



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

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING**

November 17, 2020, 9:30 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  
Mr. Virgilio Umpacan, Jr.

End-User Representatives/  
Provisional Member: Ms. Marissa Santos, (for the project "Courier Services")  
Ms. Lolita Matias, (for the project "Online Competency  
Assessment")  
Dir. Thea Marie Corinne F. Palarca  
Ms. Jeramie Simbre  
Mr. Luis Indefonso

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

Bidders Present: For the Project:  
Online Competency Assessment  
1. Ms. Mary Joy Manalo People Dynamics Inc. (PDI)  
2. Ms. Bianca Gaela PDI

Maintenance and Support Services for Budget and Treasury  
Management System (BTMS) Equipment and Licenses  
1. Michael Valention, Micro-D International, Inc. (MDI)  
2. Gerry Baquiran, Trends and Technologies and Technologies,  
Inc. (Trends)

Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service and Budget and Management Bureau-B Offices

1. Erwin Buenaventura, MMEEN Construction
2. Karen Pagkatipunan, Interworld Enterprises
3. Rogelio Maniquiz, LPNA Construction

On-line Competency Assessment of DBM Employees

1. Mr. Ralph Tupaz, Sycip, Gorres, and Velayo and Co.(SGV)
2. Ms. Mary Joy Manalo and Ms. Bianca Gaela, People Dynamics Inc.
3. Ms. Elaine, My Busy Bee Inc.

Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Building

1. Representative from Rose Aire Enterprise Inc.
2. Representative from EM Refrigeration and Air Conditioning Services

## II. Call to Order

The BAC Chairperson called the meeting to order after determining that there is a quorum at 9:30 a.m.

The agenda for November 17, 2020 BAC Meeting is as follows:

<b>Agenda</b>	
A. Submission and Opening of Bids	<ol style="list-style-type: none"><li>1. Courier Services (EPA)</li><li>2. Online Competency Assessment of DBM Employees, Early Procurement Activity (EPA)</li><li>3. Administration of Psychometric Exams for DBM Applicants and Employees (EPA)</li><li>4. Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses</li><li>5. Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service and Budget and Management Bureau-B Offices Lot 1 Lot 2</li></ol>
B. Pre-bid Conference	<ol style="list-style-type: none"><li>1. Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Building (1:30 p.m.) (Atty. Keith)</li></ol>
C. Other Matters	<ol style="list-style-type: none"><li>1. AS-GSD to present study on Colored Printers</li></ol>

### III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions																
<p><b>A. Submission and Opening of Bids</b></p> <p>1. Courier Services</p> <p>2. Administration of Psychometric Exams</p>	<ul style="list-style-type: none"> <li>- The BAC Secretariat provided a brief background of the project. It was also reported that there were no bidders present and no one purchased bid documents.</li> <li>- The BAC Chairperson inquired why there were no bidders despite the presence of bidders during the pre-bid conference.</li> <li>- The BAC TWG responded that the bidder who attended the pre-bid may have difficulty complying to the Single Largest Completed Contract since its main business is hauling and trucking.</li> <li>- The BAC instructed the end-users and the TWG in-charge to conduct a market study again and coordinate with prospective bidders to determine reason for not participating. The team is advised to use the survey form devised by the BAC for the mandatory review.</li> </ul> <ul style="list-style-type: none"> <li>- The BAC Secretariat provided the brief background of the project.</li> <li>- The BAC recognized the TWG in-charge Ms. Darlene Reyes and Ms. Madeline Meris to facilitate the bid opening.</li> <li>- Ms. Reyes reported that the BAC received only one bid for the project</li> <li>- The summary of the bid opening is as follows:</li> </ul> <table border="1" data-bbox="651 1256 1428 2051" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Bidder: People Dynamics Incorporated BID Received: November 17, 2020, 8:39 a.m.</td> </tr> <tr> <td style="width: 50%;">1<sup>st</sup> Envelope</td> <td>Noted to be properly sealed and marked.</td> </tr> <tr> <td colspan="2"><b>Technical Component</b></td> </tr> <tr> <td>1. PhilGEPS Certificate of Registration</td> <td>Presented a valid PhliGEPS Certification, Platinum Membership Valid until December 9, 2020</td> </tr> <tr> <td>2. Annex A</td> <td>Present</td> </tr> <tr> <td>DTI/SEC Registration</td> <td>Presented SEC Registration</td> </tr> <tr> <td>Mayor's Permit</td> <td>Valid until December 31, 2019  Presented also is a Mayor's permit valid until December 31, 2020</td> </tr> <tr> <td>Tax Clearance</td> <td>Valid until January 21, 2020</td> </tr> </table>	Bidder: People Dynamics Incorporated BID Received: November 17, 2020, 8:39 a.m.		1 <sup>st</sup> Envelope	Noted to be properly sealed and marked.	<b>Technical Component</b>		1. PhilGEPS Certificate of Registration	Presented a valid PhliGEPS Certification, Platinum Membership Valid until December 9, 2020	2. Annex A	Present	DTI/SEC Registration	Presented SEC Registration	Mayor's Permit	Valid until December 31, 2019  Presented also is a Mayor's permit valid until December 31, 2020	Tax Clearance	Valid until January 21, 2020
Bidder: People Dynamics Incorporated BID Received: November 17, 2020, 8:39 a.m.																	
1 <sup>st</sup> Envelope	Noted to be properly sealed and marked.																
<b>Technical Component</b>																	
1. PhilGEPS Certificate of Registration	Presented a valid PhliGEPS Certification, Platinum Membership Valid until December 9, 2020																
2. Annex A	Present																
DTI/SEC Registration	Presented SEC Registration																
Mayor's Permit	Valid until December 31, 2019  Presented also is a Mayor's permit valid until December 31, 2020																
Tax Clearance	Valid until January 21, 2020																

