



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

*27 November 2020, 2:00 PM, GCG Board Room, 3/F Citibank Center,
8471 Paseo de Roxas, Makati City*

ATTENDANCE:

BAC MEMBERS

DIR. JOHANN CARLOS S. BARCENA
DIR. GENE CARL L. TUPAS
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.
ARRIANE MAE S. ADIS

TECHNICAL WORKING GROUP (TWG)

FIDEL PONCE D. LOPEZ
ATTY. MICHAEL M. VALMORIA
MARIA CRIS C. OCONG

TWG POOL MEMBER/ OBSERVER

ATTY. NEIL OWEN B. DEONA

PROSPECTIVE BIDDERS' REPRESENTATIVES

RHODORA C. ADVINCULA
MARIA CRISTINA AVE
IRIS NOFIES
LYRIC ANN MALMESA
KIMBERLY DE GRACIA

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

2 The Chairman called the meeting to order at 2:16PM. 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), Mr. Amado N. Ablao of the Commission on Audit (COA), and Mr. Edilberto
6 C. Guyano of the Catholic Bishops Conference of the Philippines (CBCP) were
7 duly notified of the Pre-bid Conference through email on 20 November 2020.

8 The Committee then proceeded with the agenda.

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

11 The Chairman acknowledged the presence of the prospective bidders'
12 representatives. Present onsite is Ms. Rhodora C. Advincula of Ultimate Care
13 Janitorial and Allied Services (Ultimate Care). Also joining the Pre-Bid Conference
14 are Ms. Maria Cristina Ave and Ms. Iris Nofies of Manheart General Services &
15 Trading Corporation (Manheart), Ms. Lyric Ann Malmesa of We First Country
16 Manpower Services (We First Country), and Ms. Kimberly de Gracia of CMPT
17 Manpower Services (CMPT), through video conferencing via the Microsoft Teams
18 application.

19 The Chairman informed the prospective bidders' representatives that the Pre-
20 Bid Conference is conducted to serve as a venue to discuss, clarify and explain,
21 among other things, the eligibility requirements, technical and financial
22 components of the project to be bid, and for them to further seek clarifications on
23 the Terms of Reference (TOR) from the end-user. The Chairman gave the
24 prospective bidders' representatives time to review the TOR of the project and
25 proceeded to ask them if they have any questions regarding the project. The
26 Chairman instructed the PMD to ask the prospective bidders one by one to
27 facilitate the questioning in an orderly manner.

28 **Manheart**

29 The PMD first asked Manheart if they have any questions regarding the project.
30 Ms. Ave asked if they need to attach copies of the contracts for their Single
31 Largest Completed Contract (SLCC) and list of ongoing government and private
32 contracts. The PMD informed Ms. Ave that they only need to attach a copy of the
33 contract for their SLCC and there will be no need to attach a copy to their list of
34 ongoing government and private contracts.

35 Ms. Ave then asked if they need to submit proof of payment to SSS, PhilHealth,
36 and Pag-ibig for all their projects in the last two (2) years. Mr. Lopez clarified that
37 the projects in the last two (2) years covered by submission of proof of payment for
38 statutory contributions would depend on the request of the TWG during the post-
39 qualification stage.

40 For their last question, Ms. Ave asked for the details of the procuring entity's
41 bank name and account name for the payment of the bidding document fees. Ms.
42 Jebulan informed the attendees that the GCG cannot receive payments for bidding
43 documents through bank transfers because they will not be able to issue receipts
44 immediately for such transactions since the receipt of the bank statement is always
45 delayed. Additionally, she informed the prospective bidders that they have to go to
46 the GCG office to pay for the bidding document fees.

47 **We First Country**

48 Next, the PMD asked We First Country if they have any queries regarding the
49 project. Ms. Malnesa asked if the equipment is included in the Approved Budget
50 for the Contract (ABC) or the winning bidder will be able to retain ownership of the
51 equipment after the expiration of the contract. Mr. Lopez clarified that equipment



52 are rented, as such the ownership of the equipment will remain with the service
53 provider.

54 Ms. Malnesa enquired which agency fee will apply, whether at least ten percent
55 (10%) per DOLE guidelines or the GPPB guidelines allowing below 10% agency
56 fee. Mr. Lopez clarified that the agency fee to be quoted by prospective bidders
57 should not be less than ten percent (10%).

