



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

BIDS AND AWARDS COMMITTEE

MINUTES OF MEETING

November 05, 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: Ms. Eden Pangilinan, Finance 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
Ms. Jeana Lyn Caceres
Ms. Jeramie Ardi Simbre
Ms. Darlene Reyes
Mr. George Sotelo
Ms. Jhoana Marie E. Rull
Ms. Jimmae Ma. Janina Papa

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

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

Observers: Mr. Jayvee Montecer, DBM-Commission on Audit

Bidder Representatives:

Subscription of CISCO Equipment Licenses and Support Services

Trends & Technology Inc.

Mobile Phone Lines

Smart

Provision of Courier Services

LIBCAP Super Express
2GO Express Inc.
Premier Logistics
LBC
RAF International

Subscription of Freshdesk Ticketing Tool

IT Group

**Subscription of Google Suite Suite
(eMail Communication Service)**

IPC
My Busybee 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 Magtalas, Bids and Awards Committee (BAC) Vice Chairperson.

III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions
A. Submission and Opening of Bids 1. Subscription of CISCO Equipment Licenses and Support Services	<ul style="list-style-type: none">• Only one (1) bidder, Trends & Technology Inc., submitted their bid before the 9:00 a.m. deadline.• After preliminary examination of the bid, the BAC, using non-discretionary "pass/fail" criteria, determined the submission of Trends & Technology Inc. as "passed" for complying with all the eligibility and technical requirements as stated in the Bidding Documents.

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<p data-bbox="296 972 604 1062">3. Subscription of Freshdesk Ticketing Tool</p> <p data-bbox="296 1377 632 1496">4. Subscription of Google Suite (eMail Communication Service)</p>	<ol style="list-style-type: none"> <li data-bbox="751 206 1442 353">3. List of Out of Delivery Areas (ODA) will be provided during project implementation by the winning bidder. This will enable the end-user to immediately determine which areas are considered ODA and make adjustments accordingly. <li data-bbox="751 390 1442 448">4. Prospective bidders asked if clear pouch packaging can be modified to plastic pouch. <li data-bbox="751 485 1442 664">5. Prospective bidder inquired if the Performance Security, particularly the Surety Bond, can be paid on a yearly basis and not for the whole duration of the contract of three (3) years. The BAC replied that it is required by law that it will be based on the whole multi-year contract price. <li data-bbox="751 700 1442 789">6. Provision of one (1) unit of motor vehicle on top of the van. The end-user explained that this is for delivery of rush items and is required on as-need basis. <ul style="list-style-type: none"> <li data-bbox="703 825 1442 914">• A Supplemental Bid Bulletin shall be issued should any revision on the Schedule of Requirements and Technical Specifications is warranted. <li data-bbox="703 978 1442 1037">• Only one (1) prospective bidder, IT Group, attended the pre-bid conference. <li data-bbox="703 1073 1442 1194">• Mr. Rainier Diaz, the TWG member-in-charge, presented the technical and financial requirements of the Project, with emphasis on the specification, schedule and common reasons for disqualification. <li data-bbox="703 1231 1442 1319">• A Supplemental Bid Bulletin shall be issued should any revision on the Schedule of Requirements and Technical Specifications is warranted. <ul style="list-style-type: none"> <li data-bbox="703 1384 1442 1442">• Two (2) prospective bidders, attended the pre-bid conference, namely; <ol style="list-style-type: none"> <li data-bbox="751 1479 836 1507">1. IPC <li data-bbox="751 1511 983 1539">2. My Busybee Inc. <li data-bbox="703 1569 1442 1690">• Mr. Rainier Diaz, the TWG member-in-charge, presented the technical and financial requirements of the Project, with emphasis on the specification, schedule and common reasons for disqualification. <li data-bbox="703 1726 1442 1815">• A Supplemental Bid Bulletin shall be issued should any revision on the Schedule of Requirements and Technical Specifications is warranted.

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<p>C. Post-qualification Report</p> <p>1. Supply, Delivery, Installation, Testing and Commissioning of IP-CCTV Surveillance System for the DBM Central Office</p>	<ul style="list-style-type: none"> • The TWG member-in-charge of the Project, reported the diligent efforts undertaken to render careful evaluation, validation and verification of the eligibility, technical and financial proposals of the bid, and found that submission of AIT Business Services Corp. failed the criteria for post qualification. • The BAC instructed the BAC Secretariat and the TWG to notify bidder in writing about its post-disqualification and the grounds for it. • Further, the BAC instructed the TWG to proceed in the verification of the submitted documents and report to BAC for action.
<p>D. Pre-procurement Conference</p> <p>1. DBM Data Center Refresh & Support System (2019 Project)</p>	<ul style="list-style-type: none"> • The TWG member-in-charge presented the Technical specifications and Financial requirements for the Bid Documents of the Project for review and discussion. • The BAC recommended to consult with end-user if they would change equipment that is considered harmful for the health and the environment.
<p>E. Other Matters</p> <p>1. Request for Reconsideration</p>	<ul style="list-style-type: none"> • Berkman System Inc (BSI), a bidder for the Project, Consultancy Services for the Environmental Compliance of the Department, made Request for Reconsideration after their submission was deemed “ineligible” for shortlisting during the opening of bids last October 25, 2019. • The BAC Secretariat acknowledged their letter with pending reply until appropriate action is discussed at the BAC meeting. • After reviewing the merits of the Request for Reconsideration, the BAC shall undertake the following: <ol style="list-style-type: none"> 1. Execute a BAC Resolution on the matter. 2. Write the two (2) bidders; (i) Berkman Systems Inc. and (ii) Outsourced Urban Planner and Management Consultancy Services regarding the matter

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<p data-bbox="300 362 612 482">2. Inclusion in the Supplementary Annual Procurement Plan (SAPP)</p> <p data-bbox="300 612 580 668">3. Petroleum, Oil and Lubricant</p>	<p data-bbox="748 211 1442 297">3. Invite the bidders to the scheduled BAC Meeting on November 8 to be able to proceed with the opening of the submitted documents.</p> <ul style="list-style-type: none"> <li data-bbox="703 362 1082 394">• Inclusion in the SAPP No. 27 <ol style="list-style-type: none"> <li data-bbox="748 426 1414 459">1. Printing of the DBM Code of Conduct (P 250,000.00) <li data-bbox="748 491 1382 547">2. Supply and Delivery of Bronze DBM Service Rings (P 10,000.00) <ul style="list-style-type: none"> <li data-bbox="703 612 1442 698">• The BAC inquired about the status of Petroleum, Oil and Lubricant as Remaining Procurement Project for 2019 and as Early Procurement Activity for 2020. <li data-bbox="703 741 1442 827">• The end-user said one option is to extend the existing contract until 11th of January 2020 and shall submit a letter requesting for extension. <li data-bbox="703 871 1442 957">• As one of the Remaining Procurement Project 2019, the end-user is tasked to make a final recommendation based on the timeline.

IV. Adjournment

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

Prepared by:

Noted by:

Judith P. Hakim
JUDITH P. HAKIM
 Secretariat

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