



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

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING**

October 22, 2019, 9:00 a.m.

Bids and Awards Committee Conference Room

**I. Attendance**

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

Members: OIC-Dir. Rowel D. Escalante, Corporate Planning and Management Service  
OIC-Adir. Rosemarie Pagala, Legal Service  
Mr. Virgilio Umpacan, Jr. – B.U.D.G.E.T. Representative

Technical Working Group: Atty. Keith Francis Briones  
(TWG) Mr. Rainier Diaz  
Mr. George Sotelo  
Ms. Jeana Lyn Caceres  
Ms. Jimmae Ma. Janina Papa

Secretariat: Ms. Joyce Labao  
Ms. Rhonna Regina Puno  
Ms. Judith Hakim  
Ms. Abegail Igna

End-User Representatives: Director Thea Marie Corinne Palarca, Administrative Services (AS)  
Ms. Donna de Ocampo, AS-General Services Division (AS-GSD)  
Mr. Henry Carandang, ICTSS  
Ms. Socorro Ventura, AS-Central Records Division (CRD)  
Mr. Norman Aboy, AS-CRD

Bidder Representatives: **Supply, Delivery, Installation, Testing and Commissioning of Structured Cabling with Wired and Wireless Network Solution, Public Address System and IP-CCTV for the DBM Arcache Building**

Unicenter Communications  
Infobahn Communications Inc.  
AIT Business Services Corp.

**Subscription of CISCO Equipment Licenses and Support Services**

Unicenter Communications  
 Infobahn Communications Inc.  
 AIT Business Services Corp.  
 Trends

**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 Magtalas, Bids and Awards Committee (BAC) Vice Chairperson.

**III. Highlights of the Meeting**

<b>Topics/Issues</b>	<b>Comments/Decisions/Instructions</b>
<p><b>A. Pre-bid Conference</b></p> <p><b>1. Subscription of CISCO Equipment Licenses and Support Services</b></p>	<ul style="list-style-type: none"> <li>• Four (4) prospective bidders attended the Pre-bid Conference, namely;               <ol style="list-style-type: none"> <li>1. Unicenter Communications</li> <li>2. Infobahn Communications Inc.</li> <li>3. AIT Business Services Corp.</li> <li>4. Trends</li> </ol> </li> <li>• Mr. George Sotelo, the TWG member-in-charge presented the technical and financial requirements of the Project, with emphasis on the common reasons for disqualification.</li> <li>• The prospective bidders raised the following questions and concerns on the Technical Specifications;               <ol style="list-style-type: none"> <li>1. The Contractor shall provide licenses and support services for the listed Cisco equipment within seven (7) calendar days from the receipt of Notice to Proceed. Instead of 7 calendar days, the prospective bidders requested to extend it to 14 calendar days.</li> <li>2. The Contractor shall resolve every problem on all Cisco equipment and its components within 4 hours after it was reported during the subscription period. One bidder suggested to use the term "restore" instead of "resolve."</li> <li>3. A prospective bidder asked to increase the response period of 'within 4 hours' considering the traffic situation and travel time in Manila.</li> </ol> </li> </ul>

Topics/Issues	Comments/Decisions/Instructions
	<p>4. The prospective bidders also inquired if it is possible to modify the conduct of monthly preventive maintenance/health check-up into quarterly.</p> <ul style="list-style-type: none"> <li>• The end-user will discuss the suggestions and comments from the bidders for consideration and if warranted, a Supplemental Bid Bulletin shall be issued regarding any revision on the Schedule of Requirements and Technical Specifications.</li> </ul>
<p><b>B. Submission and Opening of Bids</b></p>	<ul style="list-style-type: none"> <li>• Three (3) bidders submitted their bids before the 9:30 a.m. deadline, namely;             <ol style="list-style-type: none"> <li>1. Unicenter Communications</li> <li>2. Infobahn Communications Inc.</li> <li>3. AIT Business Services Corp.</li> </ol> </li> <li>• After preliminary examination of the bids, the BAC, using non-discretionary "pass/fail" criteria, determined the following:             <ol style="list-style-type: none"> <li>1. The submission of Unicenter Communications as "failed" for its failure to submit proof of completion on the Single Largest Completed Contract in the form of Official Receipt of the bidder covering the full amount of the contract or Certificate of Final Acceptance.</li> <li>2. The submission of Infobahn Communications Inc. as "passed" for complying with all the eligibility and technical requirements as stated in the Bidding Documents.</li> <li>3. The submission of AIT Business Services Corp. as "passed" for complying with all the eligibility and technical requirements as stated in the Bidding Documents.</li> </ol> </li> <li>• Two (2) bidders declared as "passed" were ranked according to their bid submission after evaluation of the financial proposals:             <ol style="list-style-type: none"> <li>1. Infobahn Communications - P 25,988,000.00</li> <li>2. AIT Business Services Corp.- 26,488,000.00</li> </ol> </li> <li>• The BAC declared the submission of Infobahn Communications Inc. as the Lowest Calculated Bid in the amount of Twenty Five Million Nine Hundred Eighty Eight Thousand Pesos (P 25,988,000.00) subject to post-qualification.</li> </ul>

