

**BIDS AND AWARDS COMMITTEE**  
**OPENING OF ELIGIBILITY DOCUMENTS**

**PROCUREMENT OF CONSULTANCY SERVICES FOR THE DEVELOPMENT, WRITE UP  
AND PRODUCTION OF A ROADMAP TO STRATEGICALLY STRENGTHEN THE  
INTERNATIONAL AFFAIRS STAFF (IAS) STRUCTURE AND UPGRADE THE  
CAPABILITIES OF ITS STAFFING COMPLIMENT**  
**ABC:1,500,000.00**

BAC Room, 2<sup>nd</sup> Floor  
HEDC Bldg., C.P. Garcia Avenue,  
Diliman, Quezon City  
May 21, 2018; 10:00 A.M.

**ATTENDANCE**

<b>PRESENT</b>	<b>DESIGNATION/OFFICE</b>
<b>BAC</b>	
DIR. LUISA S. VALENCIA	- Vice-Chair/ Presiding Officer
ATTY. CINDERELLA FILIPINA BENITEZ-JARO	- Member
ATTY. JOSELITO C. ALISUAG	- Member
ATTY. SEPTON A. DE LA CRUZ	- Member
ATTY. LILY FREIDA MILLA	- Member
<b>TWG-OGS</b>	
MS. APOLONIA R. VIVO	- Head
MS. EVA M. PASIGPASIGAN	- Member
MS. DIANA C. AGUILAR	- Member
MS. SHIELA F. JALBUENA	- Member
<b>SECRETARIAT</b>	
MR. NELSON E. ESPINA	- Head
MR. ARTEMIO S. CAPELLAN, JR.	-Member
MS. BEATRIZ D. PASCUAL	-Member
MS. YVET R. MADLANGSAKAY	-Member
MS. DINA L. ABRENICA	-Member
<b>COA OBSERVER</b>	
MS. MELANIE JULIE SALAZAR	- Representative
<b>CONSULTANT</b>	
MS. EVELYN V. MOJICA	
<b>END-USER</b>	
ATTY. LILY FREIDA MILLA	- IAS
<b>BIDDER</b>	
MS. EDNA ESTIFANIA ARMADA CO	
MS. MARY ANN CABANAG	
<b>NOT PRESENT</b>	
DEP. EXEC. DIR. NAPOLEON B. IMPERIAL	- Member, BAC (on official travel)
MR. GREGORIO ATIENZA	- Member, TWG-OGS (on official travel)
MS. DESIREE P. VERDEFLORES	- Member, Secretariat (on leave)

*[Faint text and handwritten signatures]*

**I. CALL TO ORDER**

There being a quorum, the Opening of Eligibility documents was called to order at 10:45 AM with Dir. Luisa S. Valencia, BAC Vice- Chair, presiding.

**II. INTRODUCTION**

Mr. Nelson E. Espina, Head, BAC Secretariat presented the bidder's representative who attended the meeting. He introduced the BAC members, TWG-OGS members, BAC Secretariat, Consultant and COA representative who were present during the meeting.

He mentioned the two (2) companies who viewed the eligibility documents at PhilGEPS, website, namely (a) CPRM Consultants, Inc. and (b) Ms. Edna Estifania Armada Co. However, only Ms. Edna Estifania Armada Co. purchased and submitted the eligibility requirements.

**III. OPENING OF THE FIRST ENVELOPE (ELIGIBILITY DOCUMENTS), EXAMINATION OF ELIGIBILITY DOCUMENTS AND THE TECHNICAL PROPOSAL, EXAMINATION AND DETERMINATION OF RESPONSIVENESS AND DECLARATION OF ELIGIBLE/INELIGIBLE BIDDERS**

The Bids and Awards Committee opened the **first envelope** which contained the eligibility documents and the technical bid proposal. The bidder's envelopes were opened and the name/label were read, and the documents inside the envelope which were marked "**original copy**", "**copy 1**", "**copy 2**". The original copies were forwarded to the members of the Bids and Awards Committee for affixing of their initials in each page. While the documents inside the envelope marked "**copy 1**" were used as reference by the members of the TWG-OGS for eligibility checking and evaluation purposes and the last set of documents marked "**copy 2**" were retained by the BAC Secretariat for safekeeping and custody.

Upon the instruction of the presiding officer, the members of the Technical Working Group for Other Goods and Services (TWG-OGS) was requested to assist in the evaluation of said documents.

Upon careful checking of the eligibility documents, the members of the TWG-OGS reported to the Bids and Awards Committee the result of their evaluation, as follows;

NAME OF BIDDER	EVALUATION RESULT (Eligibility/Technical)
Ms. Edna Estifania Armada Co.	Ineligible

The Technical Working Group for Other Goods and Services (TWG-OGS) upon opening and evaluation of the eligibility documents submitted by Ms. Edna Estifania Armada Co. reported that only one (1) set of the legal documents was submitted and recommended to the Bids and Awards Committee (BAC), as "**ineligible**", due to non-compliance of the Eligibility Data Sheet 4.2 of the Eligibility Documents, which states that "Each prospective bidders shall submit one (1) original and to (2) copies of its eligibility documents".

Upon deliberation, the BAC upon motion duly seconded, confirmed and approved the "failure of bidding" and the conduct of rebidding with posting.

**IV. COMMENTS/REACTION FROM THE BAC AND THE BIDDERS**

The Bids and Awards Committee, upon the recommendation of the TWG-OGS, informed the representative of Ms. Edna Estifania Armada Co. on the declaration of "failure of bidding" and the conduct of reposting for the said project. Said information was duly acknowledged by the bidder's representative.


**V. ADJOURNMENT**

There being no other matter to discuss, the Opening of the Eligibility Documents was adjourned at 11:30 A.M.

PREPARED BY:

REVIEWED BY:

  
**ARTEMIO S. CAPELLAN, JR.**  
Member, BAC Secretariat

  
**NELSON E. ESPINA**  
Head, BAC Secretariat

APPROVED BY:

  
**DIR. LUISA S. VALENCIA**  
Vice- Chair/Presiding Officer

  
**ATTY. CINDERELLA FILIPINA BENITEZ-JARO**  
Member

  
**ATTY. JOSELITO C. ALISUAG**  
Member

  
**ATTY. SEPTON A. DE LA CRUZ**  
Member

  
**ATTY. LILY FREIDA MILLA**  
Member