



**DENR Bids and Awards Committee for Regular Operations**

**MINUTES OF BAC MEETING  
17 September 2021**

- Venue** : Field Operations Conference Room, 5<sup>th</sup> Floor, DENR Main Building & Online via Google Meet Platform
- Date/Time** : 17 September 2021, Friday  
11:00 AM onwards
- Agenda** : 1. **Pre-Bid Conference for the** Supply, Delivery and Installation of One (1) Lot Various Office Furniture and Fixtures for the 5<sup>th</sup> Floor of the Department of Environment and Natural Resources-Central Office (DENR-CO) Main Building under Bid Ref No. DENR-CO-2021-026
2. **Opening of Eligibility Documents for the** Procurement of Consulting Services for the Development of Enhanced Asset Management Information System under Bid Ref. No. DENR-CO-2021-019

**I. ATTENDANCE**

**DENR Bids and Awards Committee**

Atty. Norlito A. Eneran	Vice Chairperson
Ms. Evelyn G. Nillosan	Alternate Vice Chairperson
Ms. Maria Elena A. Morallos Manila	Provisional Member/End-user
Mr. Elizar S. Cantuba	Member
Engr. Gilbert C. Mondroy	Member/End-user

**BAC Technical Working Group**

Engr. Roberto M. Aguda	Member
Ms. Dianne G. Ibias	Member
Ms. Concepcion C. Cunanan	Member
Ms. Ann Joanna B. Villarama	Member
Mr. Lamberto S. Ramos	Member
Ar. Katrina Carla I. Catapang	Member/End-user Representative
Mr. Angelito L. Estrada	Member/End-user Representative
Engr. Jeffrey Bancifra	Member/End-user Representative
Mr. Nel James B. Aquino	Member/End-user Representative
Mr. Antonio S. Bautista, Jr.	Member/End-user Representative
Mr. Dennis Guy M. Segovia	Member/End-user Representative
Mr. Felino Don Pedro Austria	Member/End-user Representative
Engr. Vilma Luisa Ferrer	Member/End-user Representative
Ms. Ma. Berma Cabrera	Member/End-user Representative
Mr. Mark Joseph Antonio	Member/End-user Representative
Engr. Rodney V. Diaz	Member/End-user Representative
Ms. Lia Cassandra A. Logmao	Ad hoc Member
Ms. Alleli G. Vergara	Ad hoc Member
Ms. Ma. Rosario T. Santiago	Ad hoc Member

**BAC Secretariat**

Ms. Jessa B. Montes

Member

Other office staffs

**Attendance of Bidders**

Bidders	Representative/s
<b>A. Pre-Bid Conference for the Supply, Delivery and Installation of One (1) Lot Various Office Furniture and Fixtures for the 5<sup>th</sup> Floor of the DENR-CO Main Building</b>	
1) Lee Designs Inc.	Ms. Grace Marcellana Mr. Michael Jasmin
2) ACMI Office Systems Philippines Inc,	Ms. Jeanica Platero Ms. Rosemarie dela Cruz
3) LBPI Design International Inc.	Ms. Agnes Tacasa Mr. Carlo Sampang
4) Filcrafters Inc.	Ms. Angelica Ducut Ms. Jenelyn David
5) Distinctive Blinds & Office Systems Inc.	Ms. Irene Ong
6) Peniton Trading	Ms. Lovely Rose Hagos
7) Design Excellence Home & Office System Co.	Ms. Mae Janella Aguilar
8) Asahi Design Centre Inc.	Mr. Arnel Sarmiento Ms. Maria Luisa Angeles
9) Infinite Quality Designs Center Inc.	Ms. Giselle Amador Ms. Veronica Veradio
10) MFT International Corporation	Mr. Eduardo Salvallon
<b>B. Opening of Eligibility Documents for the Procurement of Consulting Services for the Development of Enhanced Asset Management Information System</b>	
1) Doña Alejandra, Inc.	Mr. Ramelito Ramirez II Ms. Laura Encinas
2) Exakt IT Services Inc.	Ms. Angelica Ong Ms. Rhiza Agustin Mr. Rod Christopher Perez

**II. CALL TO ORDER**

The meeting was called to order at 11:00 AM and presided by the Vice Chairperson, to discuss the agenda stated above.

