



BIDS AND AWARDS COMMITTEE
(A.O. 07-02, Series of 2020)

**Summary of the Meeting: Pre Bid Conference for the Procurement of
Janitorial Services FY 2021
December 2, 2020 via Zoom Platform**

Procurement Project	Procurement of Janitorial Services FY 2021
Meeting Started	9:30AM
Bidders who attended	Ma. Cristina Tandy of Triple 7 Manpower Services
Observer	Ms. Monica T. Gler, State Auditor III - COA
BAC Present	<p>BAC Member/s:</p> <ul style="list-style-type: none">• LA Leila T. Laureta-Agustin• LA Raisa P. Disomangcop• LA Anna Richie U. Morales-Malinao• LA Maria Regina L. Castillo• LA Vilma Maria S. Plan-Barrera <p>BAC-TWG:</p> <ul style="list-style-type: none">• LA Mylene Joy S. Parras• Atty. Tarcila B. Nepomuceno-Banda• Atty. Eduardo G. Cerezo• Ms. Daisee A. Tismo <p>BAC-Secretariat:</p> <ul style="list-style-type: none">• Atty. Rachel Ann Katrina P. Abad-Fabe• Ms. Rachelle T. Peñaranda

	<ul style="list-style-type: none"> • Ms. Alna E. Samontañez • Ms. Jennifer D. Canoy <p>END-USER/S:</p> <ul style="list-style-type: none"> • Dir. Elvira F. Cruz
Schedule of succeeding procurement activities	<p>Deadline for the Submission of Clarifications and Questions: December 7, 2020</p> <p>Deadline of Submission of Bids: December 14, 2020 1:00pm</p> <p>Opening and Evaluation of Bids: December 15, 2020 9:00 am</p>
Details about the Project	<p>ABC: Php 4,083,000.00</p> <p>1 lot project</p> <p>Duration: 1 year</p>
Instructions to Bidders	<p>1. Bidding Requirement: Eligible bidders must have similar contracts involving Janitorial Services for the last 10 years.</p> <p>Proof shall be required. Hence, submission of contracts shall be submitted together with the Single Largest Contract of the bidder. Preferably 1 contract per year with ABC equal to or higher than our ABC. (10 contracts)</p> <p>2. Subcontracting shall not be allowed.</p> <p>3. Questions and Clarifications must be emailed to the BAC Secretariat on or before December 7, 2020. Answers will be sent in writing through email.</p> <p>4. All clarifications and amendments if</p>

any, shall be in writing and will be posted in the PhilGEPS portal at least 10 days before the deadline of submission of bids (December 14, 2020)

5. Eligibility and Technical Component as well as the Financial Component were discussed. All documents in the checklist shall be strictly required. Non-submission of any documents shall be a ground to disqualify a bidder.

6. Manner of Submitting the Bid

a. Bidders shall be required to submit their bid manually and electronically.

b. **Manual Submission:** 1 original Main Envelope and 6 copies. Per main envelope shall contain the Technical Document Envelope and Financial Document Envelope. All 7 main envelope must be properly sealed separately.

c. **Electronic Submission:** Soft copies of the contents of the main envelope must be email to the BAC Secretariat in encrypted form. Password shall be given by the duly authorized representative during the scheduled opening of bids.

7. Evaluation of Bids.

Bidder will be declared as one who submitted the lowest calculated bid when the bidder submit an offer equal to or lower than the ABC.

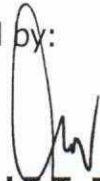
8. Post Qualification.

TWG shall conduct an ocular inspection at the business address.

	Additional Documents: Deed if Undertaking that the bidder is compliant with OSH Requirements and Labor Standards Law.
Special Condition of the Contract	Payment shall be made semi-monthly or every 15 days upon submission of the billing statements supported with daily time records and the evaluation reports.
Technical Specifications	(TOR was presented)
Question Raised by bidders	<p>1. Regarding 20% agency fee/Administrative cost per DOLE Order No. 06, it is included in the ABC. Answer: Yes. End-user unit already considered the 20% DOLE Rate requirement.</p> <p>2. Is the additional Philhealth contribution effective January 2021 already included in the ABC. Answer: Current ABC is based on the current rate. However, the Contract Price is subject to increase as long as there is an official pronouncement re: such increase. Once the budget is final, possible increase can be made.</p> <p>3. Clarification re: the submission of contracts to prove that bidders have similar contract to the procurement project. Answer: the documents or contract required shall be for the purpose of verifying the capacity of the bidder and it is not a strict requirement that can disqualify the bidder in case they fail to submit.</p> <p>4. Are we required to submit</p>

	original documents. ANSWER: Yes. Submit 1 copy of the original and 6 copies.
Other important reminders to bidders:	Other queries can still be submitted electronically through the BAC Secretariat until December 7, 2020.
Meeting Ended	10:00am

Prepared by:


RACHELLE T. PEÑARANDA
Member, BAC Secretariat

Noted by:


ATTY. RACHEL ANN KATRINA P. ABAD-FABE
Head, BAC Secretariat