



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

BIDS AND AWARDS COMMITTEE

MINUTES OF MEETING

October 20, 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 Escalante
Mr. Virgilio Umpacan, Jr.

End-User Representatives/
Provisional Member: Dir. Thea Marie Corinne F. Palarca
Ms. Jeramie Simbre
Ms. Lolita Matias

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

Secretariat: Ms. Rhonna Regina Puno
Ms. Abegail Igna

Bidders Present: For the Project:

“Supply, Delivery, Fabrication, Installation, Testing, and Commissioning of Various Air-conditioning Units, Automatic Voltage Regulators, and other Accessories for the DBM Central Office”

Bidder Representative/s from:

1. Delsa Inc.
2. Jordan Engineering
3. Marcelino P. Siringan Ref and Aircon Repair
4. Trademaster Resources Corporation
5. AMCI Office System Phil. Inc.
6. Coffel Aire Industries Inc.

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

Bidder Representatives from:

1. MMEEN Construction (MMEEN)
2. Interworld Enterprise (Interworld)

II. 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 20, 2020 BAC Meeting is as follows:

Agenda	
A. Pre Bid Conference	1. Supply, Delivery, Fabrication, Installation, Testing, and Commissioning of Various Air-conditioning Units, Automatic Voltage Regulators, and other Accessories for the DBM Central Office
B. Submission and Opening of Bids	1. Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service and Budget and Management Bureau-B Offices
C. Pre Procurement Conference	<ol style="list-style-type: none"> 1. Online Competency Assessment of DBM Employees 2. Administration of Psychometric Exams for the DBM Applicants and Employees 3. Courier Services 4. BTMS Equipment and Licenses
D. Other Matters	

III. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions
A. Pre Bid Conference 1. Supply, Delivery, Fabrication, Installation, Testing, and Commissioning of Various Air-conditioning Units, Automatic Voltage Regulators, and other Accessories for the DBM Central Office	<ul style="list-style-type: none"> - The BAC Secretariat provided a brief background of the project. - The BAC recognized Ms. Janina Papa as the TWG in-charge to facilitate the pre-bid conference. - Ms. Papa discussed point by point the following items: <ol style="list-style-type: none"> 1. The objectives of the pre bid conference to clarify and address the bidder’s questions to adequately prepare bids for the project. TWG in-charge emphasized that any statement made at the pre-bid conference will not modify the terms of the bidding documents, unless such statement is specifically identified in writing as an amendment of the documents and issued as a supplemental/bid bulletin; 2. The requirements to be submitted during bid submission, after declaration of the Lowest Calculated Bid and after receipt of the Notice of Award;

