



**MINUTES OF MEETING
BIDS AND AWARDS COMMITTEE (BAC)**

23 June 2020 (Tuesday) 09:00 A.M.
8th Floor, ERC Main Office
33 Pacific Center Building, San Miguel Avenue, Ortigas, Pasig City

Subject Matter Pre-Bid Conference
Procurement *Procurement of Janitorial Services*
Mode of Procurement: Competitive Bidding
Reference No. Lot No. 2020-01

Attendees:

A. BAC Members, BAC TWG and BAC Secretariat:

Name	Position
Sharon O. Montañer	Vice Chairperson, BAC
August Anthony N. Balute	Member, BAC ¹
Jose Romulo L. Castro	Member, BAC
Marina C. Bugayong	Member, BAC ²
Amabelle D. Del Rosario	Vice Chairperson, BAC TWG
Jean Astrid C. Francisco	Member, BAC TWG
Arjay Louie Eu B. Cuanan	Chairperson, BAC Secretariat
Marie Alexis Denise S. Gayon	Member, BAC Secretariat

B. End- User

Cherry Lyn S. Gonzales Administrative Officer V, Finance
and Administrative Service - General
Service Division (FAS-GSD)

C. Prospective Bidders

Richard Navarro 5/A Cleanwell Maintenance Services
Inc.

¹ Via Zoom

² Via Zoom

Rollylyn D. Avila
Rhodora C. Advincula

Lorelie E. Alan
Neth G. Arivon
JD Arivan

CMPT Manpower Services
Ultimate Care Janitorial and Allied
Services
Intertraffic Transport Corp.
Euro Janitorial Services
Euro Janitorial Services

I. Call to Order

The Pre-Bid Conference for the Procurement of Janitorial Services with an Approved Budget of the Contract (ABC) of One Million Nine Hundred Sixteen Thousand Pesos (PhP 1,916,000.00) was called to order at forty-five past nine o'clock in the morning (9:45 A.M.) with BAC Vice-Chairperson Sharon O. Montañer as the presiding officer.

II. Determination of Quorum

BAC Secretariat Chairperson Cuanan confirmed the presence of a quorum with the attendance of BAC Vice-Chairperson Montañer and BAC Members Marina C. Bugayong, August Anthony N. Balute, and Jose Romulo L. Castro. The BAC Secretariat Chairperson manifested that invitations to observe the Pre-Bid Conference were sent to the Commission on Audit (COA), Philippine Institute of Certified Public Accountants (PICPA); Philippine Chamber of Commerce and Industry (PCCI) and Bishops-Businessmen's Conference for Human Development (BBC).

III. Presentation of the Requirements of the Project

BAC Vice-Chairperson Montañer manifested the availability of the bidding documents online. She then presented the salient features of the terms of reference (TOR) and the timeline, to wit:

Terms of Reference

- The period of the contract is from 01 July 2020 – 31 December 2020 with an Approved Budget for the Contract (ABC) of One Million Nine Hundred Sixteen Thousand Pesos (PHP 1,916,000.00), inclusive of all government taxes and other fees and charges;
- Mode of Procurement is through Competitive Bidding;

- Qualifications of the Contractor: The Contractor should have the necessary eligibility, experience and expertise in providing janitorial services;
- Minimum Track Record of three (3) years from the date of submission and receipt of bids;
- Scope of work: eight (8) hours of work every day from Monday to Saturday from 7:00 A.M. to 4:00 P.M. (5 janitors), 8:00 A.M. to 5:00 P.M. (5 Janitors) and 9:00 A.M. to 6:00 P.M. (4 janitors).
- The daily, weekly, monthly, quarterly and miscellaneous routines were likewise discussed.
- Deployment of fourteen (14) Janitorial personnel, at least 2 are Female, at any one time to carry out and perform the janitorial services and other related services covered by the Contract, in accordance with the schedule and floor assignments as provided in the TOR;
- Compliance with the existing labor laws and standards, rules and regulations of the Department of Labor and Employment (DOLE) on workers or on its employees as to their wages, taxes, SSS premiums, PhilHealth and Pag-IBIG benefits, and other requirements in accordance with Philippine laws on the matter;
- Guarantee that its employees are physically and mentally fit to perform the job and provide the ERC with appropriate government clearances such as the NBI, Police and Barangay Clearance;
- Assignment of an Area Supervisor/Manager from their Main Office, not from among the pool of personnel, who will conduct regular inspection, monitoring and supervision, at least once in every quarter, of its personnel to ensure performance efficiency;
- Evaluation of the performance of its personnel, semi-annually;
- Conduct drug testing among its employees once during the term of the Contract, at its own expense;
- Assigned personnel shall be subjected to appropriate training;
- Provide Personal Protective Equipment (PPE) to the assigned personnel, without any additional cost to the ERC; and

