



Republic of the Philippines  
Department of Labor and Employment  
**NATIONAL LABOR RELATIONS COMMISSION**  
Quezon City



**BIDS AND AWARDS COMMITTEE**  
**(A.O. 07-02, Series of 2020)**

**SUMMARY OF THE MEETING**

20 October 2021  
via Zoom Platform

<b>Procurement Project / Agenda</b>	OPENING AND EVALUATION OF BIDS: PROCUREMENT OF COURIER SERVICES FY 2022
<b>Attendance</b>	<p><b>BAC Members: (attended via Zoom Platform)</b></p> <ul style="list-style-type: none"><li>• LA Leila T. Laureta-Agustin – <b>Chairperson</b></li><li>• LA Raisa P. Disomangcop</li><li>• LA Anna Richie U. Morales-Malinao</li><li>• LA Vilma Maria S. Plan-Barrera</li><li>• LA Maria Regina L. Castillo</li></ul> <p><b>BAC-TWG: (attended via Zoom Platform)</b></p> <ul style="list-style-type: none"><li>• LA Mylene Joy S. Paras – <b>Head</b></li><li>• Atty. Tarcila B. Nepomuceno-Banda</li><li>• Atty. Eduardo G. Cerezo</li><li>• Ms. Daisee A. Tismo</li></ul> <p><b>Provisional Member/s: (attended via Zoom Platform)</b></p> <ul style="list-style-type: none"><li>• Ms. Daniella Villena, Dir. Elvira Cruz' Representative</li></ul> <p><b>BAC-Secretariat:</b></p> <ul style="list-style-type: none"><li>• Atty. Rachel Ann Katrina P. Abad-Fabe – <b>Head (attended via Zoom Platform)</b></li><li>• Ms. Alna E. Samontanez <b>(attended via Zoom Platform)</b></li><li>• Ms. Jennifer D. Canoy <b>(attended on site)</b></li><li>• Ms. Rachelle T. Penaranda <b>(attended on site)</b></li></ul> <p><b>Bidders: (attended via Zoom Platform)</b></p> <ul style="list-style-type: none"><li>• <b>Airspeed International Corporation Inc.</b> – Ms. Krystal Octaviano</li><li>• <b>2GO Express Inc.</b> – Ms. Therese Brennicar Tacorda and Ms. Jenelyn Escala</li><li>• <b>LBC Express Inc.</b> – Mr. Allan Ochoa and Ms. Ojay M. De Jesus</li></ul>

### HIGHLIGHTS OF THE MEETING

<b>Meeting Started</b>	<p>There being a quorum, LA Leila T. Laureta-Agustin, the BAC Chairperson, called to order the meeting at around <b>10:10 A.M.</b></p>								
<b>Observer</b>	<ul style="list-style-type: none"> <li>• Mr. Mark Harold Butac – representative from COA</li> </ul> <p>Note: Observers were invited and were informed of the schedule of procurement activities through e-mail and registered mail.</p>								
<b>Opening and Evaluation of Bids</b>	<p>The Opening of Bids was participated in by the following bidders, who submitted their bids before the deadline on October 19, 2021, 1:00 PM:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Company Name</th> <th style="text-align: center;">Date of Submission</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Airspeed International Inc.,</b> represented by Ms. Krystal Octaviano</td> <td style="text-align: center;">October 19, 2021 at 10:35 AM</td> </tr> <tr> <td style="text-align: center;"><b>2GO Express Inc.,</b> represented by Ms. Jenelyn Escala</td> <td style="text-align: center;">October 19, 2021 11:15 AM</td> </tr> <tr> <td style="text-align: center;"><b>LBC Express Inc.,</b> represented by Mr. Ojay De Jesus</td> <td style="text-align: center;">October 19, 2021 at 11:55 PM</td> </tr> </tbody> </table> <p>All bidders submitted their manual submission (properly sealed and duly signed by their authorized representative), and electronic submission, in accordance with the requirement stated in the bidding documents.</p> <p>Hardcopies were given to the Chairperson of the Committee, LA Laureta-Agustin, member, LA Morales-Malinao, and to the Head of the BAC Secretariat, Atty. Abad-Fabe. Other copies were not picked up by other members of the Committee.</p> <p>The members of the BAC Secretariat were in charge of opening the manual submissions. Accordingly, the manual submissions were opened by the members of the BAC Secretariat present at NLRC Conference Room on October 20, 2021.</p> <p>The electronic submissions were shared by the bidders via Zoom Platform due to technical difficulties in accessing their emailed files at <a href="mailto:nlrcbacsec@gmail.com">nlrcbacsec@gmail.com</a>.</p> <p>Before opening each bid, members of the BAC Secretariat asked the duly authorized representatives to confirm whether the bidding</p>	Company Name	Date of Submission	<b>Airspeed International Inc.,</b> represented by Ms. Krystal Octaviano	October 19, 2021 at 10:35 AM	<b>2GO Express Inc.,</b> represented by Ms. Jenelyn Escala	October 19, 2021 11:15 AM	<b>LBC Express Inc.,</b> represented by Mr. Ojay De Jesus	October 19, 2021 at 11:55 PM
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documents presented on video were the same bidding documents they have submitted. All bidders confirmed that the shown documents were exactly their bid documents.