Topics/Issues	Comments/Decisions/Instructions	
		Presented also is a Tax Clearance Certificate valid until October 28, 2021
	Audited Financial Statement	Filed on April 10, 2019  Presented the latest audited financial statement
	3. Statement of all ongoing government and private contracts	Present Submitted 17 government contracts, and 4 private contracts  Subject to post qualification
	4. Statement of Single Largest Completed Contract  Attachments:  Contract/Purchase Order; and  Certificate of Completion/OR	Present; presented a contract with the DBM  Submitted is a copy of the contract  Submitted Official Receipt
	5. Bid Security	Presented a notarized Bid Securing Declaration
	6. Compliance with Section VI. Schedule of Requirements	Present
	7. Compliance with Section VII. Technical Specifications	Present Submitted the Revised Technical Specification
	8. Omnibus Sworn Statement (OSS)	Present Submitted a notarized OSS
	9. Authority of the Signatory	Submitted a Secretary's Certificate Authorizing Ms. Jocelyn Pic As authorized signatory
	Financial Document	
	10. Net Financial Contracting Capacity	Present Submitted the Audited Financial Statement received on June 24, 2020 by the BIR NCR  NFCC = 76,687,745.85
<ul style="list-style-type: none"> <li>- The TWG recommended the submission of PDI to be declared as "passed".</li> <li>- The BAC declared the submission of PDI, in so far as their eligibility and technical documents are concerned, as "passed". BAC instructed the opening of the financial component.</li> </ul>		

Topics/Issues	Comments/Decisions/Instructions	
<p>3. Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses</p>	<ul style="list-style-type: none"> <li>- The TWG in charge opened the financial component and reported/showed that PDI bid proposal to be: P700, 036,900.00</li> <li>- The TWG recommended the submission of PDI to be declared as the Single Calculated Bid</li> <li>- The BAC declared the submission of PDI Single Calculated Bid as recommended and calculated.</li> <li>- The BAC Chairperson also reminded that the post qualification shall commence immediately. The BAC also provided an advance information of the documents that needs to be submitted by the bidder for post qualification.</li> <li>- The BAC Secretariat provided the brief background of the project</li> <li>- The BAC recognized the TWG in-charge, Mr. George Sotelo and Ms. Darlene Reyes to facilitate the bid opening.</li> </ul>	
	<p>1<sup>st</sup> Bidder: Micro D            BID Received: November 16, 2020, 9:26 a.m.</p>	
	<p>1<sup>st</sup> Envelope</p>	<p>Noted to be properly sealed and marked.</p> <p>The envelopes were noted to be not properly signed on the flaps.</p> <p>Micro-D confirmed and acknowledged the observations of the TWG in-charge.</p>
	<p>Technical Component</p>	
	<p>1. PhilGEPS Certificate of Registration</p>	<p>Present            Submitted a PhilGEPS Registration, Platinum Certificate valid until October 20, 2021</p>
	<p>2. Annex A</p>	<p>Present</p>
	<p>DTI/SEC Registration</p>	<p>Presented SEC Certificate</p>
	<p>Mayor's Permit</p>	<p>Valid until December 31, 2020</p>
	<p>Tax Clearance</p>	<p>Valid until January 17, 2021</p>
	<p>Audited Financial Statement</p>	<p>Filed on July 7, 2020</p>
<p>3. Statement of all ongoing government and private contracts</p>	<p>Present            Submitted 3 government contracts, and 2 private contracts</p>	

Topics/Issues	Comments/Decisions/Instructions	
		Subject to post qualification
4. Statement of Single Largest Completed Contract		Present; presented a contract with Innove Communications Inc.
5. Bid Security		Presented a notarized Bid Securing Declaration
6. Compliance with Section VI. Schedule of Requirements		Present Submitted the Revised Schedule of Requirements
7. Compliance with Section VII. Technical Specifications		Present Submitted the Revised Technical Specification
8. Omnibus Sworn Statement (OSS)		Present Submitted a notarized OSS
9. Authority of the Signatory		Submitted a Secretary's Certificate Authorizing Mr. Michael Valentino As authorized signatory
Financial Document		
10. Net Financial Contracting Capacity		Present  NFCC = 8, 581, 111, 417.00
		<ul style="list-style-type: none"> <li>- The TWG recommended the submission of Micro-D as "passed"</li> <li>- The BAC declared the submission of Micro-D as "passed"</li> </ul>
		<p style="text-align: center;">2<sup>nd</sup> Bidder: Trends and Technologies            BID Received: November 17, 2020, 9:30 a.m.</p>
1 <sup>st</sup> Envelope		Noted to be properly sealed, signed and marked.
Technical Component		
1. PhilGEPS Certificate of Registration		Present Submitted a PhilGEPS Registration, Platinum Certificate valid until Sept.3, 2021
2. Annex A		Present
DTI/SEC Registration		SEC Registration
Mayor's Permit		Valid until December 31, 2020
Tax Clearance		Valid until February 3, 2021
Audited Financial Statement		Filed on June 30, 2020