Topics/Issues	Comments/Decisions/Instructions												
	<p>3. The alternate documentary requirements pursuant to GPPB Resolution No. 09-2020 for procurement activities during the state of calamity or implementation of community quarantine or similar restrictions declared or being implemented;</p> <p>4. The proper sealing of bid submission;</p> <p>5. The common reasons for disqualification; and</p> <p>6. The important dates to remember / procurement milestones.</p> <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> <table border="1" data-bbox="651 707 1426 2018"> <thead> <tr> <th data-bbox="651 707 1042 745">Questions</th> <th data-bbox="1042 707 1426 745">Replies</th> </tr> </thead> <tbody> <tr> <td data-bbox="651 745 1042 1021">Definition of “contracts similar to the project”</td> <td data-bbox="1042 745 1426 1021">Referred to the supply, delivery, fabrication, installation, testing, and commissioning of various air-conditioning units, including replacement of air-conditioning systems.</td> </tr> <tr> <td data-bbox="651 1021 1042 1193">On the mode of payment</td> <td data-bbox="1042 1021 1426 1193">One-time payment, after completion and acceptance of the requirements for the Project.</td> </tr> <tr> <td data-bbox="651 1193 1042 1469">On the scope of work</td> <td data-bbox="1042 1193 1426 1469">Use only one brand for all air-conditioning units. Different brands for the air curtains and industrial automatic voltage regulators (AVRs) are allowed.</td> </tr> <tr> <td data-bbox="651 1469 1042 1619">Does the DBM have <i>Hazardous Waste Generator ID</i>?</td> <td data-bbox="1042 1469 1426 1619">No. the DBM does not have a Hazardous Waste Generator ID.</td> </tr> <tr> <td data-bbox="651 1619 1042 2018">What would be the terms of payment for the Project?</td> <td data-bbox="1042 1619 1426 2018"> <p>One-time payment, after completion and acceptance of the requirements for the Project, is adopted.</p> <p>Bidders can refer to the General Conditions of the Contract clause 2 and the corresponding clause in the Special Conditions of the Contract for details on the</p> </td> </tr> </tbody> </table>	Questions	Replies	Definition of “contracts similar to the project”	Referred to the supply, delivery, fabrication, installation, testing, and commissioning of various air-conditioning units, including replacement of air-conditioning systems.	On the mode of payment	One-time payment, after completion and acceptance of the requirements for the Project.	On the scope of work	Use only one brand for all air-conditioning units. Different brands for the air curtains and industrial automatic voltage regulators (AVRs) are allowed.	Does the DBM have <i>Hazardous Waste Generator ID</i> ?	No. the DBM does not have a Hazardous Waste Generator ID.	What would be the terms of payment for the Project?	<p>One-time payment, after completion and acceptance of the requirements for the Project, is adopted.</p> <p>Bidders can refer to the General Conditions of the Contract clause 2 and the corresponding clause in the Special Conditions of the Contract for details on the</p>
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		terms of payment for the project.
	Based on the actual site visit, are not all location of units are reflected in the plan?	Yes. Not all air-conditioning units are for replacement. The number of units are stated in the Schedule of Requirements, the locations of which are specified in the plan attached to the bidding documents.
	Can the Contractor use the existing feeder lines?	The supply and installation of feeder lines, circuit breakers, etc., as deemed necessary by the Administrative Service, shall be on the account of the Supplier as indicated in the system requirements in item I. Units and Systems, Sec. VI. Technical Specifications.
	Is the refrigerant included in the extraction? Where do we store it?	Yes. Removal/dismantling covers all items identified as part of the air-conditioning system, and not only the air-conditioning units.
	What would be the schedule of work?	<p>The schedule of work during weekdays is from 5:00 pm to 8:00 am, while on Saturdays, Sundays, and Holidays is allowed up to twenty-four (24) hours per day.</p> <p>Bidders can refer to the Schedule of Requirements for further details.</p>

