



**BIDS AND AWARDS COMMITTEE
(AO 11-02, Series of 2021)**

SUMMARY OF THE MEETING
November 23, 2022

Procurement Project/ Agenda:	IV. PRE-BID CONFERENCE ON THE PROCUREMENT OF JANITORIAL SERVICES FY 2023
Attendance:	<p>BAC Members:</p> <ul style="list-style-type: none">• Presiding Commissioner Julia Cecily Coching-Sosito – Chairperson• Labor Arbiter Vilma Maria S. Plan-Barrera• Atty. Felicidad B. Ico• Atty. Sheryl E. Paquidao• Atty. Purdey P. Perez <p>BAC-TWG:</p> <ul style="list-style-type: none">• Atty. Tarcila B. Nepomuceno-Banda• Atty. Nikki Isabel G. Balanquit• Ms. Daisee A. Tismo• Ms. Hazel M. Baylon <p>Provisional Members/End-Users:</p> <ul style="list-style-type: none">• Atty. Joseph Anthony F. Tolentino• Dir. Elvira F. Cruz• Mr. Christian Ericson B. Soriano <p>BAC-Secretariat:</p> <ul style="list-style-type: none">• Atty. Rachel Ann Katrina P. Abad-Fabe - Head• Ms. Jacqueline G. Blazo• Ms. Jennifer D. Canoy• Mr. Ellun N. Dellima• Ms. Alna E. Samontañez

Attendance:

BAC Members:

- Presiding Commissioner Julia Cecily Coching-Sosito – **Chairperson**
- Labor Arbiter Vilma Maria S. Plan-Barrera
- Atty. Felicidad B. Ico
- Atty. Sheryl E. Paquidao
- Atty. Purdey P. Perez

BAC-TWG:

- Atty. Tarcila B. Nepomuceno-Banda - **Head**
- Atty. Nikki Isabel G. Balanquit (*via Zoom Platform*)
- Ms. Daisee A. Tismo
- Ms. Hazel M. Baylon

Provisional Members/End-Users:

- Dir. Elvira F. Cruz

BAC-Secretariat:

- Atty. Rachel Ann Katrina P. Abad-Fabe - **Head**
- Ms. Jacqueline G. Blazo
- Ms. Jennifer D. Canoy
- Mr. Ellun N. Dellima
- Ms. Alna E. Samontañez

Observers:

- **No attendance**

*Note: Observers were invited and informed of the schedule of procurement activities through private courier 2Go Express on **October 6, 2022.***

Bidders:

- **Starcom Manpower & Allied Services, Inc.** – Ms. Gladize Caballero (*Via Zoom Platform*)
- **Triple 7 Manpower Services, Inc.** – Ms. Cristy Tadoy (*Via Zoom Platform*)

HIGHLIGHTS OF THE MEETING

Call to Order:	There being a quorum, PC Sosito, the BAC Chairperson, called the meeting to order at around 11:05 AM.
Proceedings:	<p>The BAC Secretariat thru its Head, Atty. Fabe, discussed the important provisions and information in the bidding documents as follows:</p> <p>INVITATION TO BID</p> <ul style="list-style-type: none">• This procurement project is entitled the Procurement Janitorial Services for FY 2023 with an approved budget for the contract (ABC) amounting to Php 4,468,000.00.• Delivery of goods is required for FY 2023. It is a one-year contract, reckoning from the start of the implementation of the contract.• Bidding will be conducted through open competitive bidding procedure 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.• 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 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 until December 5, 2022 from 8:00 AM to 4:00 PM, Mondays to Fridays.• A complete set of Bidding Documents may be acquired for Php 5,000.00. The procuring entity shall allow the bidder to present its proof of payment for the fees in person and

through electronic means.

- Bidding Documents may also be downloaded free of charge from the websites of PhilGEPS and NLRC, provided that the bidder shall pay the applicable fee not later than the bid submission.
- 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 are subject to verification** with the original **during post-qualification.**

SCHEDULE OF PROCUREMENT ACTIVITIES

- Bids must be duly received by the BAC Secretariat through **manual submission** at the NLRC Central Office at Ben-Lor Building in Quezon City on or before **December 5, 2022 at 8:00 AM.**
- Bid Opening shall be on **December 5, 2022 at 11:00 AM** at the NLRC Central Office. Late bids shall not be accepted.

INSTRUCTIONS TO BIDDERS

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

- **ITB Clause 5.3:** Contracts similar to the project shall be contracts providing **janitorial services** and must have been completed within **3 (three) years** prior to the deadline for the submission and receipt of bids.
- **ITB Clause 7.1: Subcontracting shall not be allowed** for this project.
- **ITB Clause 12:** The price shall be **based on current market prices, minimum wage orders,** and other

relevant laws.

- **ITB Clause 14:** 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 89,360.00**, 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 **Php 223,400.00** if bid security is in **Surety Bond**.*

- **ITB Clause 15:** The bidder shall be required to submit **seven (7) hard copies** of the first and second components of their bid. They shall prepare the hard copies in the following format:
 1. The First and Second Component Envelopes must be placed in 1 MAIN ENVELOPE, addressed to NLRC BAC, and properly sealed and signed;
 2. Submit 7 "MAIN ENVELOPES" labeled as Envelope 1, 2, 3, and so on.;
 3. Envelope 1 must contain Original Documents;
 4. Envelopes 2 to 7 may contain the certified true copies or photocopies of documents in Envelope 1.