Topics/Issues	Comments/Decisions/Instructions										
	3. Statement of all ongoing government and private contracts	Present Submitted 15 government contracts, and 5 private contracts									
	4. Statement of Single Largest Completed Contract	Present; presented a two (2) contracts with the Department of Budget and Management.									
	5. Bid Security	Presented a notarized Bid Securing Declaration									
	6. Compliance with Section VI. Schedule of Requirements	Present Submitted the Revised Schedule of Requirements									
	7. Compliance with Section VII. Technical Specifications	Present Submitted the Revised Technical Specification									
	8. Omnibus Sworn Statement (OSS)	Present Submitted a notarized OSS									
	9. Authority of the Signatory	Submitted a Secretary's Certificate Authorizing Mr. Gerry Baquiran as one of the authorized signatory									
	Financial Document										
	10. Net Financial Contracting Capacity	Present  NFCC = 20, 656,586,048.67									
	<ul style="list-style-type: none"> <li>- TWG in-charge recommended the submission of Trends and Technologies as "passed".</li> <li>- The BAC declared the submission of Trends and Technologies as "passed".</li> <li>- The BAC instructed the opening of the financial component of the bids of the two bidders.</li> <li>- The summary of their bid proposal is as follows:</li> </ul> <table border="1" data-bbox="659 1682 1433 1823" style="margin-left: 40px;"> <thead> <tr> <th>Bidder</th> <th>Financial Proposal</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>Micro-D</td> <td>P 35,929,794.00</td> <td>2</td> </tr> <tr> <td>Trends and Technologies</td> <td>P 31,838,849.00</td> <td>1</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>- The TWG in-charge recommended the submission of Trends and Technologies as the Lowest Calculated Bid.</li> <li>- The BAC declared the submission of Trends and Technologies as the Lowest Calculated Bid. The Chairperson reminded the bidder with the Lowest</li> </ul>		Bidder	Financial Proposal	Rank	Micro-D	P 35,929,794.00	2	Trends and Technologies	P 31,838,849.00	1
Bidder	Financial Proposal	Rank									
Micro-D	P 35,929,794.00	2									
Trends and Technologies	P 31,838,849.00	1									

Topics/Issues	Comments/Decisions/Instructions																		
<p>4. Replacement of Floor Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service and Management Bureau – B Offices</p> <p>Lot 1</p>	<p>Calculated Bid that all documents submitted shall be subject to post qualification.</p> <ul style="list-style-type: none"> <li>- The Chairperson also discussed the requirements to be submitted by Trends and Technologies as part of the post qualification requirements.</li> </ul> <ul style="list-style-type: none"> <li>- The BAC Secretariat provided the brief background of the project.</li> <li>- The BAC recognized Ms. Jhoana Marie Rull and Ms. Darlene Reyes to lead the opening of the bids.</li> <li>- The summary of the proceedings is as follows:</li> </ul> <table border="1" data-bbox="652 880 1428 1989"> <tr> <td colspan="2" data-bbox="652 880 1428 949" style="text-align: center;">           1st Bidder: MMEEN            BID Received: November 16, 2020, 8:15 a.m.         </td> </tr> <tr> <td data-bbox="652 949 1040 1227">1<sup>st</sup> Envelope</td> <td data-bbox="1040 949 1428 1227">           Noted to be properly sealed, signed and marked.             Noted to be containing three (3) copies. The BAC clarified that what was required is only one copy.         </td> </tr> <tr> <td colspan="2" data-bbox="652 1227 1428 1261" style="text-align: center;"><b>Technical Component</b></td> </tr> <tr> <td data-bbox="652 1261 1040 1467">1. PhilGEPS Certificate of Registration</td> <td data-bbox="1040 1261 1428 1467">Present Submitted a PhilGEPS Registration, Platinum Certificate valid until July 27, 2021</td> </tr> <tr> <td data-bbox="652 1467 1040 1500" style="text-align: center;">2. Annex A</td> <td data-bbox="1040 1467 1428 1500" style="text-align: center;">Present</td> </tr> <tr> <td data-bbox="652 1500 1040 1677" style="text-align: center;">DTI/SEC Registration</td> <td data-bbox="1040 1500 1428 1677">           DTI valid until Aug 5, 2020             Attached: DTI valid until August 6, 2025         </td> </tr> <tr> <td data-bbox="652 1677 1040 1780" style="text-align: center;">Mayor's Permit</td> <td data-bbox="1040 1677 1428 1780">Valid until December 31, 2020</td> </tr> <tr> <td data-bbox="652 1780 1040 1883" style="text-align: center;">Tax Clearance</td> <td data-bbox="1040 1780 1428 1883">Valid until January 2, 2021</td> </tr> <tr> <td data-bbox="652 1883 1040 1989" style="text-align: center;">Audited Financial Statement</td> <td data-bbox="1040 1883 1428 1989">Filed on Dec 31, 2019</td> </tr> </table>	1st Bidder: MMEEN BID Received: November 16, 2020, 8:15 a.m.		1 <sup>st</sup> Envelope	Noted to be properly sealed, signed and marked.  Noted to be containing three (3) copies. The BAC clarified that what was required is only one copy.	<b>Technical Component</b>		1. PhilGEPS Certificate of Registration	Present Submitted a PhilGEPS Registration, Platinum Certificate valid until July 27, 2021	2. Annex A	Present	DTI/SEC Registration	DTI valid until Aug 5, 2020  Attached: DTI valid until August 6, 2025	Mayor's Permit	Valid until December 31, 2020	Tax Clearance	Valid until January 2, 2021	Audited Financial Statement	Filed on Dec 31, 2019
1st Bidder: MMEEN BID Received: November 16, 2020, 8:15 a.m.																			
1 <sup>st</sup> Envelope	Noted to be properly sealed, signed and marked.  Noted to be containing three (3) copies. The BAC clarified that what was required is only one copy.																		
<b>Technical Component</b>																			
1. PhilGEPS Certificate of Registration	Present Submitted a PhilGEPS Registration, Platinum Certificate valid until July 27, 2021																		
2. Annex A	Present																		
DTI/SEC Registration	DTI valid until Aug 5, 2020  Attached: DTI valid until August 6, 2025																		
Mayor's Permit	Valid until December 31, 2020																		
Tax Clearance	Valid until January 2, 2021																		
Audited Financial Statement	Filed on Dec 31, 2019																		