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<p>B. Submission and Opening of Bids</p> <p>Lot 1: Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service ABC: P1,800,000.00</p>	<ul style="list-style-type: none"> - The BAC Secretariat provided a brief background of the project - The BAC Chairperson recognized Ms. Jhoana Marie Rull as the TWG in-charge to lead the opening of bids. - The TWG in-charge announced the bid submissions according to the time and date it was received. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">1st Bidder: MMEEN Construction BID Received: 11:59 a.m. October 20, 2020</td> </tr> <tr> <td style="width: 30%;">1st Envelope</td> <td>Noted to be properly sealed and marked The first envelop contained 3 envelopes labeled as Original, Copy 1, and Copy 2</td> </tr> <tr> <td colspan="2">Technical Component</td> </tr> <tr> <td>1. PhilGEPS Certificate of Registration</td> <td>Present</td> </tr> <tr> <td>2. Annex A</td> <td>Present</td> </tr> <tr> <td style="padding-left: 20px;">DTI/SEC Registration</td> <td>DTI is valid until August 5, 2020; Attached is a new DTI Certificate valid until August 5, 2025</td> </tr> <tr> <td style="padding-left: 20px;">Mayor's Permit</td> <td>Valid until December 31, 2020</td> </tr> <tr> <td style="padding-left: 20px;">Tax Clearance</td> <td>Valid January 2, 2021</td> </tr> <tr> <td style="padding-left: 20px;">Audited Financial Statement</td> <td>Present; filed on December 31, 2019</td> </tr> <tr> <td>3. Statement of all ongoing government and private contracts</td> <td>Present Listed one (1) government contract with National Kidney and Transplant Institute</td> </tr> <tr> <td>4. Statement of Single Largest Completed Contract</td> <td>Present Submitted the contract with School Division Office in Marikina City Amount of Contract is P13,517,578.34</td> </tr> <tr> <td>Attachments: Contract/Purchase Order; and Certificate of Completion/OR</td> <td>Contract Certificate of Completion</td> </tr> <tr> <td>5. Bid Security</td> <td>Present Submitted a notarized Bid Securing Declaration signed by Ms. Mary Ann Bognot</td> </tr> </table>	1 st Bidder: MMEEN Construction BID Received: 11:59 a.m. October 20, 2020		1 st Envelope	Noted to be properly sealed and marked The first envelop contained 3 envelopes labeled as Original, Copy 1, and Copy 2	Technical Component		1. PhilGEPS Certificate of Registration	Present	2. Annex A	Present	DTI/SEC Registration	DTI is valid until August 5, 2020; Attached is a new DTI Certificate valid until August 5, 2025	Mayor's Permit	Valid until December 31, 2020	Tax Clearance	Valid January 2, 2021	Audited Financial Statement	Present; filed on December 31, 2019	3. Statement of all ongoing government and private contracts	Present Listed one (1) government contract with National Kidney and Transplant Institute	4. Statement of Single Largest Completed Contract	Present Submitted the contract with School Division Office in Marikina City Amount of Contract is P13,517,578.34	Attachments: Contract/Purchase Order; and Certificate of Completion/OR	Contract Certificate of Completion	5. Bid Security	Present Submitted a notarized Bid Securing Declaration signed by Ms. Mary Ann Bognot
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	6. Compliance with Section VI. Schedule of Requirements	Present Submitted the Revised version and signed by Ms. Bognot
	7. Compliance with Section VII. Technical Specifications	No submission
	8. Omnibus Sworn Statement	-
	9. Authority of the Signatory	-
	Financial Document	-
	10. Net Financial Contracting Capacity	-
	<ul style="list-style-type: none"> - The BAC checked one by one the original, copies 1 and 2, submission to establish with certainty that the bidder failed to submit the Section VII. Technical Specification as examined by the TWG in-charge. The failure to submit the Technical Specification was also confirmed by the Mr. Erwin Buenaventura, the bidder representative. Further, as examined by the TWG and Secretariat, the table of content of the bid submission did not indicate a technical specification. - Using the pass/fail criteria, the submission of MMEEN for Lot 1 was declared as “failed” for its failure to submit Section VII. Technical Specification, as required under Section 25.2 (vii) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, and as stated in Clause 12.1 (b)(ii), Section II. Instruction to Bidders (ITB) of the Bidding Documents. 	
	2nd Bidder: Interworld Enterprises BID Received: 12:59 p.m. October 20, 2020	
	1 st Envelope	<p>The submission was noted to be properly sealed and marked.</p> <p>TWG in-charge noted that main envelope contained only two (2) envelopes marked as original and copy 1.</p>
	Technical Component	-
	1. PhilGEPS Certificate of Registration	-
	2. Annex A	-
	DTI/SEC Registration	-
	Mayor’s Permit	-
	Tax Clearance	-
	Audited Financial Statement	-
	3. Statement of all ongoing government and private contracts	-

Topics/Issues	Comments/Decisions/Instructions	
<p>Lot 2: Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget and Management Bureau - B ABC: P2,000,000.00</p>	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	-
	9. Authority of the Signatory	-
	Financial Document	
	10. Net Financial Contracting Capacity	-
	<ul style="list-style-type: none"> - Vice Chairperson Director Magtalas requested for an executive session to discuss the factual and legal basis on the matter. - The BAC Chairperson discussed to the bidders the provisions of the bid documents and the IRR as regards to the failure of the bidder to submit the required documents and explained the legal basis for declaring the submission as failed. - The submission of Interworld for Lot 1 was declared as “failed” for its failure to comply with the requirement for the number of copies of the Bid to be submitted as indicated in ITB Clause 20.3, Section III. Bid Data Sheet of the Bidding Documents. - Mr. Erwin Buenaventura signified to withdraw their bid for Lot 2 and mentioned that they will wait for the next posting of the invitation to bid. - Considering the pronouncement of Mr. Buenaventura, bidder representative of MMEEN, the BAC instructed the TWG in-charge to open the Bid submission of MMEEN and proceed to check the presence or absence of the Section VII. Technical Specification - Having determined that there is no submission of the Technical Specification, The BAC declared the submission of MEEN for Lot 2 as “failed” for failure to submit the Technical Specification - The BAC proceeded to open the submission of Interworld and noted that the same with the Lot 1, there are only two (2) envelopes labeled as Original and Copy 1. - Similarly, the submission of Interworld for Lot 2 was declared as “failed” for its failure to comply with the requirement for the number of copies of the Bid to be submitted as indicated in ITB Clause 20.3, Section III. Bid Data Sheet of the Bidding Documents. 	