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<p><b>C. Pre-procurement Conference</b></p> <p><b>Early Procurement Activity (EPA) for FY 2020 Projects</b></p>	<ul style="list-style-type: none"> <li>The TWG member-in-charge presented the Technical specifications and Financial requirements for the Bid Documents of their respective assigned Project for review and discussion:</li> </ul> <table border="1" data-bbox="727 478 1434 1428"> <thead> <tr> <th data-bbox="727 478 1050 602">Early Procurement Activity for FY 2020 Projects</th> <th data-bbox="1050 478 1434 602"></th> </tr> </thead> <tbody> <tr> <td data-bbox="727 602 1050 814"> <b>Mobile Phone Lines for the DBM Officials and other authorized Personnel</b>  Miss. Jeana Lyn Caceres </td> <td data-bbox="1050 602 1434 814"> With approved Multi-Year Contractual Authority  CY 2020 – P 2,200,000.00 CY 2021 - 2.200,000.00 </td> </tr> <tr> <td data-bbox="727 814 1050 1026"> <b>Courier Service for the DBM Central Office</b>  Miss Jeana Lyn Caceres </td> <td data-bbox="1050 814 1434 1026"> With approved Multi-Year Contractual Authority  CY 2020 - P 3,500,000.00 CY 2021 - 3,500,000.00 CY 2022 - 3,500,000.00 </td> </tr> <tr> <td data-bbox="727 1026 1050 1214"> <b>Subscription of Freshdesk Ticketing Tool</b>  Mr. Rainier Diaz </td> <td data-bbox="1050 1026 1434 1214"> Estimated Budget: P 1,039,000.00 </td> </tr> <tr> <td data-bbox="727 1214 1050 1428"> <b>Subscription of Google Suite (eMail Communication Service)</b>  Mr. Rainier Diaz </td> <td data-bbox="1050 1214 1434 1428"> Estimated Budget: P 4,488,000.00 </td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>After the review of the Terms of Reference of the projects, the BAC instructed the BAC Secretariat and the TWG for the posting of the abovementioned projects.</li> </ul>	Early Procurement Activity for FY 2020 Projects		<b>Mobile Phone Lines for the DBM Officials and other authorized Personnel</b>  Miss. Jeana Lyn Caceres	With approved Multi-Year Contractual Authority  CY 2020 – P 2,200,000.00 CY 2021 - 2.200,000.00	<b>Courier Service for the DBM Central Office</b>  Miss Jeana Lyn Caceres	With approved Multi-Year Contractual Authority  CY 2020 - P 3,500,000.00 CY 2021 - 3,500,000.00 CY 2022 - 3,500,000.00	<b>Subscription of Freshdesk Ticketing Tool</b>  Mr. Rainier Diaz	Estimated Budget: P 1,039,000.00	<b>Subscription of Google Suite (eMail Communication Service)</b>  Mr. Rainier Diaz	Estimated Budget: P 4,488,000.00
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<p><b>D. Other Matters</b></p> <p><b>1. Inclusion in the Supplementary Annual Procurement Plan (SAPP)</b></p>	<ul style="list-style-type: none"> <li>Inclusion in the SAPP No. 24 <ol style="list-style-type: none"> <li>Audio-Video Production for the Development of Audio-Video Production for the Public Financial Management Program – Approved Budget for the Contract (ABC) P 800,000.00</li> </ol> </li> </ul>										

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	<ol style="list-style-type: none"> <li data-bbox="751 235 1445 388">2. Consultancy Services for Independent Functional and Technical Infrastructure Quality Assurance Services for the System Integration and Stabilization of the Budget and Treasury Management System (BTMS) – (ABC) P 20,500,000.00</li> <li data-bbox="751 421 1445 482">3. Supply of Fuel Products for the Official Vehicles of DBM Central and Regional Offices – (ABC) P 850,000.00</li> <li data-bbox="751 515 1445 602">4. Lease of Venue for the Conduct of PRIME Officers and Executive Assistants Training-Workshop – (ABC) P 780,000.00</li> </ol>

**IV. Adjournment**

There being no other matters to be discussed, the meeting was adjourned at 2:00 p.m.

Prepared by:

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

Noted by:

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