



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

**SUMMARY OF THE MEETING**

1 December 2021  
via Zoom Platform

<b>Procurement Project/ Agenda</b>	PRE BID CONFERENCE: PROCUREMENT OF JANITORIAL SERVICES FY 2022
<b>Attendance</b>	<p><b>BAC Members: (attended via Zoom Platform)</b></p> <ul style="list-style-type: none"><li>• PC Julia Cecily Conching-Sosito – <b>Chairperson</b></li><li>• LA Vilma Maria S. Plan-Barrera</li><li>• ECC II Felicidad B. Ico</li><li>• ECC II Purdey P. Perez</li><li>• Atty. Sheryl E. Paquidao</li></ul> <p><b>Provisional Member/s:</b> Director Elvira Cruz (Management and Administrative Department)</p> <p><b>BAC-TWG: (attended via Zoom Platform)</b></p> <ul style="list-style-type: none"><li>• Atty. Tarcila B. Nepomuceno-Banda – <b>Head</b></li><li>• Atty. Mary Evangeline A. De Los Santos</li><li>• Atty. Nikki Isabel G. Balanquit</li><li>• Ms. Daisee A. Tismo</li></ul> <p><b>BAC-Secretariat: (attended via Zoom Platform)</b></p> <ul style="list-style-type: none"><li>• Atty. Rachel Ann Katrina P. Abad-Fabe – <b>Head</b></li><li>• Ms. Alna E. Samontanez</li><li>• Ms. Jennifer D. Canoy</li><li>• Ms. Rachelle T. Penaranda</li><li>• Mr. Marco Angelo L. Serra</li></ul> <p><b>Observer/s:</b></p> <ul style="list-style-type: none"><li>• Mark Harold Butac, COA Representative</li></ul>

	<p><b>Bidders (Procurement of Janitorial Services FY 2022):</b></p> <ul style="list-style-type: none"> <li>• <b>Excellent General Services Inc.</b> – Irene Bravo</li> <li>• <b>Negrense Marine Integrated Services, Inc.</b> – Jeica Consunji and Ellen Comahig</li> <li>• <b>Starcom Manpower &amp; Allied Services, Inc.</b> – Gladize Caballero</li> <li>• <b>Triple 7 Manpower Services, Inc.</b> – Maria Cristina Tadoy</li> </ul>
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## HIGHLIGHTS OF THE MEETING

<b>CALL TO ORDER</b>	<p>There being a quorum, PC Julia Cecily Coching-Sosito, the BAC Chairperson, called to order the meeting at around <b>10:00 AM</b></p>
<b>PROCUREMENT OF JANITORIAL SERVICES FY 2022</b>	<p>The BAC Secretariat discussed the important provisions and information in the bidding documents as follows:</p> <p><b>INVITATION TO BID</b></p> <ul style="list-style-type: none"> <li>• This procurement project is named as the <b>Procurement of Janitorial Services FY 2022</b> with an approved budget of the contract <b>(ABC)</b> amounting to <b>Php 4,200,000.00</b> based on the <b>National Expenditure Program</b>;</li> <li>• The contract is for one (1) year, from January 1, 2022 to December 31, 2022. Delivery shall be made 15 days from the issuance of Notice to Proceed (NTP).</li> <li>• Bidding will be conducted through open competitive bidding procedures using a non-discretionary "<i>pass/fail</i>" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.</li> <li>• Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to</li> </ul>

citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

- Bidding documents are available **from November 19, 2021 to December 13, 2021** (8:00 AM to 1:00 PM) at the NLRC Administrative Office.
- A complete set of Bidding Documents may be acquired by interested Bidders in the amount of **Php 5,000.00**
- With respect to the documentary requirements, the Committee shall accept any of the following:
  - a. Original or certified true copies duly certified by the issuing agency; or
  - b. Photocopies subject to verification with the original copies during the post qualification process.

#### **SCHEDULE OF PROCUREMENT ACTIVITIES**

- Bids must be duly received by the BAC Secretariat through the following means: (i) manual submission at the office address indicated in the bidding documents and (ii) online or electronic submission to [nlrcbacsec@gmail.com](mailto:nlrcbacsec@gmail.com) on or before **December 13, 2021 at 1pm.**
- Bid Opening shall be on **December 14, 2021 at 10:00am** at the given address in the bidding documents and through Zoom platform.

#### **INSTRUCTIONS TO BIDDERS**

In addition to the provisions under *II. Instruction to Bidders* in the Bidding Documents, the following requirements are expected from the prospective bidders:

- **ITB Clause 5.3: Eligibility of Bidders:** Contracts similar to the Project shall be contracts providing **janitorial services** and must have been completed within **5 (five) years** prior to the deadline for the submission of bids.

