



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

**BIDS AND AWARDS COMMITTEE**

**Special BAC Meeting**  
**MINUTES OF MEETING**

September 25, 2020, 10:00 a.m.

Bids and Awards Committee Conference Room

Or via online <https://meet.google.com/jnv-qhfc-pwa>

**I. Attendance**

Chairperson Undersecretary Janet B. Abuel  
Vice-Chairperson: Director Andrea Celene Magtalas

Members: OIC-Director Rowel D. Escalante  
OIC-Assistant Director Rosemarie Pagala  
Mr. Virgilio Umpacan, Jr.

End-User Representatives: Director Thea Marie Corinne F. Palarca  
Atty. Juan Emmanuel Reyes  
Mr. David Mateo  
Ms. Judith Hakim  
Mr. Amiel Del Rosario  
Mr. Henry Carandang

Technical Working Group: Mr. Rainier Diaz  
Ms. Janina Papa  
Ms. Darlene Reyes  
Ms. Jeramie Ardi Simbre

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

**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 September 25, 2020 BAC Meeting is as follows:

<b>Agenda</b>
A. Early Procurement Activities – Finance Service Endorsed Project Procurement Management Plan (PPMP)
B. Mandatory Review Questionnaire – Google Format
C. Government Procurement Reform Act Training – Updates
D. Other Matters/Update

**III. Highlights of the Meeting**

Topics/Issues	Comments/Decisions/Instructions																						
<p><b>A. CONSOLIDATING THE PPMP AS ENDORSED BY THE FINANCE SERVICE (FS) INTO THE CY 2021 INDICATIVE ANNUAL PROCUREMENT PLAN (APP)</b></p>	<ul style="list-style-type: none"> <li>- The BAC Secretariat presented the consolidated PPMPs as endorsed by the Finance Service.</li> <li>- The following are the comments and suggestions of the BAC:</li> </ul>																						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="646 436 933 470">Item</th> <th data-bbox="933 436 1436 470">Recommendations/Suggestions</th> </tr> </thead> <tbody> <tr> <td data-bbox="646 470 933 604">On the accountable forms</td> <td data-bbox="933 470 1436 604">One (1) line item for all accountable forms that requires security features.</td> </tr> <tr> <td data-bbox="646 604 933 907">On the Courier Services</td> <td data-bbox="933 604 1436 907">MYCA was issued on CY 2019 for FYs 2020-2022; However, since the procurement for Courier Services failed in CY 2020, the instruction of the BAC is that for the Administrative Service to secure a formal opinion from the BMB-C or the FS if MYCA is still valid.</td> </tr> <tr> <td data-bbox="646 907 933 1086">On printing of publication materials; handbook; brochures; etc.</td> <td data-bbox="933 907 1436 1086">Lump into one procurement project with several lots.</td> </tr> <tr> <td data-bbox="646 1086 933 1198">Subscription of Newspapers and Magazines</td> <td data-bbox="933 1086 1436 1198">One line item, with two (2) lots. Lot 1: newspaper; and Lot 2: magazine</td> </tr> <tr> <td data-bbox="646 1198 933 1232">Lease of Venue</td> <td data-bbox="933 1198 1436 1232">Maintain in the Indicative APP</td> </tr> <tr> <td data-bbox="646 1232 933 1366">Legal Service (LS) Reference Materials and Purchase of Books</td> <td data-bbox="933 1232 1436 1366">The recommended mode of procurement is Direct Contracting considering that the vendor is the exclusive distributor.</td> </tr> <tr> <td data-bbox="646 1366 933 1500">Computer Accessories and Peripherals</td> <td data-bbox="933 1366 1436 1500">The budget is lodged under Administrative Service but the technical specification will come from the ICTSS.</td> </tr> <tr> <td data-bbox="646 1500 933 1680">Laptops, and Desktops</td> <td data-bbox="933 1500 1436 1680">There will be no more procurement for desktops. All employees will be using laptop, in accordance with the policy issued by the Internal Management Group.</td> </tr> <tr> <td data-bbox="646 1680 933 1814">Printers</td> <td data-bbox="933 1680 1436 1814">The Vice Chairperson reminded the EU that the quantity to be purchased should be in accordance with the Department Order.</td> </tr> <tr> <td data-bbox="646 1814 933 1986">PFMCP</td> <td data-bbox="933 1814 1436 1986">The EU should be able to consider the sustainability, modality, and Term of Reference should be clear.</td> </tr> </tbody> </table>	Item	Recommendations/Suggestions	On the accountable forms	One (1) line item for all accountable forms that requires security features.	On the Courier Services	MYCA was issued on CY 2019 for FYs 2020-2022; However, since the procurement for Courier Services failed in CY 2020, the instruction of the BAC is that for the Administrative Service to secure a formal opinion from the BMB-C or the FS if MYCA is still valid.	On printing of publication materials; handbook; brochures; etc.	Lump into one procurement project with several lots.	Subscription of Newspapers and Magazines	One line item, with two (2) lots. Lot 1: newspaper; and Lot 2: magazine	Lease of Venue	Maintain in the Indicative APP	Legal Service (LS) Reference Materials and Purchase of Books	The recommended mode of procurement is Direct Contracting considering that the vendor is the exclusive distributor.	Computer Accessories and Peripherals	The budget is lodged under Administrative Service but the technical specification will come from the ICTSS.	Laptops, and Desktops	There will be no more procurement for desktops. All employees will be using laptop, in accordance with the policy issued by the Internal Management Group.	Printers	The Vice Chairperson reminded the EU that the quantity to be purchased should be in accordance with the Department Order.	PFMCP	The EU should be able to consider the sustainability, modality, and Term of Reference should be clear.
	Item	Recommendations/Suggestions																					
	On the accountable forms	One (1) line item for all accountable forms that requires security features.																					
	On the Courier Services	MYCA was issued on CY 2019 for FYs 2020-2022; However, since the procurement for Courier Services failed in CY 2020, the instruction of the BAC is that for the Administrative Service to secure a formal opinion from the BMB-C or the FS if MYCA is still valid.																					
	On printing of publication materials; handbook; brochures; etc.	Lump into one procurement project with several lots.																					
	Subscription of Newspapers and Magazines	One line item, with two (2) lots. Lot 1: newspaper; and Lot 2: magazine																					
	Lease of Venue	Maintain in the Indicative APP																					
	Legal Service (LS) Reference Materials and Purchase of Books	The recommended mode of procurement is Direct Contracting considering that the vendor is the exclusive distributor.																					
	Computer Accessories and Peripherals	The budget is lodged under Administrative Service but the technical specification will come from the ICTSS.																					
	Laptops, and Desktops	There will be no more procurement for desktops. All employees will be using laptop, in accordance with the policy issued by the Internal Management Group.																					
	Printers	The Vice Chairperson reminded the EU that the quantity to be purchased should be in accordance with the Department Order.																					
PFMCP	The EU should be able to consider the sustainability, modality, and Term of Reference should be clear.																						

Topics/Issues	Comments/Decisions/Instructions	
B. Summary of BAC Action Items	Project	To Do
	1. CY 2021 Indicative APP	<p>The Secretariat shall forward the final/clean version to the members by Monday, September 28, 2020 for review. The signed copy shall be forwarded to the Chairperson for signature afternoon of the same day.</p> <p>PMPPs not received on September 28, 2020 and/or without the endorsement of the FS will not be included in the Indicative APP.</p>
	2. Mandatory Review Questionnaire – Google Format 3. Government Procurement Reform Act Training – Updates	<p>These topics will be included under “Other Matters” next BAC Meeting.</p>

**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