



BIDS AND AWARDS COMMITTEE
MINUTES OF THE PRE-BID CONFERENCE FOR JANITORIAL SERVICES
FOR 01 JANUARY 2021 TO 31 DECEMBER 2021

*18 June 2021, 10:00 AM, GCG Board Room, 3/F Citibank Center,
8471 Paseo de Roxas, Makati City*

ATTENDANCE:

BAC MEMBERS

DIR. JOHANN CARLOS S. BARCENA
DIR. MICHAEL D. PABALINAS
DIR. GENE CARL L. TUPAS
DIR. ANNABELLE B. DUKA
DIR. JAYPEE O. ABESAMIS
DIR. IRVING V. OCCENA
ATTY. JULIET MARIE M. GUEVARA

PROCUREMENT MANAGEMENT DIVISION (PMD)

CHRISTIAN PAUL N. PINOTE
REYNALDO C. PARUÑGAO, JR.
AARON DALE D. LARA

TECHNICAL WORKING GROUP (TWG)

KATHERINE JAN F. MEJIA
ATTY. MICHAEL M. VALMORIA
MARIA CRIS C. OCONG

PROSPECTIVE BIDDERS' REPRESENTATIVES

IRENE S. BRAVO
JOKKO V. RUMBAWA
CHRISTIAN SUAREZ
AUBORNE APIGO
GLADYS CABALLERO
RALPH RIGOR M. FORGES
RUBILYN OSTAYA
ROLLYLYN AVILA
LILIBETH PAGUIRIGAN
RICARDO SOLIVIO
MARILYN DIOKINO

1 **I. CALL TO ORDER AND DETERMINATION OF QUORUM**

2 The Chairman called the meeting to order at 10:08AM. Upon determination of a
3 quorum, the PMD informed the Committee that the required observers namely: Mr.
4 Crisanto S. Frianeza of the Philippine Chamber of Commerce and Industries (PCCI),
5 Auditor Fahad Bin Abdul Malik N. Tomawis of the Commission on Audit (COA), and
6 Mr. Edilberto C. Guyano of the Catholic Bishops Conference of the Philippines

7 (CBCP) were duly notified of the Pre-bid Conference through e-mail on 09 June
 8 2021. None of the invited observers were present in the meeting.
 9 The Committee then proceeded with the agenda.

10 **II. PRE-BID CONFERENCE – JANITORIAL SERVICES FOR 01 JANUARY 2021 TO**
 11 **31 DECEMBER 2021**

12 The PMD informed the Committee of the presence of the following prospective
 13 bidder representatives:

Representative	Prospective Bidder	Mode of Participation in the Meeting
Ms. Irene Bravo	Excellent General Services Inc. (Excellent)	Online
Mr. Jokko V. Rumbawa	Ryder & Sparks Prime Corporation (Ryder)	Online
Mr. Christian Suarez		Online
Mr. Auborne Apigo		Online
Ms. Gladys Caballero	Starcom Manpower & Allied Services Inc. (Starcom)	Online
Mr. Ralph Rigor M. Forges		Online
Ms. Rubilyn Ostaya	CMPT Manpower Services (CMPT)	Online
Ms. Rollylyn Avila		Online
Ms. Lilibeth V. Paguirigan	Corporate Solution Manpower and General Services Inc. (Corporate Solution)	Online
Mr. Ricardo Solivio	Mansion Maintenance Co., Inc. (Mansion)	Onsite
Ms. Marilyn Diokino	Triple 7 Manpower Service, Inc. (Triple 7)	Onsite

14 The Chairman informed the prospective bidders' representatives that the Pre-Bid
15 Conference is conducted to serve as a venue to discuss, clarify and explain, among
16 other things, the eligibility requirements, technical and financial components of the
17 project to be bid, and for them to further seek clarifications on the Terms of
18 Reference (TOR) from the end-user.

19 The Chairman asked the representatives if they were able to review the TOR of
20 the project. All prospective bidders manifested that they were able to read the TOR
21 of the project except for Ryder who requested to hear the project's TOR.

22 The Chairman asked the end-user to go thru the project's TOR. Ms. Mejia
23 discussed the provisions of the TOR.

24 After the presentation of the provisions of the TOR by Ms. Mejia, in order to
25 facilitate the questioning in an orderly manner, the Chairman informed the
26 prospective bidders that each of them will be given a turn to ask questions one by
27 one starting with the prospective bidder who first contacted GCG to indicate their
28 interest to attend the Pre-Bid Conference.

29 **Excellent General Services Inc.**

30 Citing one of the parameters set in the TOR that service provider, "must
31 provide/allot overtime pay for any additional work beyond their schedule included in
32 their bid, Ms. Bravo inquired if they need to provide an item for overtime pay in their
33 financial bid proposal. Ms. Mejia informed Ms. Bravo that bidders must use the price
34 schedule provided in the Bidding Documents. Ms. Bravo replied that the provided
35 price schedule does not include an entry for overtime pay. Ms. Mejia informed Ms.
36 Bravo that they will clarify the matter thru a bid bulletin that will be issued.