The members of the BAC Secretariat then proceeded in opening the envelopes. Each main envelope contained the technical component envelope and financial component envelope.

#### **TECHNICAL COMPONENT ENVELOPE:**

All technical component envelopes were opened to determine each bidder's compliance with the technical requirements for eligibility.

The BAC checked the submitted documents of each bidder against the checklist of required documents to ascertain if they are all present using the non-discretionary "pass/fail" criterion as stated in the Instruction to Bidders. The BAC Secretariat read the contents of each document while presenting the hard copies on video.

If the bidder submitted the required document, it was rated as "passed" for that particular document. Upon review of the documents submitted, all bidders were found to have complied with the required technical component documents (Legal Documents, Technical Documents and Financial Documents).

NOTE: The Summary of the Checklist of Technical Component Documents as read by the members of the BAC Secretariat is herein attached as Annex "A".



As to the **submitted Legal Documents:** All bidders submitted Certified True Copies signed by their authorized representative. Hence, the bidder's representatives were informed that they must be ready to submit or present the originals to the BAC TWG during the post qualification.

As to the submitted **List of Serviceable Areas** submitted by **LBC Express Inc.**, the BAC Secretariat inquired whether their list of serviceable areas will be viewed in their website since the document attached to their bidding document is a printout of their website. Mr. Ochoa mentioned that the document submitted is their company profile and it includes the information about their serviceable areas.

#### **FINANCIAL COMPONENT ENVELOPE**

	<p>The BAC then opened the financial component envelopes submitted by the eligible bidders.</p> <p>The bidders offered the following Bid Prices, which were reviewed and verified by the representative of TWG-Financial, to wit:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><b>Company Name</b></th> <th style="text-align: center;"><b>Bid Offer</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>2GO Express Inc.</b></td> <td style="text-align: right;">Php 8,772,275.00</td> </tr> <tr> <td style="text-align: center;"><b>PLDT Express Inc.</b></td> <td style="text-align: right;">Php 8,913,495.00</td> </tr> <tr> <td style="text-align: center;"><b>Airspeed International Inc.</b></td> <td style="text-align: right;">Php 10,624, 350.00</td> </tr> </tbody> </table> <p>NOTE: The Summary of the Checklist of Financial Component Documents as read by the members of the BAC Secretariat is herein attached as Annex "A".</p> <p><b>COMMITTEE'S DELIBERATION:</b></p> <p>Upon careful evaluation and deliberation, the BAC determined that the Bidder, <b>2GO EXPRESS INC.</b>, has complied with the Legal, Technical and Financial Documents required for the Procurement of Courier Services FY 2022.</p> <p>Therefore, <b>2GO EXPRESS INC.</b>, which offered the Bid Price of <b>Eight Million, Seven Hundred Seventy Two Thousand Two Hundred Seventy Five Pesos (Php 8,772,275.00)</b>, as against the ABC of <b>Eleven Million Seven Hundred Thirty-Nine Thousand Pesos (Php11,739,000.00)</b>, was declared as the bidder having the <b>Lowest Calculated Bid</b> for the Procurement of Courier Services FY 2022.</p> <p>The BAC Secretariat will prepare the Draft Resolution for review and approval of the BAC.</p> <p>The BAC Technical Working Group shall prepare the required Abstract of Bids as read for review and approval of the BAC. They were also instructed to conduct the post qualification process and report the results to the BAC on or before October 29, 2021.</p>	<b>Company Name</b>	<b>Bid Offer</b>	<b>2GO Express Inc.</b>	Php 8,772,275.00	<b>PLDT Express Inc.</b>	Php 8,913,495.00	<b>Airspeed International Inc.</b>	Php 10,624, 350.00
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<b>Meeting Ended</b>	<b>11:40 P.M.</b>								

<b>PREPARED BY:</b>	
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	 <b>RACHELLE T. PEÑARANDA</b> Member, BAC Secretariat
<b>REVIEWED BY:</b>	 <b>ATTY. RACHEL ANN KATRINA P. ABAD-FABE</b> Head, BAC Secretariat

<b>CERTIFIED CORRECT</b>	<p>Bids and Awards Committee (FY 2020-2021)</p>  <b>LABOR ARBITER LEINA T. LAURETA-AGUSTIN</b> Chairperson, BAC
	 <b>LABOR ARBITER RAISA P. DISOMANGCOP</b> Member, BAC
	 <b>LABOR ARBITER ANNA RICHIE U. MORALES-MALINAO</b> Member, BAC
	 <b>LABOR ARBITER VILMA MARIA S. PLAN-BARRERA</b> Member, BAC
	 <b>LABOR ARBITER MARIA REGINA L. CASTILLO</b> Member, BAC