



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

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING**

October 6, 2020, 1:00 p.m.  
Bids and Awards Committee Conference Room

**I. Attendance**

Chairperson	Undersecretary Janet B. Abuel
Vice-Chairperson:	Director Andrea Celene Magtalas
Members:	Director Ryan S. Lita OIC-Director Rowel D. Escalante Ms. Jean Teresita Importante Mr. Virgilio Umpacan, Jr.
End-User Representatives/ Provisional Member	Mr. Amiel Del Rosario Director Thea Marie Corinne F. Palarca Ms. Jeramie Ardi Simbre
Technical Working Group:	Mr. Rainer Diaz Ms. Jeana Lyn Cacera Ms. Jhoana Marie Rull Ms. Janina Papa Atty. Keith Francis Briones Ms. Darlene Reyes
Secretariat:	Ms. Joyce Labao Ms. Rhonna Regina Puno Ms. Abegail Igna
Bidder Representatives:	<b>For the Project: "Subscription of FortiGate-VM AZURE"</b> Mr. Christopher Garcia – Accent Micro Technologies, Inc. (AMTI) Ms. Cherry Ann Macaspac – AMTI  <b>For the Project: "Replacement of Floor Tiles"</b> Mr. Jervin De Guzman – JDG Construction

**II. Call to Order**

The BAC Vice Chairperson called the meeting to order after determining that there is a quorum at 1:00 p.m.

The agenda for October 6, 2020 BAC Meeting is as follows:

<b>Agenda</b>	<b>Revised Agenda</b>
<p>A. Pre-procurement</p> <p>1. Supply, Delivery, Fabrication, Installation, Testing, and Commissioning of Various Air-conditioning Units, Automatic Voltage Regulator, and Other Accessories for the DBM Central Office</p> <p>B. Post-qualification Report</p> <p>1. Additional Network Components for BTMS Infrastructure - AVAYA CM8 Upgrade</p> <p>C. Submission and Opening of Bids</p> <p>1. Subscription of FortiGate-VM for AZURE</p> <p>D. Pre-bid Conference</p> <p>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</p> <p>E. Other Matters</p>	<p>A. Post Qualification Report</p> <p>1. Additional Network Components for BTMS Infrastructure - AVAYA CM8 Upgrade</p> <p>B. Inclusion to the Supplemental Annual Procurement Plan</p> <p>C. Submission and Opening of Bids</p> <p>1. Subscription of FortiGate-VM for AZURE</p> <p>D. Pre-bid Conference</p> <p>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</p> <p>E. Pre Procurement Conference</p> <p>1. Supply, Delivery, Fabrication, Installation, Testing, and Commissioning of Various Air-conditioning Units, Automatic Voltage Regulator, and Other Accessories for the DBM Central Office</p> <p>F. Other Matters</p>

### III. Highlights of the Meeting

<b>Topics/Issues</b>	<b>Comments/Decisions/Instructions</b>												
<p><b>A. Post Qualification Report</b></p> <p>1. Additional Network Components for BTMS Infrastructure – AVAYA CM8 Upgrade</p>	<p>- The TWG in-charge, Ms. Darlene Reyes, presented the Post-qualification report to the BAC. The summary of the report is as follows:</p> <p>Name of Bidder: Trends and Technologies, Inc. Rank and List of Bids: Single Calculated Bid</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Document</th> <th style="text-align: center;">Submitted</th> <th style="text-align: center;">Remarks</th> </tr> </thead> <tbody> <tr> <td colspan="3">Legal Document</td> </tr> <tr> <td>1. PhilGEPS Registration Certificate</td> <td>Platinum Valid until September 3, 2021</td> <td>Complying</td> </tr> <tr> <td>2. SEC Certificate</td> <td>Registered on October 30, 1992</td> <td>Complying</td> </tr> </tbody> </table>	Document	Submitted	Remarks	Legal Document			1. PhilGEPS Registration Certificate	Platinum Valid until September 3, 2021	Complying	2. SEC Certificate	Registered on October 30, 1992	Complying
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Topics/Issues	Comments/Decisions/Instructions		
	3. Mayor's Permit	Valid until December 31, 2020	
	3. Tax Clearance	Valid until February 3, 2021	
	4. Audited Financial Statement	Date of filing – June 30, 2020	
	Technical Documents		
	6. Statement of all ongoing Contracts	Present	Complying
	7. Statement of Single Largest Completed Contract	Amount: P11,888,000.00 Client: Sunlife of Canada Date Started: June 27, 2018 Date of Delivery: November 6, 2018	Complying
	8. Bid Security	Submitted a notarized Bid Securing Declaration signed by Mr. Gerry A. Baquiran	Complying
	9. Compliance with Section VI. Schedule of Requirements	Trends and Technologies certified to comply and deliver all the requirements.  Signed by Mr. Gerry Baquiran	Complying
	10. Compliance to Section VII. Technical Specification	Trends and Technologies certified to comply and deliver all the specifications stated in Section VII Technical Specifications  Signed by Mr. Gerry Baquiran	Complying
	11. Omnibus Sworn Statement	Submitted a notarized Omnibus Swron Statement signed by Mr. Gerry Baquiran	Complying
	12. Authority of the Signatory	Submitted a Secretary's Certificate authorizing Mr. Gerry Baquiran and	Complying

