the consultant was also considered taking into consideration that the technical know-how is similar.</li> </ul>

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<b>B. Post Qualification Report</b>  1. Subscription of FortiGate-VM Azure		
	Name of Bidder	Accent Micro Technologies, Inc.
	Rank in the list of bids	Single Calculated Bid
	Period of Post Qualification	October 6-13, 2020
	Eligibility Documents	
	1. PhilGEPS Registration	Platinum Membership Valid until January 31, 2021
	2. Audited Financial Statement	Date of filing: June 19, 2019 Total Assets: P1,202,946,224.00 Total Liabilities: P733,587,916.00
	3. Mayor's Permit	Place of Issue: Pasig City Date of Issue: June 1, 2020 Valid until: December 31, 2020
	4. DTI/SEC Registration	Registration date: November 27, 1996 SEC Certificate No: A199610196
	5. Tax Clearance	Date of Issue: Ma2, 2020 Valid Until: May 28, 2021
	Technical Documents	
	6. Statement of all ongoing private and government contract	Complied Validated nineteen submitted contracts and found to be complying.
	7. Statement of Single Largest Completed Contract	Complied  Kinds of Goods: Subscription of Managed Services for DSWD Complete Suite of Primary ICT Security Devices  Amount of Contract: P37, 449,387.93  Client Name: DSWD

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		Date of Contract: April 30, 2019  Date of Delivery: June 7, 2019
	8. Bid Security	Complied  Submitted a notarized Performance Securing Declaration
	9. Compliance with Section VI Schedule of Requirements	Complied  Accent Micro Technologies, Inc. certified to comply and deliver all the requirements stated in Section VI. Schedule of Requirements
	10. Compliance with Section VII Technical Specification	Complied  Accent Micro Technologies, Inc. certified to comply and deliver all the requirements stated in Section VII Technical Specification (Revised)
	11. Certified Professionals	Complied  NSE4 Network Security Professional – Lemuelle Balatibat  NSE7 Network Security Professional – Arnie Baluyot  Cisco Certified Network Professional – Francisli P.Liles
	12. Omnibus Sworn Statement	Complied  Submitted a notarized Omnibus Sworn Statement
	13. Authority of the Signatory	Complied  Submitted a Secretary's Certificate authorizing the following individuals to represent and sign for an on behalf of Accent Micro Technology, Inc. :

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		Mr. Josefino M. Paloma , Mr. Christopher Garcia, and Mr. Stanley S. Uy										
	14. Net Financial Contracting Capacity	Complied NFCC = P4,713,743,524.22										
	Post Qualification Documents:											
	15. Income Tax Return	Complied										
	16. Business Tax Return	Complied Filed through the EFPS										
	17. Financial Proposal	P1,680,000.00 Within the ABC										
	<ul style="list-style-type: none"> <li>- The TWG in-charge recommended the submission of AMTI to be declared as post-qualified.</li> <li>- The BAC declared the submission of AMTI as post-qualified.</li> </ul>											
<p><b>C. Updates</b></p> <p><b>1. Early Procurement Activities Updates</b></p> <p><b>2. Questionnaire for Failed Bidding: Google Forms</b></p> <p><b>3. RA 9184 Training</b></p>	<ul style="list-style-type: none"> <li>- The BAC discussed proposed BAC meeting schedule to accommodate the procurement projects identified as part of the EPA.</li> <li>- The Secretariat presented the final version of the Google form based on the comments and suggestions of the BAC. The BAC approved the immediate use of the form.</li> </ul> <table border="1" data-bbox="660 1368 1439 2029"> <thead> <tr> <th data-bbox="660 1368 948 1406">Topic</th> <th data-bbox="948 1368 1439 1406">Discussion/Suggestions</th> </tr> </thead> <tbody> <tr> <td data-bbox="660 1406 948 1648">On the provision of Honoraria for the Resource Persons (RPs)</td> <td data-bbox="948 1406 1439 1648"> <ul style="list-style-type: none"> <li>- If RPs are DBM employees/officers, the facilitators shall prepare token of appreciation</li> <li>- If RPs are from other agency, the BAC shall recommend honoraria based on existing guidelines.</li> </ul> </td> </tr> <tr> <td data-bbox="660 1648 948 1753">Target Date</td> <td data-bbox="948 1648 1439 1753">- The target schedule for the training is on October 19-23, 2020.</td> </tr> <tr> <td data-bbox="660 1753 948 1859">Target Participants</td> <td data-bbox="948 1753 1439 1859">- The target participants are: BAC members, TWG, Secretariat and End-users.</td> </tr> <tr> <td data-bbox="660 1859 948 2029">Topics for the Training</td> <td data-bbox="948 1859 1439 2029"> <ul style="list-style-type: none"> <li>- General Provisions of RA 9184</li> <li>- Procurement Strategy, Planning, and Monitoring</li> <li>- Project Costing and Specification Writing</li> </ul> </td> </tr> </tbody> </table>		Topic	Discussion/Suggestions	On the provision of Honoraria for the Resource Persons (RPs)	<ul style="list-style-type: none"> <li>- If RPs are DBM employees/officers, the facilitators shall prepare token of appreciation</li> <li>- If RPs are from other agency, the BAC shall recommend honoraria based on existing guidelines.</li> </ul>	Target Date	- The target schedule for the training is on October 19-23, 2020.	Target Participants	- The target participants are: BAC members, TWG, Secretariat and End-users.	Topics for the Training	<ul style="list-style-type: none"> <li>- General Provisions of RA 9184</li> <li>- Procurement Strategy, Planning, and Monitoring</li> <li>- Project Costing and Specification Writing</li> </ul>
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<p><b>4. GPPB Advice on the Procurement of Kyocera Consumables under Direct Contracting</b></p> <p><b>5. HRMD Projects</b></p>	<ul style="list-style-type: none"> <li>- Standardized Bidding Procedures</li> <li>- Alternative Methods of Procurement</li> </ul>	
	<ul style="list-style-type: none"> <li>- The BAC Secretariat reported the reply of the GPPB-TSO regarding the procurement of Kyocera Consumables. The transcript of the reply is as follows:</li> </ul> <p>Query: (a) Can the agency still procure for the 4<sup>th</sup> quarter requirement under the same mode of procurement and line item in the Annual Procurement Plan (APP) considering the budget allocated for the project is for one (1) year. (b) What would be the method that is in accordance with the GPRA considering that said items are considered critical supplies.</p> <p>Reply of GPPB-TSO:  <i>“Yes. You can still use the same mode of procurement given that it was the previously approved mode as per the APP. The inclusion of such mode (direct contracting) in the APP presupposes that justification to use of said modality was already established as early as in the preparation of the Project Procurement Management Plans and that by approving the APP, the Head of Procuring Entity has effectively accepted the justification.</i></p> <p><i>In the event you still decide to use the same mode of procurement, you can attach the same justification used in your previous procured toners such as the certificate of sole distributorship or other similar documents to support the same.</i></p> <p><i>Should PE decide to use another mode of procurement which is deemed more applicable and advantageous to the government than the one previously approved, a BAC resolution is needed stating the changes accompanied by a document justifying the same.”</i></p> <ul style="list-style-type: none"> <li>- The BAC Secretariat recommended that the projects of AS-HRMD be merge into one (1) procurement project considering the nature and items to be procured which are: rings for DBM PRAISE and rings for Loyalty Awardees.</li> <li>- The BAC instructed the Secretariat and the TWG to discuss further the project with the end-users.</li> </ul>	



