

***MINUTES ON THE PRE-BIDDING CONFERENCE: OUTSOURCING OF SERVICE PROVIDER FOR THE FACILITY MAINTENANCE FOR THE DSWD CAR AND OTHER FACILITIES (ITB No.: 2018-DSWD-CAR-11)***

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**Present were:**

**Bids and Awards Committee**

Concepcion E. Navales	- BAC Vice Chairperson
Arnold D. Lartec	- Alternate Regular Member
Jessie F. Chelim	- Provisional Member (End-user)

**Procurement Section Staff**

Peachy May M. Verzola	- BAC Secretariat Head
Lovely G. Bulauan	- BAC Secretariat Staff
Emerson B. Del Rosario	- BAC Secretariat Staff

**Prospective Bidders**

Virgie D. Baldo	- Representative – Mckleene
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**Observers**

None

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**Business Matters:**

The meeting was called to order around 1:10 pm of October 23, 2018 by the BAC Vice Chairperson as the presiding officer at the Office of the Human Resource Management and Development Division Chief and the BAC Secretariat facilitating. The meeting was for the pre-bidding conference of the ***OUTSOURCING OF SERVICE PROVIDER FOR THE FACILITY MAINTENANCE FOR THE DSWD CAR AND OTHER FACILITIES (ITB No.: 2018-DSWD-CAR-11)*** with an Approved Budget for the Contract (ABC) of One Million Two Hundred Eleven Thousand Twelve Pesos and Eighty-Eight Centavos (₱1,211,012.88). Aforementioned conference was attended by the BAC Members including its Secretariat and the lone bidder representative. Observers were informed but no one was able to attend.

The conference started by a brief introduction and acknowledgement of all that were present, (BAC Members, its Secretariat and the prospective bidder's representative). After that, Ma'am Navales proceeded in presenting to the body the Monthly, Weekly, and Daily duties of the service provider. Also, Invitation to Bid, the Bid Data Sheet, Technical Specifications of the bid, the documentary requirements were presented. The seven-envelope system for the proper sealing and marking of the envelopes and tagging or labelling was showed as well by Ma'am Lovely Bulauan.

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The following were the issues and concerns raised during the conference:

ISSUES/ CONCERNS RAISED	ANSWERS/ AGREEMENTS
<p><b><i>Duties and Responsibilities of Service Providers</i></b></p> <p>Ma'am Concepcion discussed the Monthly, Weekly, and Daily duties and responsibilities of the service providers. Upon discussion, emphasis was made to some of the items (e.g. letter I). Sir Chelim also suggested to enhance or edit the duty on letter S.</p> <p>M' Concepcion: How about the materials for repairing?</p> <p>S' Lartec: Why does some duties are repeated? Those in Daily, weekly, and monthly?</p>	<p>The BAC members decided to edit the item (Letter S) from "preparation of request for repair" to "repair of assessed facilities". The service provider will be the one to repair the damages found because it is already one of their qualification. The service providers being hired must have a knowledge in electrical and plumbing works.</p> <p>Still the service provider will prepare request for repairing but they'll be the one to repair the damages. They will just ask/request for the materials needed. However, the number and kind of tools, equipments for electrical and plumbing works, and janitorial supplies were not yet added in the items of the Bid Documents thus, it is to be added through the Bid bulletin.</p> <p>Ms. Baldo: Because there are some duties that are to be done only during end of the week or end of the month and there are some that can be done in daily, weekly, or monthly basis.</p>
<p>Moreover, the attachment of the Computation on Remuneration following the DOLE Format was reiterated by M' Concepcion.</p>	
<p>Upon discussion of the Job Qualification, M' Concepcion asked the bidder if there are any additional or corrections they want to appeal. The bidder though agreed with all the required qualifications presented and there were no objections made.</p> <p>Furthermore, M' Concepcion reiterated the attachment of the profiles of the janitors and skilled workers to be deployed for checking and the attachment of the Housekeeping plan.</p>	



Department of Social Welfare and Development



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<p>Also, the additional parameters were emphasized.</p>	
<p>After all the discussions, M' Concepcion and the body reminded the bidder with the schedule of the submission of Bid documents and its Opening. Then under the Technical Specifications, M' Bulauan explained to the bidder that they will indicate on whether they can comply or cannot comply in every item.</p>	

There having no more issues to discuss, the conference was adjourned at 1:51 pm.

Prepared by:

  
**EMERSON B. DEL ROSARIO**  
 BAC Secretariat

Noted by:

(sgd)  
**CONCEPCION E. NAVALES**  
 BAC Vice Chairperson