Topics/Issues	Comments/Decisions/Instructions		
<p><b>B. Inclusion to the Supplemental Annual Procurement Plan</b></p> <p><b>C. Submission and Opening of Bids</b></p> <p>1. Subscription of FortiGate-VM for AZURE</p>		Ms. Mylene David as signatory.	
	13. Net Financial Contracting Capacity (NFCC)	The NFCC is equivalent to: 20,676,467,210.00	Complying
	14. Required Certification	Submitted and verified	Complying
	15. Income Tax Return	Filed through EFPS	Complying
	16. Business Tax Return	Verified	Complying
	Financial Proposal	P8,368,000.00	Complying It is within the ABC
	<ul style="list-style-type: none"> <li>- TWG recommended Trends and Technologies, Inc. as post qualified</li> <li>- The BAC declared Trends and Technologies as post Qualified.</li> <li>- The BAC Chairperson instructed BAC TWG, Secretariat and Dir. Magtalas to prepare the BAC Resolution, Notice of Award and Contract for endorsement to the Secretary.</li> <li>- BAC Secretariat presented the PPMPs for the following projects received from the end-users and as endorsed by the Finance Service: <ul style="list-style-type: none"> <li>1. Maintenance and Support Services for Budget and Treasury Management System (BTMS) Equipment and Licenses from the Information and Communication Technology Systems Service, (ICTSS)</li> <li>2. Engagement of Project-Based Consultant for the Development of Standards and Guidelines on Organization and Staffing from the Office of the Secretary (OSec)</li> </ul> </li> <li>- Assistant Secretary Kim Robert De Leon of the Office of the Secretary requested to be clarified on the Budget requirements for the project considering that the implementation shall extend to CY 2021.</li> <li>- Ms. Jean Teresita Importante clarified that since the project will be a one-time obligation, a Multi-year Contractual Authority (MYCA) will not be necessary.</li> <li>- The ICTSS thoroughly discussed the Terms or Reference of the project BTMS Equipment and Licenses.</li> <li>- The BAC moved to recommend the inclusion of the two (2) projects to the Supplemental Annual Procurement Plan.</li> <li>- The BAC Secretariat provided a brief background of the project</li> <li>- The BAC received the Bid submission of AMTI on October 6, 2020 at 12:40 p.m.</li> </ul>		

Topics/Issues	Comments/Decisions/Instructions	
	<b>Item/Description</b>	<b>Remarks</b>
	1 <sup>st</sup> Envelope	Noted to be properly sealed and signed.
	1. PhilGEPS Certificate of Registration with Annex A (for PhilGEPS Platinum Members	Valid until January 31, 2021
	2. Annex A	
	- Registration Certificate DTI - for Sole Proprietorship SEC Certificate - for corporation	Submitted SEC Registration
	- Mayor's Permit	Valid until Dec. 31, 2020
	- Tax Clearance	Valid until May 28, 2020
	- Audited Financial Statement	Date of filing is June 19, 2020
	3. Statement of all ongoing contracts	Present 19 Government Contracts None for private contracts
	4. Statement of Single Largest Completed Contract -within 2 years - at least 50% of the ABC - Attachments: (1. Contract/ Purchase Order; and 2. Certificate of Final Acceptance or Official Receipt)	Present  Contract with Department of Social Welfare and Development  Date of contract: April 30, 2019  Kinds of Goods: Subscription of Managed Services for DSWD  Amount of Contract: P37,449,387.93  Date of Delivery: June 7, 2019
	5. Bid Security	Present Signed by Ms. Cherry Ann Macaspac