Topics/Issues	Comments/Decisions/Instructions	
	3. Statement of all ongoing government and private contracts	Present Submitted 1 government contract, none under private contract
	4. Statement of Single Largest Completed Contract	Present Completed by December 5, 2019 Amount of the contract P13,517,578.74
	5. Bid Security	Presented a notarized Bid Securing Declaration
	6. Compliance with Section VI. Schedule of Requirements	Present Submitted a signed Schedule of Requirements
	7. Compliance with Section VII. Technical Specifications	Present Submitted a signed Technical Specification
	8. Omnibus Sworn Statement (OSS)	Present Submitted an OSS containing only nine (9) clauses  On the Bid Documents, what was required is OSS with ten (10) clauses.  It was also noted that clause 3 of the OSS in the submission of MMEEN is not the revised version.
	9. Authority of the Signatory	-
	Financial Document	-
	10. Net Financial Contracting Capacity	-
	<ul style="list-style-type: none"> <li>- For reference, Dir. Magtala read Section 30 of the 2016 Revised Implementing Rules and regulations of Republic Act No. 9184, emphasized “In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed”.</li> <li>- The Chairperson explained that the submission of MMEEN is patently insufficient for its failure to submit the revised OSS. Hence, Section 30 of the Revised IRR shall apply.</li> <li>- The submission of MMEEN was declared as “failed” for its failure to submit the revised version of the OSS.</li> </ul>	

Topics/Issues	Comments/Decisions/Instructions	
	2 <sup>nd</sup> Bidder: LPNA BID Received: November 17, 2020, 8:43 a.m.	
	1 <sup>st</sup> Envelope	<p>Noted to be not properly sealed, and marked.</p> <p>The bidder representative acknowledged the findings of the TWG, as such.</p> <p>The TWG also noted that the submission is composed of 6 envelopes. The submitted envelopes had no marking as to the technical component and financial component.</p> <p>The bidder representative clarified that the envelop 1 is the technical component.</p>
	<b>Technical Component</b>	
1. PhilGEPS Certificate of Registration	<p>Present Submitted a PhilGEPS Registration, Platinum Certificate valid until June 4, 2020</p> <p>Since the PhilGEPS Certificate has expired already, the BAC explained that it will be looking for the following legal documents:</p> <ul style="list-style-type: none"> <li>(a) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, <b>and</b></li> <li>(b) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for</li> </ul>	

Topics/Issues	Comments/Decisions/Instructions	
		Exclusive Economic Zones or Areas; <b>and</b> (c) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
	2. Annex A	
	DTI/SEC Registration	DTI valid until Oct 16, 2023
	Mayor's Permit	Valid until December 31, 2020
	Tax Clearance	Valid until March 28, 2020  - The BAC Chairperson explained that expired tax clearance cannot be considered sufficient compliance.  The BAC Chairperson also explained that: <i>"the Tax Clearance, and all other eligibility documents, must be valid and existing at the time it is submitted to the BAC, that is, on or before the deadline for the submission of bids. Thus, an expired Tax Clearance shown in Annex A of the PhilGEPS Platinum Certificate shall not be considered as sufficient compliance, without the new and valid Tax Clearance attached in the bid submitted by the bidder"</i>
	Audited Financial Statement	-
	3. Statement of all ongoing government and private contracts	-
	4. Statement of Single Largest Completed Contract	-
	5. Bid Security	-
	6. Compliance with	-

Topics/Issues	Comments/Decisions/Instructions	
	Section VI. Schedule of Requirements	
	7. Compliance with Section VII. Technical Specifications	-
	8. Omnibus Sworn Statement (OSS)	-
	9. Authority of the Signatory	-
	Financial Document	-
	10. Net Financial Contracting Capacity	-
	<p>- The BAC declared the submission of LPNA as “failed” for its failure to submit a valid tax clearance.</p>	
	<p>3<sup>rd</sup> Bidder: Interworld            BID Received: November 17, 2020, 10:30 a.m.</p>	
	1 <sup>st</sup> Envelope	<p>The main envelop was noted to be properly marked, signed, and sealed.</p> <p>The bidder acknowledged that their technical and financial component was not properly sealed and marked.</p>
	<p>Technical Component</p>	
	1. PhilGEPS Certificate of Registration	Present Submitted a Platinum Certificate of Membership Valid until October 3, 2021
	2. Annex A	
	DTI/SEC Registration	DTI Certificate Valid until Dec 5, 2024
	Mayor’s Permit	Valid until December 31, 2020
	Tax Clearance	Valid until October 16, 2021
	Audited Financial Statement	Filed on June 12, 2020
	3. Statement of all ongoing government and private contracts	Present Enumerated one government contract and none for the private
	4. Statement of Single Largest Completed Contract	Present Submitted the Contract with Medi Access Inc.
	5. Bid Security	Present Submitted a notarized Bid Securing Declaration
	6. Compliance with Section VI.	Present

