



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

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING**  
October 25, 2019, 9:00 a.m.  
Bids and Awards Committee Conference Room

**I. Attendance**

**Vice Chairperson:** Director Andrea Celenc 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: (TWG)** Atty. Keith Francis Briones  
Ms. Jeana Lyn Caceres  
Ms. Jeramie Ardi Simbre  
Ms. Darlene Reyes

**Secretariat:** Ms. Joyce Labao  
Atty. Juan Emmanuel Reyes  
Ms. Rhonna Regina Puno  
Ms. Judith Hakim  
Ms. Abigail Igna

**End-User Representatives:** Engr. Argee Sta. Barbara, Administrative Services-General Services Division (AS-GSD)  
Mr. Henry Carandang, ICTSS  
Ms. Lourdes Bayaton-Monte, AS - Human Resources & Management Division

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

**Bidder Representatives:** **Supply, Delivery, Installation, Testing and Commissioning of IP-CCTV Surveillance System for the DBM Central Office**  
  
S & S Enterprises Inc.  
Armlink Computer Center  
Infobahn Communications Inc.  
Unicenter

AIT Business Services Corp.

**Janitorial Manpower Services**

Manila Allied Management  
M8 Manpower Services  
Philcare Manpower Services  
DBP Service Corp.  
Frontrunners Property Maintenance & General Services Corp.

**Rental of Photocopying Machines**

Data Images Plus Automation Phils.  
Gakken Philippines Inc. (GPI)  
Otus Copy Systems

**Cleaning of Air Conditioning Units**

Rose Aire Enterprise Inc.  
RBiel Air

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

**III. Highlights of the Meeting**

Topics/Issues	Comments/Decisions/Instructions
<p><b>A. Submission and Opening of Bids</b></p> <p><b>1. Supply, Delivery, Installation, Testing and Commissioning of IP-CCTV Surveillance System for the DBM Central Office</b></p>	<ul style="list-style-type: none"><li>• Five (5) bidders submitted their bids before the 9:00 a.m. deadline, namely:<ol style="list-style-type: none"><li>1. Unicenter Communications</li><li>2. Infobahn Communications Inc.</li><li>3. S and S Enterprises Inc.</li><li>4. AIT Business Services Corp.</li><li>5. Armlink</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 incomplete submission of the Revised Supplementary Bid Documents.</li><li>2. The submission of Infobahn Communications Inc. as "passed" for complying with all the eligibility and</li></ol></li></ul>

Topics/Issues	Comments/Decisions/Instructions
	<p>technical requirements as stated in the Bidding Documents.</p> <ol style="list-style-type: none"> <li>3. The submission of S and S Enterprises Inc. as "failed" for the absence of a copy of a contract as proof on the Single Largest Completed Contract.</li> <li>4. 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> <li>5. The submission of Armlink as "failed" for its incomplete submission and absence of a contract. The system generated Official Receipt has no signature of both parties and cannot also be considered as a Purchase Order.</li> </ol> <ul style="list-style-type: none"> <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 21,688,000.00</li> <li>2. AIT Business Services Corp.- 16,488,888.00</li> </ol> </li> <li>• The BAC declared the submission of AIT Business Services Corp. as the Lowest Calculated Bid in the amount of Sixteen Million Four Hundred Eighty Eight Thousand Eight Hundred Eighty Eight Pesos (P 16,488,888.00) subject to post-qualification.</li> </ul>
<p><b>B. Submission and Opening of Eligibility Documents</b></p> <ol style="list-style-type: none"> <li>1. <b>Consultancy Services for the Environmental Compliance of the Department</b></li> </ol>	<ul style="list-style-type: none"> <li>• Two (2) interested consultants submitted their eligibility documents before the 9:30 a.m. deadline, namely: <ol style="list-style-type: none"> <li>1. Berkman Systems Inc.</li> <li>2. Outsourced Urban Planner and Management Consultancy Services</li> </ol> </li> <li>• After preliminary examinations of the submissions, the BAC, using non-discretionary "pass/fail" criteria, determined the following: <ol style="list-style-type: none"> <li>1. The submission of Berkman Systems Inc. as "ineligible" for shortlisting for its failure to submit the Eligibility Document Submission Form, pursuant to Clause 8.4, Section II. Eligibility Documents of the Bidding Documents.</li> </ol> </li> </ul>