- Payment shall be made on a monthly basis upon submission of billing statement, duly accomplished service and inspection report forms and other documentary requirements.

Timeline

- The deadline of submission for request of clarification by prospective bidders, if any, is on 25 June 2020 (Thursday);
- The deadline of posting of Bid/Supplemental bulletin, if any, is on 29 June 2020 (Monday);
- The deadline of submission and receipt of bids is on 06 July 2020 (Monday) at ten o'clock in the morning (10:00 A.M.);
- The Bid Opening is on 06 July 2020 (Monday) at thirty past ten o'clock in the morning (10:30 A.M.);
- The Bid Evaluation is on 07 July 2020 (Tuesday) at nine o'clock in the morning (09:00 A.M.);
- The Post-Qualification is on 08 July 2020 (Wednesday) at nine o'clock in the morning (09:00 A.M.);
- Approval of Resolution/Issuance of NOA is on 13 July 2020 (Monday);
- Approval of Contract by HoPE is on 17 July 2020 (Friday); and
- Issuance of NTP is on 20 July 2020 (Monday).

IV. Question and Answer

1. Ms. Advincula from Ultimate Care Janitorial and Allied Services asked the scope of the PPE's to be provided to the assigned janitorial personnel. The BAC clarified that the winning bidder are required only to provide the basic PPEs such as: masks, gloves, and face shields.
2. Ms. Advincula also asked regarding the necessary attachment of the statement for ongoing contracts.
 - The BAC confirmed that the prospective bidder may submit any of the following documents: a. Notice to Proceed (NTP); b. Notice

of Award (NOA) and c. Certificate of Acceptance for ongoing projects

- Advincula, however, clarified that based on their experience, private entities only provide them with Certificate of Acceptance and the Contract.
 - BAC Vice-Chairperson Montaner asked the BAC-TWG if there is a difficulty in providing a copy of ongoing contracts with the government. Ms. Francisco answered that the NTP and NOA will be required during the Bid-Opening, the contract can be required if it is necessary during the Post- Qualification.
 - After discussion, the BAC resolved that in relation to on-going projects with private entities, the prospective bidder should submit certified copies of the *contracts*. On the other hand, for on-going projects with government entities, submission of certified copies of the *NTP and NOA* would suffice.
3. Ms. Lorelie E. Alan from Intertraffic Transport Corp. asked regarding the provision of supplies and equipment.
- Ms. Gonzales, FAS-GSD representative, clarified that only manpower services shall be provided by the winning bidder and that provisions of supplies and equipment shall be provided by the procuring entity.

V. Other Matters

- Ms. Gonzales reminded that whoever is the winning bidder will be required to provide at least three (3) contact numbers to the ERC.
- BAC Secretariat Chairperson Cuanan likewise reminded the prospective bidders to use their official e-mail address and contact number for further concerns and clarifications.

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VI. Adjournment

Having no more questions, discussions, and clarifications, the meeting was adjourned at fourteen past ten o'clock in the morning (10:14 A.M.).

Approved By:

(TOOK NO PART)
HEIDDI VENECIA R. BARROZO
BAC Chairperson


SHARON O. MONTAÑER
BAC Vice-Chairperson

MARINA C. BUGAYONG
BAC Member

AUGUST ANTHONY N. BALUTE
BAC Member

JOSE ROMULO L. CASTRO
BAC Member

ATTESTED BY:


ARJAY LOUIE EU B. CUANAN
Chairperson, BAC Secretariat