Topics/Issues	Comments/Decisions/Instructions	
	6. Compliance to Section VI. Schedule of Requirements	Present Submitted the revised Schedule of Requirements signed by Cherry Ann Macaspac
	7. Compliance to Section VII. Technical Specifications	Present Submitted Revised Technical Specification signed by Ms. Cherry Ann Macaspac
	8. Omnibus Sworn Statement	Present Submitted Notarized Omnibus Sworn Statement signed by Ms. Cherry Ann Macaspac
	9. Authority of the Signatory	Present Submitted is a notarized Secretary's Certificate which authorizes Ms. Cherry Ann Macaspac, Josefino Palomo and Christopher Garcia as authorized signatories.
	10. Net Financial Contracting Capacity (NFCC)	Present NFCC= P4,499,894,879.42
	11. Required Certification	Present Submitted three (3) Certification
	<ul style="list-style-type: none"> <li>- TWG in-charge recommended the Technical submission of AMTI as "passed"</li> <li>- The BAC declared the submission of AMTI as passed having examined that all the required documents for the technical component to be submitted are present.</li> <li>- The BAC instructed to proceed in the opening of the Financial Component of the bid. The bid offer/proposal was reported as follows: P1,680,000.00 which was determined by the BAC as within the ABC.</li> <li>- The TWG in-charge recommended the submission as Single Calculated Bid.</li> <li>- The BAC declared the submission as Single Calculated Bid. The BAC Chairperson instructed the BAC Secretariat to inform the bidder of the documentary requirements which needs to be submitted within the required period as part of the post qualification documents.</li> </ul>	