Topics/Issues	Comments/Decisions/Instructions						
<p>C. Pre Procurement Conference</p> <p>1. Online Competency Assessment of DBM Employees</p>	<ul style="list-style-type: none"> - Mr. Rainier Diaz, TWG in-charge presented the Bid Documents for the procurement project. - Ms. Lolita Matias the end-user representative explained the nature and scope of the project and responded to the queries from the members of the BAC to confirm the description, scope, ABC, funding source, and contract duration. - The BAC Chairperson emphasized that the basis or the necessity to procure must be clearly established in the documentation submitted by the end-users. - The BAC also evaluated the project focusing on the following aspects: <ul style="list-style-type: none"> o The readiness of the procurement project, including the availability of appropriations and budget, completeness of the bidding documents and its adherence to RA No. 9184, its IRR and related guidelines; o The schedule of requirements and the technical specifications and other terms of the bidding documents; and o The procurement timelines and milestones; - the BAC instructed the TWG in-charge to closely coordinated with the end-user and revise or modify the bidding documents based on the agreements and discussions prior to the BAC Chairman’s review and approval of the bidding documents for posting. 						
<p>D. Other Matters</p> <p>1. Summary of BAC Action Items</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="668 1223 1023 1261" style="width: 50%;">Project</th> <th data-bbox="1023 1223 1414 1261" style="width: 50%;">To-do</th> </tr> </thead> <tbody> <tr> <td data-bbox="668 1261 1023 1704"> Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service and Budget and Management Bureau-B Offices </td> <td data-bbox="1023 1261 1414 1704"> <ul style="list-style-type: none"> - The TWG and the Secretariat shall prepare the BAC Resolution for the Failure of Bidding - The BAC TWG in-charge shall also prepared new Bid Documents following 6th Edition Bid Docs ready for the Pre Bid Conference on October 27 </td> </tr> <tr> <td data-bbox="668 1704 1023 2011"> Online Competency Assessment of DBM Employees </td> <td data-bbox="1023 1704 1414 2011"> Bid Docs for Posting -revise the schedule, liquidated damage, price schedule, and SLCC, bid form, as discussed, and send to BAC members for review. </td> </tr> </tbody> </table>	Project	To-do	Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service and Budget and Management Bureau-B Offices	<ul style="list-style-type: none"> - The TWG and the Secretariat shall prepare the BAC Resolution for the Failure of Bidding - The BAC TWG in-charge shall also prepared new Bid Documents following 6th Edition Bid Docs ready for the Pre Bid Conference on October 27 	Online Competency Assessment of DBM Employees	Bid Docs for Posting -revise the schedule, liquidated damage, price schedule, and SLCC, bid form, as discussed, and send to BAC members for review.
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Online Competency Assessment of DBM Employees	Bid Docs for Posting -revise the schedule, liquidated damage, price schedule, and SLCC, bid form, as discussed, and send to BAC members for review.						

Topics/Issues	Comments/Decisions/Instructions	
	Administration of Psychometric Exams for the DBM Applicants and Employees	Bid Docs for Posting -The TWG in-charge was instructed to review the following items as discussed: 5.3, tech specs, SLCC, price schedule/ bid form, bank guaranty form, contract, remove unused form, "or in the price schedule"
	Courier Services	Bid Docs for Posting - The TWG in-charge was instructed to review the following items as discussed: SLCC, motor vehicle, remove unused form, "or in the price schedule"
	Maintenance and Support for BTMS Equipment and Licenses	Bid Docs for Posting - The TWG in-charge was instructed to review the following items as discussed: "per" day, pd 1445, breakdown of prices in bid form
	Admin Matter: Procurement of Kyocera Toners and Consumables under Direct Contracting	The BAC TWG and Secretariat were instructed to schedule the Negotiation meeting with Philcopy and to prepare items for negotiation
	Supply, Delivery, Fabrication, Installation, Testing, and Commissioning of Various Air-conditioning Units, Automatic Voltage Regulators, and other Accessories for the DBM Central Office	The TWG in-charge was instructed to closely coordinate with the end – user for the possible issuance of a Supplemental Bid Bulletin taking into account the following points: 1. Multi-brand? For air conditioning- how about air curtain and avr? 2. Refrigerant extraction and storage? Clarify 3. Hazardous Waste Generator ID 4. SLCC Supporting Docs

Topics/Issues	Comments/Decisions/Instructions	
	Administrative Matter: Furnish BSO's with a copy of the approved Annual Procurement Plan	The Secretariat were instructed to draft a memorandum for the BSOs transmitting the copy of the approved APP and SAPP

IV. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 6:30 p.m.

Prepared by:

Noted by:

Joyce D. Labao
Secretariat

Director ANDREA CELENE MAGTALAS
Vice-Chairperson