



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

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING**

October 21, 2020, 1:30 p.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 Excalante  
Ms. Jean Teresita Importante  
Mr. Virgilio Umpacan, Jr.

End-User Representatives/  
Provisional Member: Dir. Thea Marie Corinne F. Palarca  
Ms. Lourdes Bayaton-Monte  
Ms. Marissa Santos  
Ms. Sheryll Grace Aromin

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

Secretariat: Ms. Rhonna Regina Puno  
Ms. Abegail Igna

**Call to Order**

The BAC Vice Chairperson called the meeting to order after determining that there is a quorum at 1:30 p.m.

The agenda for October 21, 2020 BAC Meeting is as follows:

<b>Agenda</b>	
1. Pre Procurement	
1. Administration of Psychometric Exams for the DBM Applicants and Employees	
2. Courier Services	
3. BTMS Equipment and Licenses	
2. Other Matters	

**II. Highlights of the Meeting**

Topics/Issues	Comments/Decisions/Instructions														
<p><b>A. Pre Procurement Conference</b></p> <p>1. Administration of Psychometric Exams for the DBM Applicants and Employees</p>	<ul style="list-style-type: none"> <li>- The Secretariat provided a brief background of the project.</li> <li>- The TWG in-charge discussed the objectives of the pre-procurement conference as follows:               <ol style="list-style-type: none"> <li>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</li> <li>2. Request for the approval of the bidding documents.</li> </ol> </li> <li>- Below is the summary of the points discussed and decisions taken:</li> </ul> <table border="1" data-bbox="651 810 1428 2020"> <thead> <tr> <th data-bbox="655 810 901 846">Topic</th> <th data-bbox="901 810 1423 846">Discussion</th> </tr> </thead> <tbody> <tr> <td data-bbox="655 846 901 913">Project Title</td> <td data-bbox="901 846 1423 913">Administration of Psychometric Exams fir DBM Applicants and Employees</td> </tr> <tr> <td data-bbox="655 913 901 949">Project No.</td> <td data-bbox="901 913 1423 949">DBM-2021-02</td> </tr> <tr> <td data-bbox="655 949 901 1016">Funding Source</td> <td data-bbox="901 949 1423 1016">Early Procurement FY 2021 National Expenditure Program</td> </tr> <tr> <td data-bbox="655 1016 901 1052">Invitation to Bid</td> <td data-bbox="901 1016 1423 1052"></td> </tr> <tr> <td data-bbox="655 1052 901 1160">ABC</td> <td data-bbox="901 1052 1423 1160">P1,198,733.33 Based on market research and the indicative numbers</td> </tr> <tr> <td data-bbox="655 1160 901 2020">Bid Data Sheet</td> <td data-bbox="901 1160 1423 2020"> <p><u>ITB Clause 5.3</u> Contract Similar to the Project shall refer to:</p> <ol style="list-style-type: none"> <li>a. Refer to the administration of psychometric exams to applicants (administrative/technical) and employees (supervisory/managerial)</li> </ol> <p>Notes: <i>“Refer to the administration of psychometric exams for entry level, non-entry level, and supervisory level.”</i></p> <ol style="list-style-type: none"> <li>b. Have been completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ol> <p><u>Section 14.1</u> The Bid security shall be in the form of any of the following:</p> <ol style="list-style-type: none"> <li>a. Bid securing declaration; or</li> <li>b. Cash/Cashier’s/Manager’s Check/Bank draft or guarantee or irrevocable letter of credit in the amount of P23,974.67;</li> </ol> </td> </tr> </tbody> </table>	Topic	Discussion	Project Title	Administration of Psychometric Exams fir DBM Applicants and Employees	Project No.	DBM-2021-02	Funding Source	Early Procurement FY 2021 National Expenditure Program	Invitation to Bid		ABC	P1,198,733.33 Based on market research and the indicative numbers	Bid Data Sheet	<p><u>ITB Clause 5.3</u> Contract Similar to the Project shall refer to:</p> <ol style="list-style-type: none"> <li>a. Refer to the administration of psychometric exams to applicants (administrative/technical) and employees (supervisory/managerial)</li> </ol> <p>Notes: <i>“Refer to the administration of psychometric exams for entry level, non-entry level, and supervisory level.”</i></p> <ol style="list-style-type: none"> <li>b. Have been completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ol> <p><u>Section 14.1</u> The Bid security shall be in the form of any of the following:</p> <ol style="list-style-type: none"> <li>a. Bid securing declaration; or</li> <li>b. Cash/Cashier’s/Manager’s Check/Bank draft or guarantee or irrevocable letter of credit in the amount of P23,974.67;</li> </ol>
