

**Minutes of the Meeting: Pre-Bid Conference**  
**ITB 2021-DSWD-03: Outsourcing of Service Provider for Facility Maintenance to DSWD**  
**Field Office, Training Center and Other Facilities**  
**November 13, 2020**

**Attendance:**

**ENRIQUE H. GASCON JR.**, *Chairperson, BAC*  
**ARNOLD D. LARTEC**, *Member (attended through VTC)*  
**AILEEN M. BALLESTROS**, *Technical Expert*

**VICTOR U. BOMOWEY**, *Head-Procurement Section*  
**Leonila G. Lapada**, *BAC Secretariat*  
**Diane Florendo**, *BAC Secretariat*

**Observer: Roldan Peniano**, *COA Audit Team Member*  
**Jacob Apalla**, *COA Audit Team Member*

**Prospective Bidder:**

**Virgie Baldo**, *representative, Mckleene Premium Products, Inc.*  
**Lyric Ann Malmesa**, *representative, First Country Manpower Services*

**Highlights of the Meeting:**

The meeting was called to order for the Pre-Bid Conference of the project, **Outsourcing of Service Provider for Facility Maintenance to DSWD Field Office, Training Center and Other Facilities** under **ITB 2021-DSWD-03** with an Approved Budget for the Contract (ABC) amounting to **One Million Six Hundred Forty Thousand Nine Hundred Eighty-One Pesos and 8/100 (Php1,640,981.08)**.

The conference was conducted at DSWD Training Center and through Google Meet. Two prospective bidders attended the activity, **Ms. Virgie Baldo**, representing Mckleene Premium Products, Inc. attended personally while **Ms. Lyric Ann Malmesa** representing **First Country Manpower Services** joined through Video Conference. Observers from COA also joined online to witness the activity namely **Mr. Roldan Peniano and Jacob Apalla**. None among the invited observers from Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry (PCCI), Jaime Ongpin Foundation, Inc. attended the activity.

The meeting started at 9:41 AM and presided by Mr. Enrique H. Gascon Jr., Chairperson of the Bids and Awards Committee. The meeting started with an introduction of the members of the BAC and acknowledgement of the prospective bidders' presence. Likewise, the presence of participants who joined the conference through Google Meet.

Mr. Gascon explained to the group the purpose of the Pre-bid conference that is to clarify any concerns of the bidders with regard to the procurement at hand, its terms and conditions, scope of the bidding documents and other details.

It was mentioned that the Sixth Edition Bidding Document issued by GPPB was used for this project. It was explained that said document was simplified and some of the standard forms were also amended. The group then reviewed the Philippine Bidding Documents, technical specifications and presented the revised standard forms, checklist of requirements and proper sealing and markings of proposal with the following discussions and agreements:

<b>Subject Matter</b>	<b>Discussions</b>	<b>Agreements Reached/ Recommendations</b>
<b>Invitation to Bid</b>	<p>The group reviewed the Invitation to Bid and discussed the procurement at hand, Approved Budget and other information as follows:</p> <ul style="list-style-type: none"> <li>• Availability of Bidding Documents: November 5 to November 25, 2020</li> <li>• Deadline of Bid Submission: 8:30AM of November 25, 2020</li> <li>• Bid Opening: November 25, 2020 at 9:00 AM</li> <li>• Venue of Bid Opening: DSWD Training Center</li> <li>• SLCC – completed within two (2) years from the date of submission of bids</li> <li>• Project duration – January to December 2021</li> <li>• Bidding Document Fee – Php 5,000.00</li> </ul>	
<b>Instruction to Bidders</b>	<p>The secretariat presented the Instruction to bidders to the group and no changes noted.</p>	
<b>Bid Data Sheet</b>	<p>The Bid Data Sheet was reviewed and no changes noted</p>	
<b>Housekeeping Plan</b>	<p>The housekeeping plan was presented and no comment or clarifications raised</p>	

<p><b>Schedule of Requirements</b></p>	<p>Ms. Baldo asked if the approved budget covers the janitorial supplies and equipment. Ms. Ballesteros explained that the cost of janitorial supplies and equipment was already incorporated in the ABC.</p> <p>A recommendation was made to indicate complete technical description of some items as follows:</p>	
<p><b>Technical Specifications</b></p>	<p>The group reviewed the Terms and Conditions of the project with the following discussions:</p> <ul style="list-style-type: none"> <li>Ms. Malmesa raised whether the procuring entity follows the 10% Administrative Fee issued by DOLE DO 18-A or GPPB ruling under Section 31 of RA 9184.</li> </ul> <p>Further discussion was made by the BAC that GPPB ruling under Section 31 of RA 9184 prevails over the DOLE Department Order for the reason that the imposition of a fixed minimum administrative fee is tantamount to establishing a floor price which is contrary to the provision of Section 31 of RA 9184. As such, the BAC ruled to follow the provision of RA 9184 and its IRR as there was no lower limit or floor in establishing an award.</p> <ul style="list-style-type: none"> <li>The minimum qualifications of janitorial workers, skilled worker and supervisor were also presented to the group. It was suggested that the workers to be deployed are able to read and write as one of the qualifications, which the group agreed.</li> <li>Ms. Malmesa also asked whether the procuring entity allows that existing facility maintenance workers be absorb in case a new service provider will win the project. Mr. Gascon said that it is the discretion</li> </ul>	<p>For Bid Bulletin:</p> <p>The BAC ruled to follow the provision of Section 31 of RA 9184 which provides that <b><i>“there shall be no lower limit to the amount of award”</i></b></p> <p>“Workers to be deployed are able to read and write” will be added as one of the minimum qualification of workers to be deployed</p>


	of the winning service provider and such will be discussed during the contract implementation stage.	
<b>Standard Forms</b>	<p>The secretariat presented the revised bid form and Omnibus Sworn Statement.</p> <p>Other forms were also presented and discussed the following:</p> <ul style="list-style-type: none"> <li>• SLCC – it was suggested to indicate the legal basis for requiring equivalent document for Official Receipt issued by BIR.</li> <li>• Statement of Ongoing Contracts Awarded – Notice of Award and/or Contract or Purchase Order and Notice to Proceed (for government transaction) are enough to support the said document. Thus, to revise the indicated supporting documents through Supplemental/Bid Bulletin.</li> </ul>	<p>For Bid Bulletin:</p> <ul style="list-style-type: none"> <li>• SLCC – to include the legal basis for allowing equivalent document in lieu of Official Receipt</li> <li>• Statement of Ongoing Contracts Awarded – Notice of Award and/or Contract or Purchase Order and Notice to Proceed (for government transaction) are enough to support the said document</li> </ul>
<b>Form: Goods Offered from Within the Philippines</b>	The form was presented to the group and explained that it is where the detailed price proposal for each item is reflected and should indicate the amount of tax, insurance and incidental expenses.	
<b>Sealing and Markings of Proposal</b>	The secretariat explained the proper sealing of bid envelopes to comprised seven (7) envelopes including the main envelope.	

Having no more issues to discuss, Mr. Gascon express gratitude to the group for their presence and the meeting ended at 10:45 AM.


Recorded by:

  
**LEONILA G. LAPADA**  
 BAC Secretariat

Reviewed by:

  
**VICTOR U. BOMOWEY**  
 Head – Procurement Section

Noted by:

  
**ENRIQUE H. GASCON JR.**  
 Chairperson, BAC