- **ITB Clause 7:** Subcontracting shall not be allowed for this project.
- **ITB Clause 12:** The price shall be based on the current market price.
- **ITB Clause 15: Sealing and Marking of Bids:** The bidder shall be required to submit seven (7) hard copies of the first and second components of its Bid. The hard copies must be in the following format:
  1. First and Second Component Envelopes must be placed in ONE MAIN ENVELOPE, addressed to NLRC BAC and properly sealed;
  2. Submit 7 "MAIN ENVELOPES" labelled Envelope 1,2,3, etc;
  3. Envelope 1 must contain Original Documents;
  4. Envelope 2 to 7 may contain the photocopies of documents contained in Envelope 1.

The bidder shall also be required to submit the first and second components of its Bid to **[nlrcbacsec@gmail.com](mailto:nlrcbacsec@gmail.com)**. The electronic copy shall be a scanned copy in PDF format with encrypted password. First and Second Components of the Bid shall be submitted in separate files. The password of each file shall be submitted by the bidder's authorized representative during the opening of bids.

Soft copies must be submitted in PDF format and bidders must avoid submitting them in zip files. Huge files may be submitted/saved in separate files. Soft Copies shall be saved in this filename format **[name of bidder. kind of document]**.

The electronic copy that cannot be opened or is corrupted shall not be considered as non-responsive thus, not a ground for disqualification. However, for convenience of viewing the Bids by all participants in the Zoom meeting, the bidder's' authorized representatives must

present/share their respective electronic copies which should be the same documents that were submitted in the form of hard copies.

- **ITB Clause 14.1:** The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:
  - a. The amount of not less than **Php 84,000.00**, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
  - b. The amount of not less than **Php210,000.00** if the bid is in Surety Bond.
  
- **ITB Clause 19.3:** The project shall be awarded in one (1) lot.
  
- **ITB Clause 20.1: Post Qualification Requirements:**  
The Bidder must submit the following:
  - 1. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS
  - 2. Deed of Undertaking of their Compliance with OSH and Labor Standard Laws.
  - 3. Certificate of Pending/No Pending Case before the Department of Labor and Employment and National Labor Relations Commission
  - 4. Other requirements under VIII. Other Requirements portion of the Terms of Reference (page 37-38 of the bidding documents)

Non-submission of the said documents at the time of presentation of bids shall not render the Bid non-responsive and will not be a ground for disqualification, provided, the requisite documents will be submitted during the post-qualification process.

**QUESTION AND ANSWER PART 1:**

***"In the BDS ITB Clause 20.1 "The bidder shall also be required to submit their Deed of Undertaking of their Compliance with OSH and Labor Standards Law", is the deed of undertaking only an undertaking by the company or from DOLE? (Excellent General Services Inc)"***

The BAC Secretariat clarified that the deed of undertaking must be duly notarized and signed by the authorized bidder representative. Hence, is only an undertaking by the company and not from DOLE.

### **SPECIAL CONDITIONS OF CONTRACT**

- **TERMS OF PAYMENT:** Payments shall be made on a monthly basis upon the issuance of a Certificate of Inspection. The Service Provider's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the services performed.
  
- **INSPECTION AND TEST BY THE BAC TWG:** The inspections and tests that will be conducted are:
  1. Examination of documents to verify the validity of the submitted Technical Documents;
  2. Others matters/official papers that may be considered necessary by the BAC-TWG in its preparation of the Post Qualification Report; and
  3. BAC-TWG shall coordinate with the winning bidder with respect to the other requirements and procedures on inspection and tests.

### **SCHEDULE OF REQUIREMENTS:**

- Janitorial Services shall be delivered for the entire year FY 2022.

### **TECHNICAL SPECIFICATIONS:**

*(Salient portions were read briefly by the BAC Secretariat. The bidder already purchased the bidding documents prior to the*

*meeting hence, she was given the chance to ask questions and clarifications right away.)*

**QUESTION AND ANSWER PART 2:**

***"As to eligibility documents, these are already stated in the checklist. Are we going to submit separate copy as attachment in the technical parameter? (Excellent General Services Inc)"***

The BAC Secretariat clarified that bidder may no longer submit separate copy of documents already enumerated in the Checklist of Documents. Only the additional documents mentioned shall be attached to the Conformity with the Technical Specifications document.

***"On the Housekeeping Plan, do you require an ocular inspection or are we going to submit general housekeeping plan? If ocular inspection will be required, when is the schedule? (Excellent General Services Inc)"***

End-user representative, Director Cruz clarified that submission of a general housekeeping plan shall suffice. If bidder will conduct an ocular inspection, a letter request must be submitted for scheduling purposes.