### III. ROLL CALL

The BAC Secretariat called the roll and informed the Vice Chairperson that five (5) members are present which constitute a quorum. The Vice Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

### IV. SALIENT FEATURES OF DISCUSSION

#### A. Pre-Bid Conference for the Supply, Delivery and Installation of One (1) Lot Various Office Furniture and Fixtures for the 5<sup>th</sup> Floor of the DENR-CO Main Building

- The BAC Vice Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the abovementioned prospective bidders for the Supply, Delivery and Installation of One (1) Lot Various Office Furniture and Fixtures for the 5th Floor of the DENR-CO Main Building.
- Before the discussion started, all prospective bidders affirmed their familiarity with the government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulations (IRR).
- A brief presentation on the bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
  - ✓ Packaging and Envelope Labeling Instructions
    - Bidders shall submit ONE (1) Envelope containing technical and financial documentary requirements.
  - ✓ Invitation to Bid
  - ✓ Instructions to Bidders
  - ✓ Bid Data Sheet
  - ✓ General Conditions of the Contract
  - ✓ Special Conditions of the Contract
  - ✓ Eligibility Documents
    - Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to the bidder with attached Annex A
      - The valid & current certificate of PhilGEPS Certificate of Registration (Platinum Membership shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated document, the bidder shall submit, together with the certificate certified true copies of the updated documents.
    - Statement of all its ongoing government and private contracts
      - Form provided as per Annex I of the bidding documents.
      - Within the last three (3) years.
    - Statement of the Bidder's Single Largest Completed Contract (SLCC)
      - Form provided as per Annex I-A of the bidding documents.
      - SLCC of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least 50% of the ABC.
      - With attached copy of End User's Acceptance or Official Receipt/s or Sales Invoice or Collection Receipt.

- Original Bid Security

Project ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Bid Securing Declaration (Annex II)
3,554,500.00	71,090.00	177,725.00	No required percentage

- Duly notarized or unnotarized Bid Securing Declaration shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.
- Schedule of Requirements & Technical Specifications
  - Duly conformed per Section VI and VII of the bidding documents.
  - Write "comply" only.
  - Follow instructions as indicated in Section VII. Failure to follow instructions will result in a rating of "Failed".
- Omnibus Sworn Statement
  - Form provided as per Annex III of the bidding documents.
  - Usage of any of the following "or" or "and/or" in specifying the authorized representative/s.
  - However, if the bidder has more than one (1) authorized representative and used the word "and", all representatives must sign/initial in the prescribed forms provided. Otherwise, shall be a ground for the rejection of the bid and will result in a rating of "Failed".
  - Attach Proof of Authority of the bidder's authorized representative. For Sole Proprietorship must submit duly notarized or unnotarized Special Power of Attorney. If Corporations, Cooperative or the Members of the Joint Venture, must submit duly notarized or unnotarized Secretary's Certificate/Board Resolution.
- Audited Financial Statements (AFS)
  - Submit 2020 AFS received by the Bureau of Internal Revenue (BIR) or duly accredited or authorized institutions dated CY 2021.
- Net Financial Contracting Capacity
  - Form provided with detailed computation as per Annex IV of the bidding documents.
  - Computation must be at least equal to the ABC of the project.
  - Or submit Committed Line of Credit issued by a Local Universal of Local Commercial Bank with machine validation at least equal to 10% of the ABC,
- ✓ Financial Documents
  - Completed and signed Financial Bid Form per Annex VI of the bidding documents.
  - The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.
  - If the bid amount is inconsistent with words and in numbers, amount in words will prevail.
  - Signed and Accomplished Prices Schedule(s) per Annex VI-A or VI-B.
- ✓ Additional Post-Qualification Documentary Requirements under the Bid Data Sheet of the bidding documents.

- After the presentation, the prospective bidders were given the chance to raise their queries and clarifications which were answered by the end-user representatives, detailed as follows:

