



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

*18 May 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. OCCEÑA  
ATTY. JULIET MARIE M. GUEVARA

**PROCUREMENT MANAGEMENT DIVISION (PMD)**

CHRISTIAN PAUL N. PINOTE  
AARON DALE D. LARA

**TECHNICAL WORKING GROUP (TWG)**

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

**PROSPECTIVE BIDDERS' REPRESENTATIVES**

RICARDO SOLIVIO  
MICHAEL BUTAL  
LILIBETH PAGUIRIGAN

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

2 The Chairman called the meeting to order at 10:01AM. 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  
5 (PCCI), Auditor Fahad Bin Abdul Malik N. Tomawis of the Commission on Audit  
6 (COA), and Mr. Edilberto C. Guyano of the Catholic Bishops Conference of the  
7 Philippines (CBCP) were duly notified of the Pre-bid Conference through e-mail on  
8 11 May 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 Chairman acknowledged the presence of Mr. Ricardo Solivio of Mansion  
13 Maintenance Co., Inc. (Mansion) who is present onsite at the GCG Office. Also

14 acknowledged were Mr. Michael Butal of CBII Philippines International, Inc. (CBII)  
15 and Ms. Lilibeth Paguirigan of Corporate Solution Manpower and General Services  
16 (Corporate Solution), both joining the Pre-Bid Conference through video  
17 conferencing via the Microsoft Teams application.

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

23 The Chairman asked the representatives of all three (3) prospective bidders if  
24 they were able to review the Terms of Reference (TOR) of the project in which all  
25 three (3) answered in the negative. Mr. Solivio and Ms. Paguirigan manifested that  
26 they cannot download the attached Bidding Documents in GCG's PhilGEPS posting  
27 of the project. The Chairman instructed the PMD to check the posting in the  
28 PhilGEPS if the error is in the uploading of the document.

29 The PMD informed the prospective bidders they can also download the Bidding  
30 Documents for the project in the GCG website under the procurement section. The  
31 PMD added that they provided the link in the chat box of Microsoft Teams.

32 The Committee exhibited the Bidding Documents on screen and gave the  
33 prospective bidders' representatives time to review the project.

34 After review by the prospective bidders, the Chairman asked the project's end-  
35 user if they wish to highlight any provision from the TOR. Director Abesamis  
36 answered in affirmative. He informed the prospective bidders that even though the  
37 title indicated that the duration of the project is for one (1) year, the payment will be  
38 pro-rated with the actual service rendered considering that it is already May and  
39 there will be around six (6) to seven (7) months duration left for the implementation  
40 of the contract depending on the date the service provider receives and sign the  
41 Notice to Proceed (NTP).

42 To facilitate the questioning in an orderly manner, the Chairman informed the  
43 prospective bidders that each of them will be given a turn to ask questions one by  
44 one starting with the prospective bidder who first contacted GCG to indicate their  
45 interest to attend the Pre-Bid Conference.

#### 46 **Corporate Solution**

47 Referring to item (f) of the Technical Documents under the Technical Component  
48 Envelope, Ms. Paguirigan asked if they are only required to enumerate in the  
49 statement the list of their ongoing contracts or they would also need to attach a copy  
50 of the contract of each ongoing contract enumerated in their statement. The  
51 Chairman clarified that there is no need to attach the contracts for their bid  
52 submission. Attached contract is only required for the Statement of Single Largest  
53 Completed Contract (SLCC) under item (g) Technical Documents under the  
54 Technical Component Envelope. The Chairman, however, added that prospective  
55 bidders should prepare the contracts in case they will be declared to have  
56 submitted the lowest responsive bid and be subjected to post-qualification.

57 Ms. Paguirigan asked if they can still include in the statement ongoing projects  
58 which still doesn't have a contract. Director Pabalinas pointed out that item (f)  
59 includes projects which were awarded but not yet started. The prospective bidder  
60 may provide other evidence from their client to prove that the contract for the project  
61 was indeed awarded to them.

62 Ms. Paguirigan inquired if the GCG require any form or template to be followed for  
63 the statement ongoing projects. The PMD informed the prospective bidders that  
64 there is no template required to be followed for the statement of ongoing projects as  
65 long as the all pertinent details about the project is indicated.

66 **CBII**

67 Recalling the earlier statement from the end-user regarding the project duration in  
68 the project title be different from the actual duration of the implementation of the  
69 project since it is already May, Mr. Butal asked if they are to quote in the amount  
70 covering the duration of one (1) year in their bid submission. The Chairman clarified  
71 that the prospective bidders should bid in the amount good for one (1) full year. It is  
72 only the payment which will be pro-rated based in the service provider's actual  
73 service rendered.

74 **Mansion**

75 Mr. Solivio asked if DOLE Department Order No. 18-A which sets the standard  
76 administrative fee of not less than ten percent (10%) of the total contract cost will be  
77 followed for the procurement project. Director Abesamis informed the prospective  
78 bidders that they will check with the TWG regarding the matter and issue a bid  
79 bulletin to answer Mr. Solivio's query.

80 Mr. Solivio pointing out Mr. Butal's question earlier seeks confirmation if they are  
81 to quote in their bid submission in the amount good for one (1) year although  
82 payment will be pro-rated. The Chairman answered in the affirmative.