***"Under Annex 2, how long is the extension cord and aluminum ladder? (Excellent General Services Inc)"***

Director Cruz mentioned that the extension cord must be 15 meters long while the ladder must be 6ft. long.

***"What is the capacity of the garbage receptable? (Negrense Marine Integrated Services Inc.)"***

Director Cruz mentioned that it should be 120 liters capacity.

***"For Surety Bond not less than Php 210,000.00, insurance company requires draft contract. Will you***

***provide a draft contract? (Negrense Marine Integrated Services Inc.)”***

BAC Secretariat mentioned that there is already a draft contract for this project and a copy can be provided to bidders for purposes of that requirement.

BAC Secretariat also reminded the bidders that there are certain bonding companies that are duly accredited by NLRC. Hence, bidders may only secure their surety bond from those accredited bonding company. Otherwise, their bid security shall be nonresponsive.

**CHECKLIST OF DOCUMENTS:**

**TECHNICAL DOCUMENTS      COMPONENT      ENVELOPE:      LEGAL DOCUMENTS**

1. Valid PhilGEPS Registration Certificate (Platinum Membership);
2. Mayor’s or Business permit; and
3. Tax Clearance.

**TECHNICAL DOCUMENTS      COMPONENT      ENVELOPE:      TECHNICAL DOCUMENTS**

1. Statement of the prospective bidder of all its ongoing government and private contracts;
2. Statement of bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid;
3. Original copy of the Bid Security (Surety Bid or Original copy of Notarized Bid Securing Declaration);
4. Conformity with the Technical Specifications (attached is the required certification from DICT); and
5. Original copy of the duly signed Omnibus Sworn Statement or Original Secretary’s Certificate.

**TECHNICAL DOCUMENT      COMPONENT      ENVELOPE:      FINANCIAL DOCUMENT**

1. Audited Financial Statements (FYs 2019 and 2020); and
2. Bidder’s computation of Net Financial Contracting

Capacity (NFCC) or Committed Line of Credit. (equivalent to 10% of the ABC and must be available at the time of the opening of bids.

**FINANCIAL COMPONENT ENVELOPE:**

1. Financial Bid Form; and
2. Price Schedule/s.

**QUESTION AND ANSWER PART 3:**

***"Under Technical Documents, statement if all Ongoing Contracts, do we need to submit supporting documents or matrix only? (Excellent General Services Inc)"***

The BAC Secretariat clarified that bidders may submit supporting documents but submission of matrix only shall suffice to be responsive.

***"Under Financial Document, Audited Financial Statement, is submission of FY 2020 AFS suffice or does it include AFS FY 2019? (Excellent General Services Inc)"***

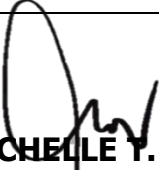




BAC Secretariat mentioned that AFS for FY 2019 and FY 2020 must be submitted.



***"In the Price Schedule, E.Administrative Margin and Overhead (15%), Is the computation based on 15% or the 15% mentioned is the maximum and the minimum of 10%?"***

Director Cruz clarified that the Administrative Margin and Overhead must be computed within the minimum of 10% and maximum of 15%.

**FINAL REMINDERS:**

Bidders may still submit their written queries through the BAC Secretariat on or before **December 6, 2021**. The BAC Secretariat shall, in turn, forward to the end-users the questions related to the technical specifications of the Project. Bidders may

	<p>choose to directly get in touch with the end-users for any request of information or clarification. All contact details are provided in the bidding documents.</p> <p>Expect the bid bulletin on <b>December 7, 2021.</b></p> <p><b>SCHEDULE OF NEXT ACTIVITY FOR THE PROJECT:</b></p> <ul style="list-style-type: none"><li>• <b>December 14, 2021 10:00 AM</b> for the Opening and Evaluation of Bids</li></ul>
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 11:05A.M.
<b>CERTIFICATION</b>	We certify that the foregoing is true account of the Meeting conducted on Wednesday, December 1, 2021.
<b>PREPARED BY:</b>	 <b>RACHELLE T. PEÑARANDA</b> Member, BAC Secretariat
<b>REVIEWED BY:</b>	 <b>ATTY. RACHEL ANN KATRINA P. ABAD-FABE</b> Head, BAC Secretariat
<b>CERTIFIED CORRECT</b>	<p><b>Bids and Awards Committee (FY 2021-2022)</b></p>  <b>PC JULIA CECILY COCHING-SOSITO</b> Chairperson, BAC  <b>LA VILMA MARIA S. PLAN-BARRERA</b> Member, BAC  <b>ECC II FELICIDAD B. ICO</b> Member, BAC

	 <p><b>ECC IV PURDEY P. PEREZ</b> Member, BAC</p>  <p><b>ATTY. SHERYLE E. PAQUIDAO</b> Member, BAC</p>
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