37 For the requirements included in the additional set of technical parameters, Ms.
38 Bravo asked if they need to submit supporting documents or they only have to fill up
39 the Statement of Compliance. The Chairman clarified that bidders would only need
40 to indicate the word "comply" in those items in the Statement of Conformity with
41 Technical Specifications. The TWG will verify the bidder's compliance of the said
42 requirements during the Post-Qualification.

43 **Ryder & Sparks Prime Corporation (Ryder)**

44 Mr. Suarez asked if there are any required attachments to their list of all ongoing
45 government and private contract. The Chairman clarified that the bidders would just
46 have to submit the list in their bid submission. The contracts enumerated in the list
47 will be required only during the Post-Qualification. The contract for Single Largest
48 Completed Contract (SLCC), however, is required as attachment for the Statement
49 of the bidder's SLCC similar to the contract to be bid.

50 With regards to the list of third party consumables, Mr. Suarez would like to clarify
51 if they only need to provide the price for the consumables since the items and the
52 quantity were already provided. The Chairman answered in the affirmative, the price
53 schedule also provides for a table wherein the bidders would just have to indicate
54 their pricing per item for the consumables.

55 Citing that the payment of services shall be pro-rated based on the actual days or
56 period of services rendered, Mr. Suarez would like to clarify if the term pro-rated
57 would mean that GCG would not grant the whole ABC to the winning bidder but will
58 be paid on a periodical basis based on services rendered. The Chairman answered
59 in the affirmative. He reminded the prospective bidder that their financial bid
60 proposal will be for one (1) year but the winning bidder would only be paid based on
61 the proportion of the year it has rendered services considering it is already June.

62 Mr. Suarez would like to clarify if the services to be rendered is strictly janitorial
63 considering it was mentioned in the objective part of the TOR the phrase “provide
64 other manpower services”. Ms. Mejia clarified that the winning bidder must provide
65 only utility personnel to render janitorial services.

66 Mr. Suarez asked what factor or number of days they should use in computing
67 their financial bid proposal. The Chairman informed Mr. Suarez that based on the
68 price schedule, the bidders must use three hundred thirteen (313) working days as
69 the factor in computing their financial bid proposal.

70 Mr. Suarez asked if the Admin Fee is pegged on ten percent (10%) or they can go
71 below. The PMD informed Mr. Suarez that based on the bid bulletin issued by GCG
72 during the last round of procurement for the project, there is no requirement for a
73 minimum (percentage) for administrative fee as a component of the total contract
74 cost per GPPB Resolution No. 14-2012.

75 Mr. Suarez inquired if the VAT is based on the gross amount or only on the admin
76 fee. The TWG confirmed that the VAT, as reflected in the price schedule, is based
77 on the total cost.

78 Mr. Suarez narrated that the PhilHEALTH suspended the implementation of 3.5%
79 rate for the year 2021. He would like to clarify if they would be using old rate of 3.0%
80 or the new rate of 3.5% in their financial bid submission. The TWG clarified that the
81 old rate of 3.0% will be used in the computation considering the implementation of
82 the new rate is suspended.

83 **Starcom Manpower & Allied Services Inc.**

84 Ms. Caballero asked if the supervisor mentioned in the TOR is included in the
85 number of janitors the winning bidder will be providing. The TWG clarified that the
86 supervisor is not included in the personnel to be deployed by the winning bidder in
87 GCG. The supervisor will merely inspect the winning bidder’s employees in GCG
88 premises once a week.

89 **CMPT Manpower Services**

90 Representatives from CMPT manifested that they have no questions regarding the
91 project.

92 **Corporate Solution Manpower and General Services Inc.**

93 Ms. Paguirigan narrated that they have ongoing projects which still does not have
94 a contract even though they are already rendering service. Ms. Paguirigan asked
95 what documents they may submit in lieu of the contract. The Chairman informed Ms.

96 Paguirigan that they may submit any document proving the basis of their
97 engagement, such as Notice of Award.

98 **Mansion Maintenance Co., Inc.**

99 Mr. Solivio asked for the covered period of the preceding years the bidder must
100 submit proof of payment of remittances of statutory contributions to SSS, Pag-IBIG
101 and PhilHealth. Director Abesamis clarified that the covered period are for the years
102 2019 and 2020.

103 **Triple 7 Manpower Service, Inc.**

104 The representative from Triple 7 manifested that they have no questions regarding
105 the project.

106 After all prospective bidders were one by one given the opportunity to ask their
107 questions, the Chairman asked if there are additional questions the prospective
108 bidders would like to clarify.

109 Ms. Bravo asked if the supervisor mentioned in the TOR is similar to a project
110 coordinator who will be merely visiting and not part of the personnel to be deployed
111 in the GCG. Director Abesamis answered in the affirmative, the end-user would also
112 be coordinating with the supervisor the payment and other concerns relating to the
113 contract.