Topics/Issues	Comments/Decisions/Instructions										
Lot 2	Schedule of Requirements										
	7. Compliance with Section VII. Technical Specifications	Present									
	8. Omnibus Sworn Statement (OSS)	Present submitted a notarized OSS									
	9. Authority of the Signatory	Present Submitted a Special Power of Authority appointing Ms. Karen Pagkatipunan to represent Interworld									
	Financial Document										
	10. Net Financial Contracting Capacity	NFCC = 1,389,630,570.00									
Lot 2	<ul style="list-style-type: none"> <li>- The TWG recommended the submission of Interworld as “passed”.</li> <li>- The BAC declared the submission of Interworld as “passed”. The BAC proceeded to open the financial component.</li> <li>- The financial offer is P1,900,000.00</li> <li>- The TWG recommended the submission of Interworld to be declared as the single calculated bid for Lot 1.</li> <li>- The BAC declared the submission of Interworld Enterprises as Single Calculated Bid, subject to post qualification.</li> <li>- The BAC Chairperson informed the additional documents to be submitted by Interworld as part of the post qualification requirements.</li> <li>- LPNA signified that they submitted the same set of documents for Lot 2 and expressed that it may be “not and academic”.</li> </ul>										
	<p>The BAC meeting is suspended for a short break at 1:30 pm. The BAC meeting resumed at 2:00 pm</p>										
Lot 2	<ul style="list-style-type: none"> <li>- The BAC discussed about the sealing and marking of bids in relation to the submission of LPNA which was noted to be not properly sealed and marked. The BAC ruled to accept the submission of LPNA considering related laws, rules and regulations and the opinion of the GPPB.</li> <li>- The BAC recognized the TWG in-charge Ms. Rull to facilitate the bid opening of Lot 2.</li> </ul>										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">1<sup>st</sup> Bidder: LPNA</td> </tr> <tr> <td colspan="2" style="text-align: center;">BID Received: November 16, 2020, 8:15 a.m.</td> </tr> <tr> <td style="width: 50%;">1<sup>st</sup> Envelope</td> <td></td> </tr> <tr> <td colspan="2"><b>Technical Component</b></td> </tr> <tr> <td>1. PhilGEPS Certificate of Registration</td> <td>Present Submitted a PhilGEPS Registration, Platinum Certificate valid until June 4, 2020</td> </tr> </table>		1 <sup>st</sup> Bidder: LPNA		BID Received: November 16, 2020, 8:15 a.m.		1 <sup>st</sup> Envelope		<b>Technical Component</b>		1. PhilGEPS Certificate of Registration
1 <sup>st</sup> Bidder: LPNA											
BID Received: November 16, 2020, 8:15 a.m.											
1 <sup>st</sup> Envelope											
<b>Technical Component</b>											
1. PhilGEPS Certificate of Registration	Present Submitted a PhilGEPS Registration, Platinum Certificate valid until June 4, 2020										

Topics/Issues	Comments/Decisions/Instructions	
		<p>Since the PhilGEPS Certificate has expired already, the BAC explained that it will be looking for the following legal documents:</p> <ul style="list-style-type: none"> <li>a) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, <b>and</b></li> <li>(a) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; <b>and</b></li> <li>(b) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</li> </ul>
	2. Annex A	
	DTI/SEC Registration	DTI valid until Oct 16, 2023
	Mayor's Permit	Valid until December 31, 2020
	Tax Clearance	<p>Valid until March 28, 2020</p> <p>The BAC TWG in-charge perused the submission and reported that no other Tax Clearance is attached.</p> <p>The BAC Chairperson explained that expired tax</p>

Topics/Issues	Comments/Decisions/Instructions	
		<p>clearance cannot be considered sufficient compliance.</p> <p>The BAC Chairperson also explained that:  <i>“the Tax Clearance, and all other eligibility documents, must be valid and existing at the time it is submitted to the BAC, that is, on or before the deadline for the submission of bids. Thus, an expired Tax Clearance shown in Annex A of the PhilGEPS Platinum Certificate shall not be considered as sufficient compliance, without the new and valid Tax Clearance attached in the bid</i></p>
	Audited Financial Statement	-
	3. Statement of all ongoing government and private contracts	-
	4. Statement of Single Largest Completed Contract	-
	5. Bid Security	-
	6. Compliance with Section VI. Schedule of Requirements	-
	7. Compliance with Section VII. Technical Specifications	-
	8. Omnibus Sworn Statement (OSS)	-
	9. Authority of the Signatory	-
	Financial Document	
	10. Net Financial Contracting Capacity	-
	<p>- The BAC declared the submission of LPNA as “failed” for failure to submit a valid Tax Clearance.</p>	
	<p>2<sup>nd</sup> Bidder: Interworld            BID Received: November 17, 2020, 10:30 a.m.</p>	
	1 <sup>st</sup> Envelope	<p>The main envelop was noted to be properly marked, signed, and sealed. It contained three envelops. The BAC opened envelop with the marking “original”.</p>

Topics/Issues	Comments/Decisions/Instructions	
		The bidder acknowledged that their technical and financial component was not properly sealed and marked.
	Technical Component	
1. PhilGEPS Certificate of Registration		Present Submitted a Platinum Certificate of Membership Valid until October 3, 2021
	2. Annex A	
DTI/SEC Registration		DTI Certificate Valid until Dec 5, 2024
Mayor's Permit		Valid until December 31, 2020
Tax Clearance		Valid until October 16, 20221
Audited Financial Statement		Filed on June 12, 2020
3. Statement of all ongoing government and private contracts		Present Enumerated one government contract and none for the private
4. Statement of Single Largest Completed Contract		Present Submitted the Contract with Medi Access Inc. Date of Delivery is Dec. 17, 2018
5. Bid Security		Present  The BAC TWG in-charge that the Bid Securing Declaration is not signed.
6. Compliance with Section VI. Schedule of Requirements		-
7. Compliance with Section VII. Technical Specifications		-
8. Omnibus Sworn Statement (OSS)		-
9. Authority of the Signatory		-
Financial Document		
10. Net Financial Contracting Capacity		-
-	<ul style="list-style-type: none"> <li>- The BAC declared the submission of Interworld as failed for its failure to submit a signed Bid Securing Declaration.</li> <li>- Citing 3.2 of Appendix 10 of the IRR of RA No. 9184, the BAC Chairperson explained the ruling of the BAC.</li> </ul>	



