

**Republic of the Philippines**  
**Philippine Export-Import Credit Agency**  
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**BIDS AND AWARDS COMMITTEE (BAC)**  
**MINUTES OF THE MEETING NO. 2019-\_\_\_**  
**June 26, 2019**

Present:

FSVP Ian A. Briones	-	Chairperson
VP Arsenio C. De Guzman	-	Vice Chairperson
Atty. Angela A. Aquino	-	Member
VP Mildred S. Viray	-	Alternate Member
VP Milgaros M. Baet	-	Provisional Member
SAM Karenina V. Joaquin	-	Head, Secretariat
Enercita E. Joson	-	Member
Jocelyn C. Go	-	Member

Also Present:

Technical Working Group (TWG)

Engr. Aries Joseph A. Leynes	-	Head
Ms. Emelita O. Santos	-	Member
SAMYolanda T. Viernesto	-	Member

Observer:

Ms. Mary Grace Apolinario	-	Commission on Audit (COA)
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Prospective Bidder:

Mr. Jose G. De Leon	DBP Service Corp.
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**A. DETERMINATION OF QUORUM/CALL TO ORDER**

There being a quorum, the meeting was called to order at 11:00 PM with the Chairperson presiding.

The Agenda of the Meeting was the Pre-Bidding Conference for Procurement of Manpower Services for One (1) Year.

The Chairperson welcomed Mr. Jose G. De Leon, the representative from DBP Service Corporation and Ms. Grace Apolinario from Commission on Audit and introduced BAC members as well as the TWG and Secretariat.

He informed the body that the Invitation to Bid was posted in the PhilGEPS' and TIDCORP's website and at TIDCORP's conspicuous place for seven (7) calendar days covering the period June 15-22, 2019. Likewise, Invitations to Observers were sent on 18 June 2019 to the following:

1. Mr. Crisanto S. Frianeza of Philippine Chamber of Commerce,
2. Mr. Edgard Magpantay of Philippine Institute for Supply Management
3. Audit Team Leader of the Commission on Audit.

The following were presented by the TWG Head and Secretariat Head, respectively:

**1. INVITATION TO BID ( ANNEX "A" )**

The Secretariat Head went through the Invitation to Bid (IB) as instructed by the Chairperson.

The Chairperson asked Mr. De Leon if they were able to purchase or obtain copy of the bidding documents. Mr De Leon answered in the affirmative and said that it was through PhilGEPS but they have not yet purchased the bidding documents.

Without prejudice to the continuance of reading the provisions of the Instructions to Bidders (ITB) and Invitation to Bid (IB), the Chairperson asked Mr. De Leon if they have read and understood the content of the IB and Schedule of Activities. Mr. De Leon answered yes.

The Chairperson then asked if Mr. De Leon would want the continuance of the line by line reading of IB. Mr. De Leon replied that it can be dispensed with.

Atty. Aquino inquired if the BAC will allow the prospective bidder to ask questions/clarifications even if it not yet purchased the bidding documents and if they will limit the question. The Chairperson answered in the affirmative because it is in the best interest of the prospective bidder, since it was only DBP Service Corp. which attended the pre-bid conference. Mr. De Leon also added that under the RIRR, the prospective bidders were allowed to ask questions.

**2. OFFENSES AND PENALTIES ( ANNEX "B" )**

As a reminder the Secretariat Head read the Offenses and Penalties under Section 65 of the 2016 RIRR of RA 9184.

**3. INSTRUCTION TO BIDDERS/BID DATA SHEET ( ANNEX "C" )**

Engr. Leynes read the Bid Data Sheet.

The Chairperson inquired from the prospective bidder if they still want the BAC to go through the ITB which is standard and not modified. Mr. De Leon chose not to and opted to proceed with the reading of the eligibility requirements.

**4. DOCUMENTS COMPRISING THE BID ( ANNEX "D" )**

Mr. De Leon inquired if it is the bidder who will certify the eligibility document as True Copy. The Secretariat Head answered in the affirmative. The Chairperson further explained that

the list is what comprises the original bid, if it is not indicated as original then it should be certified true copy and make photocopies for copy 1 and copy 2 of the original bid.

The Chairperson asked the prospective bidder if he wanted a per item explanation of the documents comprising the Technical Component and Financial Component of the bid. Mr. De Leon opted not to.

**5. FORMAT AND SIGNING OF BIDS ( ANNEX "B" )**

The Secretariat Head explained the proper format and signing of bids.

**6. SEALING AND MARKING OF BIDS ( ANNEX "B" )**

The Secretariat Head likewise explained the sealing and marking of envelopes containing the bid documents.

**7. TECHNICAL SPECIFICATIONS ( ANNEX "E" )**

Engr. Leynes presented the Technical Specifications.

On Item No. 8.

Mr. De Leon requested if it is possible to extend the twenty four (24) hours compliance for the replacement of workers to five (5) days because the technical staff and drivers cannot be sourced out easily.

The BAC agreed to qualify the requirements as follows:

3 days for technical staff/drivers; and  
24 hours for clerk/messenger/janitors

For issuance of Bid Bulletin.

On Item No. 14.

The Chairperson explained that "ALL OR NOTHING" would mean that the bid should cover all of the requirements and not just a portion of it. Mr. De Leon clarified if it is 1 lot. The Chairperson agreed.

**8. SPECIAL CONDITION OF CONTRACT ( ANNEX "F" )**

**9. SCHEDULE OF REQUIREMENT ( ANNEX "G" )**

Engr. Leynes likewise presented these 2 items.

**10. PRELIMINARY EXAMINATION OF BIDS: OPENING OF BIDS ( ANNEX "B" )**

**11. DETAILED EVALUATION AND COMPARISON OF BIDS (ANNEX "B")**

**12. POST QUALIFICATION (ANNEX "B")**

The Secretariat Head explained these 3 items.