Topics/Issues	Comments/Decisions/Instructions
	<ol style="list-style-type: none"> <li>2. The submission of Outsourced Urban Planner and Management Consultancy Services as "eligible" for short listing.</li> </ol> <ul style="list-style-type: none"> <li>• The BAC shall recommend to the Secretary of the Department of Budget and Management the following: <ol style="list-style-type: none"> <li>1. To declare Outsourced Urban Planner and Management Consultancy Services as the short-listed Consultant for the Project.</li> <li>2. For the BAC to proceed with the submission and opening of the technical proposals for the Project which will adopt the Quality Cost Based Evaluation (QCBE) procedure - 60% for quality (technical proposal) and 40% for cost (financial proposal).</li> </ol> </li> </ul>
<p><b>C. Pre-bid Conference</b></p> <ol style="list-style-type: none"> <li>1. <b>Janitorial Manpower Services</b></li> </ol>	<ul style="list-style-type: none"> <li>• Five (5) prospective bidders attended the pre-bid conference, namely; <ol style="list-style-type: none"> <li>1. Manila Allied Management</li> <li>2. MB Manpower Services</li> <li>3. Philcare Manpower Services</li> <li>4. DBP Service Corp.</li> <li>5. Frontrunners Property Maintenance &amp; General Services</li> </ol> </li> <li>• Atty. Keith Francis Briones, 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 Admin Fee of 10% is just the minimum. Range is 10% to 15%.</li> <li>2. The 12% VAT is based on Gross Pay.</li> <li>3. Salary of P 537 is based on Wage Order.</li> <li>4. Number of working days will be a factor in the computation of Philhealth and SSS benefits.</li> </ol> </li> <li>• A Supplemental Bid Bulletin shall be issued should any revisions on the Schedule of Requirements and Technical Specifications is warranted.</li> </ul>

Topics/Issues	Comments/Decisions/Instructions
<p>2. Rental of Photocopying Machines</p>	<ul style="list-style-type: none"> <li>• Three (3) prospective bidders attended the pre-bid conference, namely; <ul style="list-style-type: none"> <li>• Data Images Plus Automation Philippines</li> <li>• Galkon Philippines Inc.</li> <li>• Otus Copy Systems</li> </ul> </li> <li>• Ms. Jeramic Ardi Simbre, 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: <ol style="list-style-type: none"> <li>1. Deployment or allocation of machines. The BAC replied it will be given during the contract implementation.</li> <li>2. As to whether the machine should be brand new or re-manufactured, no specific requirement as long as the machine can comply with the output needed.</li> <li>3. Scanner specification.</li> </ol> </li> <li>• A Supplemental Bid Bulletin shall be issued should any revisions on the Schedule of Requirements and Technical Specifications is warranted.</li> </ul>
<p>3. Cleaning of Air Conditioning Units</p>	<ul style="list-style-type: none"> <li>• Two (2) prospective bidders attended the pre-bid conference, namely; <ol style="list-style-type: none"> <li>1. Rose Aire Enterprise Inc.</li> <li>2. RBiel Air</li> </ol> </li> <li>• Ms. Darlene Reyes, 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 inquired whether the requirement is for a Registered Mechanical Engineer (first level) or a Professional Mechanical Engineer (2<sup>nd</sup> license). The end-user will check which certification is needed.</li> <li>• A Supplemental Bid Bulletin shall be issued should any revisions on the Schedule of Requirements and Technical Specifications is warranted.</li> </ul>
<p>4. Supply and Delivery of Drinking Water</p>	<ul style="list-style-type: none"> <li>• No prospective bidders attended the meeting.</li> </ul>

Topics/Issues	Comments/Decisions/Instructions
<p><b>D. Pre-procurement Conference</b></p> <p><b>1. Administration of Psychometric Exams for DBM Applicants and Employees</b></p>	<ul style="list-style-type: none"> <li>• The FWG member-in-charge presented the Technical specifications and Financial requirements for the Bid Documents of the Project for review and discussion.</li> <li>• After review of the Terms of Reference of the Project, the pre-bid conference shall be scheduled on November 8.</li> </ul>

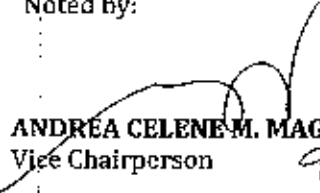
#### IV. Adjournment

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

Prepared by:

  
**JUDITH P. HAKIM**  
 Secretariat

Noted by:

  
**ANDREA CELENE M. MAGTALAS**  
 Vice Chairperson