83 There being no more question from Mansion, the Chairman asked the end-user  
84 and the Office of the General Counsel (OGC) if they wish to highlight any provision  
85 from the draft contract attached as Annex A of the TOR. Aside from the pro-rated  
86 payment already mentioned earlier, Director Abesamis emphasized that the  
87 payment would be through List of Due and Demandable Accounts Payable-Advice  
88 to Debit Accounts (LDDAP-ADA) facilitated by the Land Bank of the Philippines  
89 (LBP). Charges would be borne by the service provider if their bank is not LBP.  
90 Director Pabalinas manifested that Director Abesamis already pointed out the pro-  
91 rated payment which is already reflected in the draft contract.

92 The Committee then gave the prospective bidders' representatives time to review  
93 the Checklist of Technical and Financial Documents. Using the same order of  
94 questioning used earlier, Chairman thereafter asked the prospective bidders if they  
95 have any questions regarding the project's Technical and Financial Documents.  
96 Corporate Solution and CBII respectively manifested that they have no questions  
97 regarding the documentary requirements. During Mansion's turn, Mr. Solivio asked  
98 if the GCG would accept Bid Securing Declaration instead of Bid Security. Upon

99 review of the checklist, Mr. Solivio retracted his question after seeing that Bid  
100 Securing Declaration may be submitted as an alternative to Bid Security.

101 Mr. Solivio wanted to clarify if there are no other requirements they would need to  
102 submit aside from those stated in checklist. The PMD informed the prospective  
103 bidders that the end-user would require submission of proof of payment and  
104 remittances of statutory contributions to SSS, Pag-IBIG and PhilHealth for the  
105 preceding year during the post-qualification. For the meantime during the bid  
106 submission, the prospective bidders would just have to indicate "comply" to all the  
107 project's technical specification in item (i) of the checklist (Conformity with the  
108 Technical Specifications).

109 The Chairman asked the end-user if they would wish to highlight anything from the  
110 checklist. Director Abesamis answered in negative and manifested that the TWG  
111 might want to highlight something from the checklist. Atty. Valmoria informed  
112 everyone that the TWG has nothing to highlight as regards the checklist.

113 Mr. Solivio asked how many copies the GCG requires the bidders to submit. Citing  
114 item 15 of the Bid Data Sheet, the Chairman informed the prospective bidders that  
115 each bidder shall submit ten (10) copies of the first and second components of the  
116 bid. The Chairman added that there are seven (7) BAC members and three (3) TWG  
117 members who will be simultaneously examining the submission hence the required  
118 ten (10) copies.

119 The Chairman reminded the prospective bidders that only the contract for SLCC is  
120 required to be submitted during the bid submission. Contracts for the ongoing  
121 projects will be examined and verified during the post-qualification.

122 The PMD reminded the prospective bidder to use the updated templates posted in  
123 the GPPB website since the new 6<sup>th</sup> Edition of the Philippine Bidding Documents for  
124 Goods and Services does not contain the templates for some of the required  
125 documents.

126 For the payment of Bidding Document Fees, Ms. Mejia informed everyone that the  
127 schedule of her reporting to the office is still uncertain. She will coordinate with PMD  
128 as to the schedule of payment of Bidding Document Fees. Director Abesamis asked  
129 the PMD if they can coordinate and advise prospective bidders on the date when  
130 they can go the office to pay. The PMD suggested that the schedule of the availability  
131 of the cashier for payment of fees be included in the Bid Bulletin to be issued.  
132 Director Abesamis and other members of the BAC agreed to the suggestion of the  
133 PMD. The Chairman informed the prospective bidders that the schedule of the  
134 cashier for payment will be included in the Bid Bulletin.

135 Mr. Solivio wanted to clarify if the Bid Bulletin will be issued one (1) week prior the  
136 Bid Opening. The Chairman answered in the affirmative.

137 The Chairman reminded the prospective bidders they have until 21 May 2021 or  
138 ten (10) days prior the Bid Opening to submit their written queries. The Bid Bulletin  
139 will be issued not later 24 May 2021 or seven (7) days prior Bid Opening.

140 Mr. Butal asked if the Approved Budget for the Contract (ABC) already considered  
141 the new SSS and PhilHealth rates for 2021. Ms. Mejia answered in the affirmative,

142 adding that the prospective bidders should already use the new rates in their  
143 computation for their financial proposal.

144 There being no more questions from the prospective bidders, the Chairman  
145 reminded the prospective bidders of the issuance of the Bid Bulletin which will be  
146 posted in the PhilGEPS and in the GCG website on or before 24 May 2021.

147 **III. ADJOURNMENT**

148 The Committee adjourned the meeting at 11:28AM.

  
**DIR. JOHANN CARLOS S. BARCENA**

*BAC Chairman*

(Sgd.)

**DIR. GENE CARL L. TUPAS**

*Member*

(Sgd.)

**DIR. IRVING V. OCCENA**

*Member*

(Sgd.)

**DIR. MICHAEL D. PABALINAS**

*Vice-Chairman*

(Sgd.)

**DIR. ANNABELLE B. DUKA**

*Member*

(Sgd.)

**ATTY. JULIET MARIE M. GUEVARA**

*Member*

  
**DIR. JAYPEE O. ABESAMIS**

*Member*

**Prepared By:**

  
**CHRISTIAN PAUL N. PINOTE**

*Supervising Administrative Officer - PMD*

**(ON LEAVE)**

**REYNALDO C. PARUÑGAO, JR.**

*Administrative Office V - PMD*