58 For her last question, Ms. Malnesa asked if the government contribution as to
59 PhilHealth is fixed at three point five percent (3.5%). Mr. Lopez answered in the
60 affirmative.

61 **CPMT**

62 The PMD, then, asked CPMT if they have any questions regarding the project.
63 Ms. De Gracia sought clarification if they would just state the word "comply" in the
64 Statement of Compliance or if they also need to provide the requirements indicated
65 in the Statement of Compliance. Mr. Lopez replied that prospective bidders would
66 only need to state the word "comply" in the boxes for each entry in the Statement
67 of Compliance. Verification of the compliance with the entries in the Statement of
68 Compliance will be done during the post-qualification. The prospective bidders
69 were reminded not to leave any of the line items blank.

70 Ms. de Gracia stated that PhilHealth issued a new circular for 2021 regarding
71 the new rate. She asked which between the existing three percent (3.0%) and the
72 new rate of three point five percent (3.5%) to use for their computation. Ms.
73 Jebulan responded that the new rate of three point five percent (3.5%) will be used
74 for computation in the project.

75 **Ultimate Care**

76 There being no further questions from CMPT, the PMD then asked Ultimate Care
77 if they have any questions regarding the project. Ms. Advincula asked what the
78 ABC of the project is. The PMD informed Ms. Advincula that the ABC for the
79 project is Two Million Three Hundred Forty Thousand Pesos (₱2,340,000.00).

80 Ms. Advincula then asked if the bid submission will be submitted through physical
81 copy or online. The PMD, citing paragraph 7 of the Invitation to Bid of the Bidding
82 Documents, clarified that bids must be duly received by the BAC Secretariat
83 through manual submission of the physical documents at the GCG office.

84 The Chairman requested the bidders to prepare in advance their documents for
85 post-qualification to avoid exhausting the five (5) calendar days they are entitled in
86 case they are declared to have submitted the Lowest Calculated Responsive Bid
87 considering that the procurement must be completed before the end of the year as
88 the project is for implementation on January 1.

89 **Other Reminders**

90 The prospective bidders were reminded to submit their bid submissions before
91 2:00PM of 09 December 2020, otherwise, their submissions will be deemed late
92 and not considered for the project. They were also reminded to pay the bidding

93 document fees in order for them to participate in the submission of bids. Ms.
94 Jebulan informed the prospective bidders that due to the skeletal work force setup
95 of GCG, the cashier will only be available to receive their payments for bidding
96 document fees on 01, 03, 07 December 2020 from 9:00AM to 3:30PM and on 09
97 December 2020 from 9:00AM until before the deadline for submission expires.

98 Ms. Ave asked where to get the form for the financial bid form under the financial
99 component. The PMD informed the attendees that the new Philippine Bidding
100 Documents for Goods (6th Edition) did not contain the template for the financial bid
101 form. The PMD noted, however, that the 5th Edition contains the template for the
102 financial bid form. The Chairman asked the TWG if the financial bid form template
103 contained in the 5th Edition will be used. Mr. Lopez answered in the affirmative,
104 reiterating that the template contained in the 5th Edition will be used for the
105 financial bid form.

106 Ms. de Gracia sought clarification on whether the old forms will be used for their
107 submissions. Mr. Lopez clarified that the template provided in the 5th Edition will be
108 used only if the 6th Edition does not provide for such template. Mr. Lopez also
109 reminded the prospective bidders that the template for price schedule is already
110 provided in the Bidding Documents.

111 III. ADJOURNMENT

112 There being no further questions from the prospective bidders, the Committee
113 adjourned the meeting at 3:21PM.


DIR. JOHANN CARLOS S. BARCENA
BAC Chairman

(not present)
DIR. MICHAEL D. PABALINAS
Vice-Chairman

DIR. GENE CARLL. TUPAS
Member


DIR. ANNABELLE B. DUKA
Member

(not present)
DIR. IRVING V. OCCENA
Member


ATTY. JULIET MARIE M. GUEVARA
Member


MS. JUDITH C. JEBULAN
Member

Prepared By:


CHRISTIAN PAUL N. PINOTE
Supervising Administrative Officer - PMD