



Minutes of Pre-Bid Conference

Procurement of Janitorial Services for Lot A: NCR; Lot B: Luzon; Lot C: Visayas & Lot D: Mindanao

Date: January 28, 2018 **Time:** 1:30 PM **Place:** BAC Room (3/F Conservatory Bldg., Mandaluyong City)

Attendees:

Present:

BAC Members

AGM Lauro A. Patiag
Atty. Marissa O. Medrano
Atty. John Derek N. Porciuncula
DM Jose Bernardo H. Gochoco, Jr.
DM Alegria A. Asuit

Provisional Member

Mr. Eugenio Jose- Tech. Expert

Permanent TWG:

Technical Working Group

Engr. Reinier Luistro
Mr. Mark Vergabera
Mr. Arnold Oiga

Support Staff:

Ms. Joana Marie Perez
Ms. Daisy Barrios
Ms. Erika Laine Ong

Secretariat

Ms. Marifi Baladad
Ms. Ava Catherine T. Ordillano
Ms. Jennie R. Nabong
Mr. Francis Albert Enriquez
Mr. Narciso Maniquis
Ms. Jennifer Ilao
Ms. Ma. Catherine Reyes

Observer:

Mr. Ryan Avelino- IAS

Others:

Ms. Dominique Arevalo - Anchor Human Resources Dev. Corp.
Mr. Elvin Rubiso - D' Triumph Cleaners & Allied Services, Inc.
Ms. Carmen J. Amurao - Dear John Services Inc.
Mr. Ralph Rigor M. Forges - Starcom Manpower & Allied Services Inc.
Ms. Jessa Yopyop - The Perfect Cleaners Janitorial Sales & Services
Mr. Alejandro Dellota - CBII Phils. Development Inc.
Ms. Rita Diaz - ARG Janitorial and Allied Services

Absent:

Atty. Salvador Justino Occiano
Ms. Marileth S. Rodriguez
Mr. Roderick A. Ydel
Ms. Ana Liza Manlapaz

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Item No.	AGENDA ITEM	HIGHLIGHTS/ ISSUES/ CONCERNS	AGREED ACTION	RESPONSIBLE PERSON/S	TIMELINE	
					Time Start	Time End
1.	<p>Pre-Bid Conference for the Procurement of Janitorial Services for:</p> <p>Lot A: PCSO Main and Extension Offices in the National Capital Region (NCR) for Three (3) Years ABC: Php 4,957,803.28</p> <p>Lot B: Branch Offices in Luzon for Three (3) Years ABC: Php 4,893,917.69</p> <p>Lot C: The Office of the Department Manager and Branch Offices in Visayas for Three (3) Years ABC: Php 1,995,128.35</p> <p>Lot D: The Office of the Department Manager and Branch Offices in Mindanao for Three (3) Years</p>	<p>The Vice - Chairperson acknowledged the presence of the Members of the Committee, the Secretariat, the Technical Working Group, Representative from Internal Audit Services and the representatives from prospective bidders.</p> <p>The Vice-Chairperson inquired if notices to different observers were duly sent and acknowledged to which the Secretariat responded in the affirmative. Thereafter, copies of the notices were presented.</p> <p>The Chairperson emphasized that the Pre-Bid Conference was intended to discuss and clarify the bidding documents particularly legal and technical requirements and to allow the prospective bidders to ask clarificatory questions.</p> <p>Ms. Jennie R. Nabong explained to the prospective bidders the pertinent information of the procurement as contained in the bidding documents such as the following:</p>			1:30	3: 10

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					Time Start	Time End
	ABC: Php 2,080,199.53	<ol style="list-style-type: none"> 1. ABC of the Procurement per Lot; 2. Technical Specifications of the Procurement; and 3. Demonstration of sealing and marking of envelopes. <p>Mr. Narciso Maniquis demonstrated how to properly compile the envelopes as well as the sealing and signing of envelopes.</p> <p>Mr. Maniquis likewise conducted the sealing of the four (4) bid boxes.</p> <p>To officially open the acceptance of the bids for the project, the four (4) bid boxes were locked/sealed and the keys were enclosed in their respective envelopes duly sealed and signed by the Committee members along with the IAS Representative, Mr. Ryan Avelino.</p>				
2.	Queries asked by the Prospective Bidders during the Pre-Bid Conference	Questions related to the required attachments and the Technical Specifications were raised by the prospective Bidders which were answered by the Committee and the TWG, as follows:				

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		<p>1. A representative from ARG Janitorial and Allied Services, Ms. Rita Diaz asked if DOLE Dept. Order No. 174 is required and if DOLE Registration a mandatory requirement?</p> <p>2. Ms. Carmen J. Amurao of Dear John Services Inc. asked if the 2017 of Clearance Certificates will be accepted?</p> <p>3. Mr. Elvin Rubiso of D' Triumph Cleaners and Allied Services Inc. inquired about latest DOLE Janitorial Wage Order.</p> <p>4. Ms. Carmen J. Amurao – Dear John Services Inc. inquired if they just need to fill-out the form of the SLCC and if no other document shall be submitted?</p>	<p>Answer: The TWG answered that it is stated in the Terms of Reference. It is a mandatory requirement and the latest order shall prevail.</p> <p>Answer: Yes.</p> <p>Answer: The BAC answered that the DOLE latest wage order will prevail and shall be implemented by the winning bidder and the reimbursement of wage adjustments shall be made by PCSO after the award.</p> <p>Answer: The BAC informed the bidders that they just need to fill-out the form and that all documents declared shall be submitted, validated and evaluated during the conduct of Post Qualification.</p>			

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		<p>5. Mr. Ralph Rigor M. Forges - representative of Starcom Manpower & Allied Services Inc. inquired if there is a conflict if they will join the bidding since they are the sister company of Commander, the security agency of PCSO</p> <p>At the end of the Pre-Bid Conference, the prospective bidders were given forms for their queries/questions and clarifications.</p> <p>Prospective bidders were informed that submission of questions may also be emailed to the official BAC email address (<i>bac@pcso.gov.ph</i>).</p>	<p>Answer: The BAC Chairperson answered that there is no conflict regarding the matter as these two procurement projects are distinct to one another.</p> <p>The Committee will accept additional written queries within ten (10) calendar days before Bid Opening.</p> <p>Issuance of Supplemental Bid Bulletin, if necessary shall be made not later than seven (7) calendar days before the scheduled bid opening on February 11, 2019, for Lot A and B, and February 12, 2019 for Lot C and D.</p>			


Pre-Bid Conference for the project was adjourned at 3:10 pm.

Prepared by:


DAISY G. BARRIOS



Attested by:


MARILETH S. RODRIGUEZ
Head, BAC Secretariat

Approved:


LAURO A. PATIAG
BAC Chairperson


ALEGRIA A. ASUIT
Member

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JOHN DEREK N. PORCIUNCULA
Member

MAXIMINO BALAYO, JR.
Provisional Member


MARISSA O. MEDRANO
Vice-Chairperson


JOSE BERNARDO H. GOCHOCO, JR.
Member


EUGENIO JOSE, JR.
Technical Expert