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<p><b>D. Other Matters</b></p> <p><b>1. Summary of BAC Action Items</b></p>	<b>Project</b>	<b>To-do</b>
	GPPB Training	Coordinate with GPPB on additional topic: 6 <sup>th</sup> Edition Bid Documents
	Procurement of Kyocera Consumables	Proceed with DC per advise of GPPB TSO
	Additional Network Components for BTMS Infrastructure - AVAYA CM8 Upgrade	Route MFS, BAC Resolution recommending the Award, Notice of O Award Prepare Contract & Letter transmitting the Contract
	Supply, Delivery, Installation, Configuration, Migration and Testing of the Additional Servers for BTMS Infrastructure	BAC Resolution, Notice to Proceed, Contract
	Questionnaire	Send final version to the BAC Chairperson for approval
	Engagement of a Project-Based Consultant for the Development of Standards and Guidelines on Organization and Staffing	Draft final TOR based on the Negotiation Meeting for review and approval of the Office of the Secretary
	Subscription of FortiGate-VM for AZURE	Prepare Memorandum For the Secretary, BAC Resolution recommending the Award, Notice of Award, and Contract
	Support and Maintenance Services for BTMS Equipment and Licenses	Bid Documents for Posting
	Early Procurement Projects	Prepare Bid Documents based on the agreed schedule
Oct 20 Agenda Items	<p><b>Pre Procurement</b></p> <ul style="list-style-type: none"> <li>• Competency Assessment</li> <li>• Administration of Psychometric Exams</li> <li>• Courier Services</li> <li>• BTMS Equipment and Licenses</li> </ul>	

Topics/Issues	Comments/Decisions/Instructions	
		<b>Submission and Opening of Bids</b> <ul style="list-style-type: none"> <li>• Floor Tiles</li> </ul> <b>Pre-bid Conference</b> <ul style="list-style-type: none"> <li>• Aircon</li> </ul> <b>Updates</b> HRMD Projects
	Additional Network Components for BTMS Infrastructure - AVAYA CM8 Upgrade	Release NOA, Contract, Letter

**IV. Adjournment**

There being no other matters to be discussed, the meeting was adjourned at 3:30 p.m.

Prepared by:

Noted by:

**Joyce D. Labao**  
 Secretariat

**Director ANDREA CELENE MAGTALAS**  
 Vice-Chairperson