

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

*05 February 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. ANNABELLE B. DUKA
ATTY. JULIET MARIE M. GUEVARA
MS. JUDITH C. JEBULAN

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

JESSICA P. IBITA

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

2 The Chairman called the meeting to order at 10:13AM. 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), and Mr. Edilberto C. Guyano of the Catholic Bishops Conference of the
6 Philippines (CBCP) were duly notified of the Pre-bid Conference through e-mail on
7 29 January 2021. Invitation to Mr. Amado N. Ablao of the Commission on Audit
8 (COA) was personally received by him on 28 January 2021 at the GCG office. None
9 of the invited observers were present in the meeting.

10 The Committee then proceeded with the agenda.

11 II. **PRE-BID CONFERENCE – JANITORIAL SERVICES FOR 01 JANUARY 2021 TO**
12 **31 DECEMBER 2021**

13 The Chairman acknowledged the presence of Ms. Jessica P. Ibita of Anchor
14 Human Resources Development Corp (Anchor), who will be joining the Pre-Bid
15 Conference through video conferencing via the Microsoft Teams application.



16 The PMD informed the Committee that Mr. Reynaldie Tinio of We First Country
17 Manpower Services (We First Country) emailed PMD expressing We First Country's
18 interest to attend the Pre-Bid Conference online. The PMD replied by asking for the
19 full names and email addresses of We First Country personnel who will be attending
20 the Pre-Bid Conference. We First Country failed to answer PMD's queries. Before
21 the start of the Pre-Bid Conference, the PMD, nonetheless, sent an invite to the
22 email address used by Mr. Tinio.

23 The Chairman informed the prospective bidders' representatives that the Pre-Bid
24 Conference is conducted to serve as a venue to discuss, clarify and explain, among
25 other things, the eligibility requirements, technical and financial components of the
26 project to be bid, and for them to further seek clarifications on the Terms of
27 Reference (TOR) from the end-user. The Chairman asked Ms. Ibita if she was able
28 to review the TOR of the project in which the latter answered in the affirmative. The
29 Chairman informed Ms. Ibita that she may already start asking questions:

30 Anchor

31 Ms. Ibita wanted to confirm if the GCG required the submission of ten (10) sets
32 of bid submission copies for this project. The Chairman confirmed that bidders must
33 submit ten (10) copies taking into consideration the seven (7) BAC members and
34 three (3) TWG who will be checking the submissions.

35 Ms. Ibita asked if there is a need to attach the contracts for each of their listed
36 ongoing clients in the Statement of Ongoing Government and Private Contracts. The
37 Chairman answered in the negative, the list of ongoing clients and its details is
38 sufficient. The contracts, however, may be required by the TWG during the Post
39 Qualification.

40 For submission of proof of on-time remittances of statutory contributions, Ms. Ibita
41 asked if they can submit updated SSS clearance. Ms. Jebulan clarified that the
42 requirement is proof of on-time remittances, hence, the TWG would be looking at
43 the remittance list and official receipts to verify the bidder's on-time remittance. Ms.
44 Ibita asked if the remittance list and official receipts to be submitted will be for the
45 last two (2) years. Ms. Jebulan answered in the affirmative. Ms. Ibita then asked if
46 they would need to submit ten (10) copies of the remittance list and official receipts.
47 Ms. Jebulan clarified that remittance list and official receipts or any other proof of
48 on-time remittance would only be required by the TWG during the Post Qualification.

49 Ms. Ibita clarified if it is manual submission of the bids. The Chairman answered
50 in the affirmative. Ms. Ibita asked if there is a need for the bidder to attend face to
51 face during the opening of the submission. The Chairman informed Ms. Ibita that
52 they may attend the opening of the bid submissions either onsite in the GCG office
53 or through online.

54 Ms. Ibita manifested that she no longer has any questions regarding the project.

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

59 Ms. Jebulan also reminded the prospective bidder that considering the alternative
60 work arrangement being implemented in the GCG, the cashier will only be available
61 to receive payment for the bid documents during the 8th, 9th, 11th, 16th, 17th and 18th
62 of February 2019 from 9:00AM to 4:00PM. Ms. Ibita asked if they could pay online.
63 Ms. Jebulan answered in the negative, the GCG does not accept online payments
64 for bid documents.

65 Ms. Ibita asked if the SSS is updated for the bracket of 2021. Ms. Jebulan informed
66 Ms. Ibita that the computation for SSS in the project is not updated for the bracket
67 of 2021.

68 Ms. Ibita asked if the minimum agency fee is 10% or they could go lower. Ms.
69 Jebulan informed Ms. Ibita that agency fee should be the minimum 10%.

70 Ms. Ibita informed everyone that she no longer has any questions regarding the
71 procurement project.

72 **III. ADJOURNMENT**

73 There being no further questions from the prospective bidders, the Committee
74 adjourned the meeting at 10:38AM.

DIR. JOHANN CARLOS S. BARCENA
BAC Chairman

(not present)

DIR. GENE CARL L. TUPAS
Member

(not present)

DIR. IRVING V. OCCENA
Member

DIR. MICHAEL D. PABALINAS
Vice-Chairman


DIR. ANNABELLE B. DUKA
Member


ATTY. JULIET MARIE M. GUEVARA
Member

MS. JUDITH C. JEBULAN
Member

Prepared By:


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