Queries/Clarifications	Response
<b>Statement of Single Largest Completed Contract (SLCC)</b>	
Can it be clarified if the requirement is contract involving specifically "modular partitions" even if the project is mainly for furniture and fixtures?	The observation was noted and will be adjusted thru a Supplemental/Bid Bulletin (SBB) No. 1 to be issued not later than 23 September 2021.
<b>Terms of Reference as of 09 September 2021</b>	
Can the delivery period be adjusted from thirty (30) calendar days to sixty (60) calendar days?	The request is denied.
Is there a preferred color for the aluminum partition? They can offer charcoal gray or white.	As long as there is no effect in the pricing/costing, either charcoal gray or white will be acceptable.
Clarification on Item 5.2 which states that all items shall be locally sourced and readily available, and no item shall be imported from overseas suppliers, which is contradicting to Item 6: Origin of Goods per the Instruction to Bidders of the Philippine Bidding Documents (PBDs) for Goods.	The observations were noted and will be adjusted thru an SBB No. 1 to be issued not later than 23 September 2021.
An inconsistency was observed in the table's technical specifications vs. the drawing per page 41 of the Bidding Documents.	
For the side table top, per the technical specifications, it should have provision of drawers. Is it a space for mobile pedestal?	Provision of drawers pertains to built-in drawers.
For the staff chair (mesh chair), per the technical specifications, it should have slight tilting mechanism. How slightly is it in degrees?	The observation was noted and will be officially answered thru an SBB No. 1 to be issued not later than 23 September 2021.
When can they conduct site inspection?	They can conduct site inspection on weekdays starting today, 17 September 2021.

- Before the presiding officer terminated the discussion, all bidders were informed that they can still submit additional queries through email and/or telefax on or before 20 September 2021, 12:00 NN.
- For the End-user unit, to respond to the queries and clarifications of the bidders on or in order to proceed with the scheduled Bid Opening on 30 September 2021.
- For the Secretariat, to include changes on the SBB and ensure that for the succeeding projects, provisions in the bidding documents are updated/revised based on the latest issuances relative to the procurement.
- The BAC Secretariat reminded the prospective bidders to purchase the bidding documents amounting to ₱ 5,000.00 not later than the scheduled submission of bids on 30 September 2021 at 9:00 AM to be able to participate in the bidding for the subject project.

**B. Opening of Eligibility Documents for the Procurement of Consulting Services for the Development of Enhanced Asset Management Information System**

- The BAC Vice Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following bidders/consultants:
  - Doña Alejandra, Inc. (**DAI**); and
  - Exakt IT Services Inc. (**EXAKT**)
- The BAC Vice Chairperson informed the body that the abovementioned bidders/consultants submitted their Eligibility Documents on time.
- With the permission and instruction of the BAC Vice Chairperson, the submitted Eligibility Documents of the abovementioned bidders/consultants were opened and subjected to eligibility checking. Results of which are as follows:

BIDDERS/ CONSULTANTS	ELIGIBILITY CHECKING RESULTS
<b>DAI</b>	<b>INELIGIBLE</b> Failed to submit Omnibus Sworn Statement.
<b>EXAKT</b>	<b>PASSED</b>

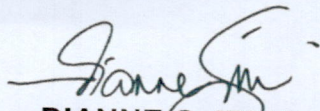
- During the opening of Eligibility Documents of **DAI**, Mr. Ramelito Ramirez II, one of its representatives, argued that the submission of Omnibus Sworn Statement is not a requirement during the opening of Eligibility Documents because nothing is expressly stated in the "Eligibility Requirements" under Item 2, Section II, Part I, particularly pages 7 and 8 of the Bidding Documents for the subject project and that such requirement is only mentioned in the Checklist provided to potential bidders/consultants. Further, **DAI** submits that the requisites in the Bidding Documents shall prevail than those in the Checklist.

- The Committee then informed **DAI** that a Notice of Ineligibility shall be issued reflecting therewith the above findings/results on their submitted Eligibility Documents, and that they will be given three (3) calendar days from receipt of the said Notice to file a Motion for Reconsideration (MR) for their concerns to be properly addressed.
- The Committee also advised **DAI** and **EXAKT** that the submitted Eligibility Documents of the eligible bidder/consultant shall be referred to the Technical Working Group (TWG) subject for further evaluation/shortlisting, and if qualified for shortlisting, shall be invited to purchase the Bidding Documents and participate in the Pre-Bid Conference for the subject project.

## V. ADJOURNMENT

There having no matters to discuss, the BAC meeting was adjourned at 3:20 PM.

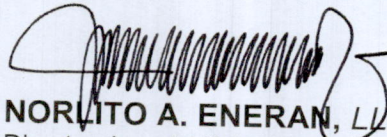
Prepared by:



**DIANNE G. IBIAS**

OIC Chief, Procurement Management Section,  
Property and Supply Management Division &  
Head, BAC Secretariat

Noted by:



**NORLITO A. ENERAN, LL. M., CESO III**

Director, Legal Affairs Service &  
Vice Chairperson, Bids & Awards Committee