Topics/Issues	Comments/Decisions/Instructions																																		
<p>5. Online Competency Assessment of DBM Employees</p>	<ul style="list-style-type: none"> <li>- The BAC Secretariat provided a brief background of the project</li> <li>- The BAC recognized Mr. Rainier Diaz, TWG in-charge, to facilitate the opening of bids.</li> <li>- The summary of the proceedings is as follows:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">1<sup>st</sup> Bidder: SGV</td> </tr> <tr> <td colspan="2" style="text-align: center;">BID Received: November 16, 2020, 10:03 a.m.</td> </tr> <tr> <td style="width: 50%;">1<sup>st</sup> Envelope</td> <td>Noted to be properly marked, sealed, and signed.</td> </tr> <tr> <td colspan="2"><b>Technical Component</b></td> </tr> <tr> <td>1. PhilGEPS Certificate of Registration</td> <td>Present Submitted a Platinum Certificate of Membership Valid until August 29, 2021</td> </tr> <tr> <td colspan="2"><b>2. Annex A</b></td> </tr> <tr> <td style="text-align: center;">DTI/SEC Registration</td> <td>SEC Registered 14 Aug 2019</td> </tr> <tr> <td style="text-align: center;">Mayor's Permit</td> <td>Valid until December 31, 2020</td> </tr> <tr> <td style="text-align: center;">Tax Clearance</td> <td>Valid until Feb 28, 2021</td> </tr> <tr> <td style="text-align: center;">Audited Financial Statement</td> <td>Filed on June 29, 2020</td> </tr> <tr> <td>3. Statement of all ongoing government and private contracts</td> <td>Present Consisted 11 pages</td> </tr> <tr> <td>4. Statement of Single Largest Completed Contract</td> <td>Present Listed the contract with Department of Education Date of Contract Feb. 18, 2019 Amount: 2.040,000.00 Date of Delivery: July 2019</td> </tr> <tr> <td>5. Bid Security</td> <td>Present Submitted a notarized Bid Securing Declaration</td> </tr> <tr> <td>6. Compliance with Section VI. Schedule of Requirements</td> <td>Present Signed by Ms. Fullon</td> </tr> <tr> <td>7. Compliance with Section VII. Technical Specifications</td> <td>Present Signed by Ms. Fullon</td> </tr> <tr> <td>8. Omnibus Sworn Statement (OSS)</td> <td>Present submitted a notarized OSS</td> </tr> <tr> <td>9. Authority of the Signatory</td> <td>Present Submitted a Secretary's Certificate authorizing Ms.</td> </tr> </table>	1 <sup>st</sup> Bidder: SGV		BID Received: November 16, 2020, 10:03 a.m.		1 <sup>st</sup> Envelope	Noted to be properly marked, sealed, and signed.	<b>Technical Component</b>		1. PhilGEPS Certificate of Registration	Present Submitted a Platinum Certificate of Membership Valid until August 29, 2021	<b>2. Annex A</b>		DTI/SEC Registration	SEC Registered 14 Aug 2019	Mayor's Permit	Valid until December 31, 2020	Tax Clearance	Valid until Feb 28, 2021	Audited Financial Statement	Filed on June 29, 2020	3. Statement of all ongoing government and private contracts	Present Consisted 11 pages	4. Statement of Single Largest Completed Contract	Present Listed the contract with Department of Education Date of Contract Feb. 18, 2019 Amount: 2.040,000.00 Date of Delivery: July 2019	5. Bid Security	Present Submitted a notarized Bid Securing Declaration	6. Compliance with Section VI. Schedule of Requirements	Present Signed by Ms. Fullon	7. Compliance with Section VII. Technical Specifications	Present Signed by Ms. Fullon	8. Omnibus Sworn Statement (OSS)	Present submitted a notarized OSS	9. Authority of the Signatory	Present Submitted a Secretary's Certificate authorizing Ms.
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Topics/Issues	Comments/Decisions/Instructions	
		Marnelli Eillen Fullon to represent SGV
	Financial Document	
	10. Net Financial Contracting Capacity	NFCC = 306, 210, 005.00
	<ul style="list-style-type: none"> <li>- The TWG recommended the submission of SGV to be declared as passed.</li> <li>- The BAC declared the submission of SGV as “passed”.</li> </ul>	
	2 <sup>nd</sup> Bidder: My BusyBee BID Received: November 17, 2020, 8:30 a.m.	
	1 <sup>st</sup> Envelope	Noted to be properly marked, sealed, and signed.
	Technical Component	
	1. PhilGEPS Certificate of Registration	Present Submitted a Platinum Certificate of Membership Valid until June 30, 2021
	2. Annex A	
	DTI/SEC Registration	SEC Registered March 16, 2012
	Mayor’s Permit	Valid until December 30, 2020
	Tax Clearance	Valid until June 27, 2021
	Audited Financial Statement	Filed on June 23, 2020
	3. Statement of all ongoing government and private contracts	Present Submitted a list with five (5) government contracts
	4. Statement of Single Largest Completed Contract	Present Listed the contract with JDM Techno Computer Center Date of Contract Feb. 12, 2018 Amount: 12,690,000.00 Date of Delivery: March 11, 2019
	5. Bid Security	Present Submitted a notarized Bid Securing Declaration signed by Mr. Rico Hernandez
6. Compliance with Section VI. Schedule of Requirements	Present Signed by Mr. Rico Hernandez	

Topics/Issues	Comments/Decisions/Instructions	
	7. Compliance with Section VII. Technical Specifications	Present Signed by Mr. Rico Hernandez
	8. Omnibus Sworn Statement (OSS)	Present submitted a notarized OSS signed by Mr. Hernandez
	9. Authority of the Signatory	Present Submitted a Secretary's Certificate appointing Mr. Rico M. Hernandez as the authorized representative
	Financial Document	
	10. Net Financial Contracting Capacity	NFCC = 83,807,086.45
<ul style="list-style-type: none"> <li>- The TWG recommended the submission of MyBusyBee to be declared as passed.</li> <li>- The BAC declared the submission of MyBusyBee as passed.</li> </ul>		
3 <sup>rd</sup> Bidder: People Dynamic, Inc BID Received: November 17, 2020, 8:39 a.m.		
1 <sup>st</sup> Envelope	Noted to be properly marked, sealed, and signed.	
Technical Component		
1. PhilGEPS Certificate of Registration	Present Submitted a Platinum Certificate of Membership Valid until Dec, 9, 2020	
2. Annex A		
DTI/SEC Registration	SEC Registered Aug. 12, 2002	
Mayor's Permit	Valid until December 31, 2020	
Tax Clearance	Valid until Jan, 21, 2020  Attached: A tax clearance issued on October 28, 2020 and will expire on Oct, 28, 2021	
Audited Financial Statement	Filed on June 24, 2020	
3. Statement of all ongoing government and private contracts	Present Submitted a list with seventeen (17) government	