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<p><b>D. Pre-bid Conference</b></p> <p>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</p>	<ul style="list-style-type: none"> <li>- The bidders were also informed that a letter will be sent to them requesting bidders to submit additional documents as part of the post qualification.</li> <li>- The TWG in-charge Ms. Jhoana Marie Rull was recognized by the BAC to present.</li> <li>- Ms. Rull discussed, in detail, the following items:               <ol style="list-style-type: none"> <li>1. The objectives of the Pre-bid Conference which is to clarify and address the bidder's questions to adequately prepare bids for the project;</li> <li>2. Reminder to the bidders that any statement issued shall not modify the terms of bidding, unless reflected in a supplemental bid bulletin;</li> <li>3. Project background consisting of two (2) lots and the total ABC ;</li> <li>4. Documentary requirements to be submitted during bid submission, after the declaration of the lowest calculated bid, and after receipt of the Notice of Award;</li> <li>5. Contents of the First and Second Envelopes;</li> <li>6. The Schedule of Requirements;</li> <li>7. The Technical Specifications of the project;</li> <li>8. The Performance Security and Retention Money; and</li> <li>9. The Common Reasons for disqualification and the important dates to remember.</li> </ol> </li> <li>- The following items were clarified during the question and answer:</li> </ul> <table border="1" data-bbox="651 1290 1428 2067"> <thead> <tr> <th data-bbox="655 1296 1038 1328">Question</th> <th data-bbox="1038 1296 1423 1328">Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="655 1328 1038 1749">Dismantling of existing BMB-B workstations and reassembling to the temporary office located on the fourth floor of the same building or any room available within the DBM. Full functionality (Power, Data, Voice)</td> <td data-bbox="1038 1328 1423 1749">Two (2) calendar days upon receipt of NTP  <b>Working hours (subject to community quarantine restrictions):</b>  <b>Saturdays, Sundays and Holidays only [allowed up to twenty-four (24) hours per day]</b></td> </tr> <tr> <td data-bbox="655 1749 1038 1821">Removal of existing floor tiles</td> <td data-bbox="1038 1749 1423 1821">45 calendar days after relocation of workstation</td> </tr> <tr> <td data-bbox="655 1821 1038 1928">Installation of new floor tiles Estimated floor area: 480 sq.m.</td> <td data-bbox="1038 1821 1423 1928"><b>Working hours (subject to community quarantine restrictions):</b></td> </tr> <tr> <td data-bbox="655 1928 1038 2067">Repainting/Re-varnishing of all interior finishes (walls, doors, door jambs, ceiling,</td> <td data-bbox="1038 1928 1423 2067"><b>a. Mondays to Fridays (6PM to 5AM only) –</b></td> </tr> </tbody> </table>	Question	Reply	Dismantling of existing BMB-B workstations and reassembling to the temporary office located on the fourth floor of the same building or any room available within the DBM. Full functionality (Power, Data, Voice)	Two (2) calendar days upon receipt of NTP  <b>Working hours (subject to community quarantine restrictions):</b>  <b>Saturdays, Sundays and Holidays only [allowed up to twenty-four (24) hours per day]</b>	Removal of existing floor tiles	45 calendar days after relocation of workstation	Installation of new floor tiles Estimated floor area: 480 sq.m.	<b>Working hours (subject to community quarantine restrictions):</b>	Repainting/Re-varnishing of all interior finishes (walls, doors, door jambs, ceiling,	<b>a. Mondays to Fridays (6PM to 5AM only) –</b>
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<p><b>E. Pre Procurement Conference</b></p> <p>1. Supply, Delivery, Fabrication, Installation, Testing, and Commissioning of Various Air-conditioning Units, Automatic Voltage Regulator, and Other Accessories for the DBM Central Office</p>	<p>wood cladding, etc.), color same as the existing</p>	<p><b>subject to change upon notice from AS</b></p> <p><b>b. Saturdays, Sundays, and Holidays</b> [allowed up to twenty-four (24) hours per day]</p>				
	<p><b>Dismantling of the reassembled workstations in the temporary office located on the fourth floor of the same building or any room available within the DBM in item 1, and reassembling back to the original location in BMB-B. Full functionality (Power, Data, Voice)</b></p>	<p>Two (2) calendar days after completion of items 2, 3, &amp; 4</p> <p><b>Working hours (subject to community quarantine restrictions):</b></p> <p><b>Saturdays, Sundays and Holidays only [allowed up to twenty-four (24) Hours per day]</b></p>				
	<ul style="list-style-type: none"> <li>- The BAC recognized Ms. Janina Papa, TWG in-charge for the project to present.</li> <li>- Ms. Janina Papa informed the BAC that the Bid Documents used is the 6<sup>th</sup> Edition as prescribed by the Government Procurement Policy Board – Technical Support Office (GPPB-TSO).</li> <li>- Ms. Papa presented the Bid Documents to enable all officials involved in the procurement to discuss all aspects of the project.</li> <li>- The discussion delve on, among others, the technical specifications, the ABC and its basis, related milestones, and the budget/funding source.</li> <li>- As regards to the Technical Specification Form, the BAC discussed if bidders will be required to sign the submission and agreed to clarify with the GPPB-TSO on the matter.</li> </ul>					
<p><b>F. Other Matters</b></p> <p><b>1. Early Procurement Activities Updates</b></p> <p><b>2. Summary of BAC Action Items</b></p>	<ul style="list-style-type: none"> <li>- Vice Chairperson Director Magtalas discussed the updates and presented the schedule for the Early Procurement Activities.</li> </ul> <table border="1" data-bbox="659 1794 1433 2040"> <thead> <tr> <th data-bbox="659 1794 1042 1832">Project</th> <th data-bbox="1042 1794 1433 1832">To-do</th> </tr> </thead> <tbody> <tr> <td data-bbox="659 1832 1042 2040">Subscription of FortiGate-VM for AZURE</td> <td data-bbox="1042 1832 1433 2040">           1. Prepare letter for the submission of Post-Qualification Documents            2. Immediately prepare the post qualification report.         </td> </tr> </tbody> </table>		Project	To-do	Subscription of FortiGate-VM for AZURE	1. Prepare letter for the submission of Post-Qualification Documents 2. Immediately prepare the post qualification report.
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Topics/Issues	Comments/Decisions/Instructions	
	Support and Maintenance Services for BTMS Equipment and Licenses	<ol style="list-style-type: none"> <li>1. The End-user shall submit a revised PPMP based on the discussions and agreements with the BAC;</li> <li>2. The TWG in-charge was advised to prepare the Bid Documents</li> </ol>
	Supplemental Annual Procurement Plan No. 10	The Secretariat shall prepare the necessary forms and documentation for the review and signature of the BAC members and endorsement to the Secretary
	Additional Network Components for BTMS Infrastructure - AVAYA CM8 Upgrade	The TWG and Secretariat shall prepare the Memorandum for the Secretary, BAC Resolution and Notice of Award. The release, however, shall be pending the resolution for the received Request for Reconsideration.
	Supply, Delivery, Fabrication, Installation, Testing, and Commissioning of Various Air-conditioning Units, Automatic Voltage Regulator, and Other Accessories for the DBM Central Office	The Bid Documents shall be reviewed by the Legal Service c/o Atty. Ryan S. Lita and/or Atty. Rosemarie Pagala
	Engagement of a Project-Based Consultant for the Development of Standards and Guidelines on Organization and Staffing	The BAC Members, TWG and Secretariat shall prepare for the Negotiation meeting which is scheduled immediately on the next BAC Meeting.
	Replacement of Tiles and Repainting of the Interior Walls and Finishes of Budget Information and Training Service and Budget and Management Bureau-B Offices	The TWG in-charge shall immediately prepare the Supplemental Bid Bulletin in coordination with the End-users.
	Administrative Matters	<ol style="list-style-type: none"> <li>1. Updated Survey Questionnaire</li> <li>2. Updates on RA No. 9184 Training</li> <li>3. GPPB Advice on the procurement of Kyocera</li> </ol>

Topics/Issues	Comments/Decisions/Instructions	
		Toners and Consumables 4. Contract Signing Data and Recommendations 5. Updated Pre-Bid Power Point Presentation specifically on the following: 1.) Retention Money 2.) Contract Signing Timeline; and 3.) Performance Security Coverage

**IV. Adjournment**

There being no other matters to be discussed, the meeting was adjourned at 4.36 p.m.

Prepared by:

Noted by:

**Joyce D. Labao**  
Secretariat

**Director ANDREA CELENE MAGTALAS**  
Vice-Chairperson