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Topics/Issues	Comments/Decisions/Instructions							
2. Courier Services		c. Surety Bond in the amount of P59,936.67.						
	General Conditions of the Contract/ Special Conditions of the Contract	No changes.						
	Schedule of Requirements	Description	Delivery Date					
		Administration of paper and pencil/online Psychometric Examination	Within three calendar days or as agreed upon from receipt of letter-request/online endorsement from the AS Director					
		Provision of test result	Within three (3) working days from the conduct of examinations					
	Technical Specification	Notes: <ul style="list-style-type: none"> <li>- “Indicative numbers are for bidding purposes only. The end-user may increase or decrease the required quantities for any reason, and in such event, there shall be a corresponding downward or upward adjustment in the consideration in such sum as may be agreed upon by the parties provided that the resulting cost of said increase or decrease shall not exceed the Contract Price.”</li> <li>- (Actual costs and actual number but not more than the contract price)</li> </ul>						
	Sealing of Bids	Each bidder shall submit one copy of the first and second component of its Bid.						
	Bid Form	As it is and refer to the price schedules.						
	<ul style="list-style-type: none"> <li>- The BAC acknowledged Ms. Jeana Caceres, the TWG in-charge of the project.</li> <li>- Following is a summary of the discussion:</li> </ul>							
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<p>3. BTMS Equipment and Licenses</p>	Funding Source	Multi-Year Contractual Authority No. MYCA-BMB-C-19-0000005											
	ABC	P7,000,000.00											
	Bid Data Sheet	ITB Clause No. 5.3 Contract similar to the Project shall: a) Refer to International and Nationwide Courier Service Delivery; and b) Have been completed within two (2) years prior to the deadline for the submission and receipt of bids.											
	Schedule of Requirements and Technical Specification	Notes: 1. Pick up time is still 5 p.m. 2. On top of the regular services and in case of urgent deliveries as notified by the end-user, the Contractor must ensure the timely provision of courier services.											
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<p>- <b>Other Matters</b></p> <p><b>1. Summary of BAC Action Items</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="667 1753 916 1792">Project</th> <th data-bbox="916 1753 1439 1792">To-do</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 1792 916 1962">Administration of Psychometric Exams for the DBM Applicants and Employees</td> <td data-bbox="916 1792 1439 1962">Bid Documents for Posting -5.3, tech specs, SLCC, price schedule/ bid form, bank guaranty form, contract, remove unused form, "or in the price schedule"</td> </tr> <tr> <td data-bbox="667 1962 916 2063">Courier Services</td> <td data-bbox="916 1962 1439 2063">Bid Documents for Posting -SLCC, motor vehicle, remove unused form, "or in the price schedule"</td> </tr> </tbody> </table>		Project	To-do	Administration of Psychometric Exams for the DBM Applicants and Employees	Bid Documents for Posting -5.3, tech specs, SLCC, price schedule/ bid form, bank guaranty form, contract, remove unused form, "or in the price schedule"	Courier Services	Bid Documents for Posting -SLCC, motor vehicle, remove unused form, "or in the price schedule"					
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Topics/Issues	Comments/Decisions/Instructions	
	Maintenance and Support for BTMS Equipment and Licenses	Bid Documents for Posting -“per” day, pd 1445, breakdown of prices in bid form
	Kyocera DC	Schedule for Negotiation; Prepare for Negotiation Points.

**III. Adjournment**

There being no other matters to be discussed, the meeting was adjourned at 4:30 p.m.

Prepared by:

Noted by:

**Joyce D. Labao**  
Secretariat

**Director ANDREA CELENE MAGTALAS**  
Vice-Chairperson