Topics/Issues	Comments/Decisions/Instructions													
		contracts and four (4) private contracts												
4. Statement of Single Largest Completed Contract	Present	Listed the contracts with Social Security System and Department of Energy.												
5. Bid Security	Present	Submitted a notarized Bid Securing Declaration signed by Ms. Jocelyn Pick												
6. Compliance with Section VI. Schedule of Requirements	Present	Signed by Ms, Jocelyn Pick												
7. Compliance with Section VII. Technical Specifications	Present	Signed by Ms. Jocelyn Pick												
8. Omnibus Sworn Statement (OSS)	Present	submitted a notarized OSS signed by Ms. Jocelyn Pick												
9. Authority of the Signatory	Present	Submitted a Secretary's Certificate authorizing Ms. Jocelyn Pick to represent PDI												
Financial Document														
10. Net Financial Contracting Capacity		NFCC = 76,687,745.85												
<ul style="list-style-type: none"> <li>- The TWG recommended the submission of PDI to be declared as passed.</li> <li>- The BAC declared the submission of PDI as passed.</li> <li>- The BAC proceeded in the opening of Financial Component.</li> <li>- The summary of the Bid Proposals are as follows:</li> </ul>														
<table border="1" data-bbox="651 1541 1428 1758"> <thead> <tr> <th data-bbox="655 1547 911 1581">Bidder</th> <th data-bbox="911 1547 1262 1581">Bid Proposal</th> <th data-bbox="1262 1547 1423 1581">Rank</th> </tr> </thead> <tbody> <tr> <td data-bbox="655 1581 911 1684">SGV</td> <td data-bbox="911 1581 1262 1684">P2,777,767.78 (based on arithmetical re-computation)</td> <td data-bbox="1262 1581 1423 1684">3</td> </tr> <tr> <td data-bbox="655 1684 911 1718">MyBusyBee</td> <td data-bbox="911 1684 1262 1718">P1,094,000.00</td> <td data-bbox="1262 1684 1423 1718">2</td> </tr> <tr> <td data-bbox="655 1718 911 1751">PDI</td> <td data-bbox="911 1718 1262 1751">P1,084,200.00</td> <td data-bbox="1262 1718 1423 1751">1</td> </tr> </tbody> </table>			Bidder	Bid Proposal	Rank	SGV	P2,777,767.78 (based on arithmetical re-computation)	3	MyBusyBee	P1,094,000.00	2	PDI	P1,084,200.00	1
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MyBusyBee	P1,094,000.00	2												
PDI	P1,084,200.00	1												
<ul style="list-style-type: none"> <li>- The BAC resolved to re-compute the bid proposals based on provision of the 2016 Revised IRR of RA No. 9184 Sections 32.2.1 (b) and 32.2.3 (b) and (c).</li> <li>- The BAC TWG recommended the bid submission of PDI to be declared as the lowest calculated bid.</li> <li>- The BAC declared PDI as the lowest calculated bid, subject to post qualification.</li> </ul>														

Topics/Issues	Comments/Decisions/Instructions								
	<ul style="list-style-type: none"> <li>- PDI was advised to submit the post qualification documents within the non-extendible five (5) day period.</li> </ul>								
<p><b>B. Pre Bid Conference</b></p> <p>1. Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Building</p>	<ul style="list-style-type: none"> <li>- The BAC Secretariat provided the brief background for the project</li> <li>- The BAC Recognized Atty. Keith Briones, TWG in-charge to lead the pre-bid conference</li> <li>- The summary of the discussion is as follows:</li> </ul> <table border="1" data-bbox="651 595 1428 2038"> <thead> <tr> <th data-bbox="651 595 1023 633">Topic</th> <th data-bbox="1023 595 1428 633">Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 633 1023 976">The Objectives of the pre bid conference</td> <td data-bbox="1023 633 1428 976">           1. To address and clarify the bidder's questions to adequately prepare bids for the project            2. Reminder to the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin.         </td> </tr> <tr> <td data-bbox="651 976 1023 1117">Project Background</td> <td data-bbox="1023 976 1428 1117">           Early Procurement Activity            Approved budget for the contract:            P4,000,000.00         </td> </tr> <tr> <td data-bbox="651 1117 1023 2038">Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award</td> <td data-bbox="1023 1117 1428 2038">           During Bid Submission:            a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents            b. Technical Documents            1. Statement of all ongoing contracts            2. Statement of Single Largest Completed Contract            3. Bid Security in any of the prescribed forms            4. Compliance to Section VI. Schedule of Requirements            5. Compliance to Section VII. Technical Specifications            6. Omnibus Sworn Statement            7. Authority of the Signatory            8. Net Financial Contracting Capacity and Latest Audited Financial Statement stamped received by the BIR             2<sup>nd</sup> Envelope            - Financial Proposal         </td> </tr> </tbody> </table>	Topic	Details	The Objectives of the pre bid conference	1. To address and clarify the bidder's questions to adequately prepare bids for the project 2. Reminder to the bidders that any statement issued during the conference shall not modify the terms of bidding, unless reflected in a supplemental/bid bulletin.	Project Background	Early Procurement Activity Approved budget for the contract: P4,000,000.00	Requirements to be submitted during bid submission, after declaration of Lowest Calculated Bid, and After receipt of Notice of Award	During Bid Submission: a. Legal Documents consisting of PhilGEPS Registration Certificate, Platinum Membership with Annex A or Class A Legal Documents b. Technical Documents 1. Statement of all ongoing contracts 2. Statement of Single Largest Completed Contract 3. Bid Security in any of the prescribed forms 4. Compliance to Section VI. Schedule of Requirements 5. Compliance to Section VII. Technical Specifications 6. Omnibus Sworn Statement 7. Authority of the Signatory 8. Net Financial Contracting Capacity and Latest Audited Financial Statement stamped received by the BIR  2 <sup>nd</sup> Envelope - Financial Proposal
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Topics/Issues	Comments/Decisions/Instructions	
	Sealing and Marking of Bids	Showed an illustration
	Post Qualification Documents	Must be submitted within non-extendible period of 5 calendar days from receipt of the notice. - Attachments to the SLCC - Latest income and business tax returns filed through EFPS
	Performance Security	Any of the form provided in the Bid Documents and must be valid until issuance by the PE of the Certificate of Final Acceptance
	Contract Signing Timeline	bidder shall enter into contract with the PE within ten (10) calendar days from receipt of the NOA
	The Contract	Parts of the Contract
	Schedule of Requirements	Discussed the Section VI
	Technical Specification	Discussed in detail the Technical Specification
	Procurement Timelines	Periods for: - Request for Clarification - Issuance of Supplemental / Bid Bulletin if any - Submission of Bids - Opening of Bids
	<p>- The BAC and the end-user representatives replied to the clarifications/queries from the bidders. The summary of the discussion are as follows:</p>	
	Questions/Clarifications	Replies
	On the Schedule of Requirements	The Submission of resume/personal information sheet, including the copies of license/s and/or certifications (whichever is applicable), of the cleaning team
	On the Scope of Services	The Contractor shall submit a list of personnel who will be assigned in the DBM during the contract implementation, together with a copy of their resume/personal information sheet, license/s and or certifications., and