114 With regard to the requirement of submission of proof of payment of remittances
115 of statutory contributions to SSS, Pag-IBIG and PhilHealth, Ms. Bravo asked if they
116 need to submit proof of payment for all their contracts during the covered period or
117 the TWG would only choose some projects wherein they need to submit proof of
118 payment. The TWG clarified that they will be requiring proof of payment of
119 remittance for all the projects during the covered period. Ms. Bravo asked if
120 clearances from SSS and Pag-IBIG is sufficient as proof of payment of remittances.
121 Ms. Bravo added that it would be very bulky if they would photocopy every receipt
122 of all their projects during the covered period. The Chairman clarified that there is
123 no need for the bidder to photocopy the receipts since they are only required to
124 present or exhibit the original receipt of payment to the TWG.

125 With regard to the price schedule, Ms. Bravo noticed that there may be an error in
126 the formula provided for the five (5) incentive leave pay. Ms. Bravo asserted that the
127 formula in determining the five (5) incentive leave pay is [Rate per Day x 5 / 12]
128 instead of the indicated formula of [(b+c) x 5 x 1/12]. She added that they would be
129 exceeding the project's ABC if they will use the formula provided in the price
130 schedule. Director Abesamis informed Ms. Bravo that they will revisit the formula
131 and include the clarification on the matter in the bid bulletin to be issued.

132 Ms. Bravo asked if they are allowed to offer for free the consumables in the price
133 schedule or is it a ground for disqualification hence they must indicate a price in the
134 price schedule. The Chairman clarified that there is no minimum amount required in
135 filling up the entries in the price schedule. However, they must indicate as "zero" if
136 they are going to offer the item for free and not leave the entry blank.

137 For the entry “uniform” under personal protective equipment, Ms. Bravo would like
138 to clarify if the uniform referred to are the one used by the utility personnel in
139 reporting for duty and not the one used as protective equipment. Ms. Mejia clarified
140 that uniform refers the clothing used by utility personnel when reporting for duty.

141 Ms. Bravo inquired if there is no need to submit a copy of their Mayor’s permit,
142 SEC Registration and Tax Clearance if their PhilGEPS Platinum Registration is
143 updated. The Chairman clarified that there is no need to submit the documents in
144 Annex “A” if the same is updated. The bidder would only need to submit an updated
145 copy of the legal documents if it is already expired as indicated in the Annex “A” of
146 their PhilGEPS Platinum Registration.

147 Ms. Bravo cited that according to the Bid Data Sheet (BDS), bidders are required
148 to submit ten (10) copies of their bid submission. She asked if the procuring entity
149 can lessen the number of copies required to be submitted. The Chairman informed
150 Ms. Bravo there are seven (7) BAC members and three (3) TWG members who will
151 be simultaneously examining the submission hence the required ten (10) copies.

152 Ms. Bravo asked for an overview regarding the sealing and marking of bidding
153 documents. The Chairman reminded the prospective bidders that they are required
154 to submit ten (10) copies of their bid submission. Each copy of their marked and
155 sealed bid submission envelope will contain two (2) smaller marked and sealed
156 envelopes, the Technical Component Envelope and the Financial Component
157 Envelope.

158 Ms. Bravo pointed out that the submission of bids is thru manual physical
159 submission. She wanted to clarify if the opening of the bids will be done online. The
160 Chairman clarified that bidders have the option to observe the opening of bids either
161 onsite or through online just like the current conduct of the Pre-Bid Conference.

162 The Chairman reminded them that they have ten (10) calendar days prior to the
163 deadline of submission on 01 July 2021 to submit in writing any additional
164 clarifications regarding the project. The Supplemental Bid Bulletin will be posted in
165 the PhilGEPS and GCG website at least seven (7) calendar days prior the deadline
166 of submission.

167 Ms. Diokino asked when will be the Opening of Bid Submissions. The PMD
168 informed Ms. Diokino that the Opening of Bid Submissions is the same as the
169 deadline of submission on 01 July 2021 at 10:00AM. Ms. Diokino asked if late
170 submissions will be received. The Chairman informed the prospective bidders that
171 bid submissions submitted after the deadline shall not be accepted by the
172 Committee.

173 The PMD reminded the prospective bidder to use the updated templates posted in
174 the GPPB website since the new 6th Edition of the Philippine Bidding Documents for
175 Goods and Services does not contain the templates for some of the required
176 documents.

177 Ms. Mejia informed everyone that the cashier will be available to receive their
178 payment of Bidding Document Fees from Monday to Thursday from 9:00AM to
179 4:00PM.

180 There being no more questions from the prospective bidders, the Chairman
181 reminded the prospective bidders of the issuance of the Bid Bulletin which will be
182 posted in the PhilGEPS and in the GCG website on 24 June 2021.

183 **III. ADJOURNMENT**

184 The Committee adjourned the meeting at 11:23AM.

(Sgd.)
DIR. JOHANN CARLOS S. BARCENA
BAC Chairman

(Sgd.)
DIR. MICHAEL D. PABALINAS
Vice-Chairman

(Sgd.)
DIR. GENE CARL L. TUPAS
Member

(Sgd.)
DIR. ANNABELLE B. DUKA
Member

(Sgd.)
DIR. IRVING V. OCCENA
Member

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ATTY. JULIET MARIE M. GUEVARA
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