Topics/Issues	Comments/Decisions/Instructions									
		<p>Barangay Health Certificates.</p> <p>e. The Contractor shall ensure that, <b>DURING CONTRACT IMPLEMENTATION</b>, the <b>ASSIGNED</b> cleaning team <b>COMPLIES WITH THE MINIMUM HEALTH STANDARDS AND SAFETY PROTOCOLS IMPOSED BY THE DBM. In particular, all members of the Cleaning Team should and is</b> wearing a proper personal protective equipment/clothing/supplies during the conduct of cleaning activity.</p>								
<p><b>C. Other Matters</b></p> <p><b>Summary of BAC Action Items</b></p>	<table border="1"> <thead> <tr> <th data-bbox="651 1211 1042 1249">Project</th> <th data-bbox="1042 1211 1439 1249">To Do</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 1249 1042 1832">Courier Services</td> <td data-bbox="1042 1249 1439 1832"> <p>The TWG and the Secretariat shall prepare the RBAC Resolution for the failure of bidding</p> <p>The TWG in coordination with the end-user shall also conduct a mandatory review using the prescribed survey form. The result of the review shall be reported to BAC during the next BAC meeting.</p> <p>The TWG in-charge shall prepare the bid documents for immediate posting.</p> </td> </tr> <tr> <td data-bbox="651 1832 1042 2002">Lot 1: Replacement of Tiles and Repainting of the Interior Walls and Finishes of Management Bureau-B Office</td> <td data-bbox="1042 1832 1439 2002">Prepare letter for the bidder declared as Single Calculated Bid to submit the post qualification documents.</td> </tr> <tr> <td data-bbox="651 2002 1042 2072">Lot 2: Replacement of Tiles and Repainting of the</td> <td data-bbox="1042 2002 1439 2072">The TWG and the Secretariat shall prepare the</td> </tr> </tbody> </table>		Project	To Do	Courier Services	<p>The TWG and the Secretariat shall prepare the RBAC Resolution for the failure of bidding</p> <p>The TWG in coordination with the end-user shall also conduct a mandatory review using the prescribed survey form. The result of the review shall be reported to BAC during the next BAC meeting.</p> <p>The TWG in-charge shall prepare the bid documents for immediate posting.</p>	Lot 1: Replacement of Tiles and Repainting of the Interior Walls and Finishes of Management Bureau-B Office	Prepare letter for the bidder declared as Single Calculated Bid to submit the post qualification documents.	Lot 2: Replacement of Tiles and Repainting of the	The TWG and the Secretariat shall prepare the
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Topics/Issues	Comments/Decisions/Instructions	
	Interior Walls and Finishes of Budget Information and Training Service Office	<p>BAC Resolution declaring the failure of bidding.</p> <p>The TWG in close coordination with the end-user shall also conduct the mandatory review using the prescribed survey form. The result of the review shall be reported to BAC during the next BAC meeting.</p> <p>The TWG in-charge shall immediately prepare the bid documents for posting.</p>
	Consultancy Services for the Development and Implementation of Digital PFMCP	Bid Documents for posting
	Supply and Delivery of Kyocera Printer Consumables for the 4 <sup>th</sup> Quarter of CY 2020	<p>The TWG and Secretariat shall prepare the Memorandum for the Secretary, Resolution for Award, NOA, and Contract upon the receipt of the Revised Quotation, as discussed.</p> <p>The Administrative Service shall prepare a Memo on what DBM will accept as regards to the offered free printers.</p>
	Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Building	The TWG in-charge shall prepare the Supplemental Bid Bulletin as necessary in coordination with the end-users.

#### IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 6:45 p.m.

Prepared by:

Noted by:

**Joyce D. Labao**  
Secretariat

**Director ANDREA CELENE MAGTALAS**  
Vice-Chairperson