- **ITB Clause 19.3:** This project shall be awarded in **one (1) lot**.

- **ITB Clause 20:** The Bidder shall be required to 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; and (2) Notarized Affidavit of Pending/No Pending Case from DOLE Regional Office and NLRC.

Non-submission of the said documents during the submission of bids shall not render the bid non-responsive and shall not be a ground for disqualification. However,

those documents shall be submitted during the post-qualification.

SPECIAL CONDITIONS OF THE CONTRACT

- **GCC Clause 2.2:** Payments shall be made on a **monthly** basis upon issuance of a Certificate of Inspection by the NLRC Technical Inspection Committee.

The Service Provider's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by the billing statement and other appropriate documents.

- **GCC Clause 4:** The inspection that will be conducted are:
 1. **Examination of documents to verify the validity of the submitted Technical Documents; and**
 2. **Others necessary in the preparation of the Post Qualification Report of the TWG.**

BAC-TWG shall coordinate with the winning bidder other requirements and procedures regarding inspection.

SCHEDULE OF REQUIREMENTS

- This project must be **delivered within 15 days from the issuance of the Notice to Proceed.**

TECHNICAL SPECIFICATIONS

(Salient portions were read briefly by Atty. Fabe. Bidders were given a copy of the bidding documents prior to the meeting. Bid documents were also posted on the PhilGEPS and the NLRC websites. Hence, they were given the chance to ask questions and clarifications right away.)

CHECKLIST OF DOCUMENTS:

TECHNICAL COMPONENT ENVELOPE: LEGAL DOCUMENTS

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

TECHNICAL 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 Bond or Original copy of Notarized Bid Securing Declaration);
4. Conformity with the Technical Specifications; and
5. Original duly signed Omnibus Sworn Statement or notarized Original Secretary’s Certificate.

TECHNICAL COMPONENT ENVELOPE: FINANCIAL DOCUMENT

1. Audited Financial Statements (FY 2020 and 2021); and
2. Bidder’s computation of Net Financial Contracting Capacity (NFCC) or Committed Line of Credit. (equivalent to at least 10% of the ABC and must be available at the time of the opening of bids)

FINANCIAL COMPONENT ENVELOPE

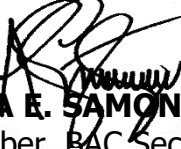


1. Financial Bid Form; and
2. Price Schedule/s.

QUERIES/CLARIFICATION ON THE TERMS OF REFERENCE/TECHNICAL SPECIFICATIONS

The following is the summary of the question and answer proper:

Questions and Clarifications from Bidders	Responses from the End-users/ Secretariat
<p>1. “Regarding the administrative fee, it is listed as 15%, is it necessary?” - Ms. Caballero, Starcom</p>	<p>As per communication with BAC TWG, administrative fee shall not be required in the Bid Offer and Price Schedule. That part is excluded. - Dir. Cruz</p> <p><i>Exclusion will be made through a Supplemental Bid Buletin.</i></p>

	<p>2. "Also, on administrative fee, is it up to us (bidder), meaning we shall not follow DOLE Order 174 (s.2017)" - Ms. Tadoy, Triple 7</p>	<p>As per provision in Sec. IV, Item 20 of the Technical Specifications, the administrative cost and profit margin should not be less than the amount provided by DOLE Department Order or issuances. - Dir. Cruz</p>
<p>3. "How about the SSS, wherein there will be increase in contributions effective January 2023, but the schedule of amount is not yet provided as of date, which one will we use for the preparation of bid? - Ms. Tadoy, Triple 7</p> <p>Is it the same for Philhealth wherein therein will be 4.5% increase on premium rate beginning January 2023? - Ms. Tadoy, Triple 7</p>	<p>Bidders shall use the current schedule as of the date of opening of bids which is on December 5, 2022. - Atty. Fabe</p> <p>Yes, bidder shall use the prevailing rate as of the opening of bids. - Atty. Fabe</p>	
<p>4. "If we have submitted the updated attachment for the PhilGEPS certification, do we still need to attach the Mayor's Temit and Tax Clearance?" - Ms. Caballero, Starcom</p>	<p>If the attachments are updated, there is no need to attach copies of those documents. However, if declared as lowest calculated bid, the bidder will be required by the BAC-TWG to present the original copies of those. - Atty. Fabe</p>	
<p>FINAL REMINDERS: Bidders may still submit their written queries until November 24, 2022 through the BAC Secretariat at nlrcbacsec@gmail.com, and</p>		

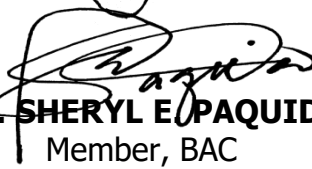
	<p>the secretariat shall forward questions related to the technical specification to the end-users. Bidders may also contact the end-user directly. All contact details were provided in the bidding documents.</p> <p>The BAC will issue a Supplemental Bid Bulletin in response to all the clarifications discussed in today's conference.</p> <p>Expect the bid bulletin on November 25, 2022.</p>
Adjournment:	Having no other matters for discussion regarding this project, this part of the meeting was adjourned at 11:45 AM.
Certification:	We certify that the foregoing is a true account of the meeting conducted on Wednesday, October 12, 2022.
Prepared By:	 ALNA E. SAMONTAÑEZ Member, BAC Secretariat
Reviewed By:	 ATTY. RACHEL ANN KATRINA P. ABAD-FABE Head, BAC Secretariat
Certified Correct:	<p>Bids and Awards Committee (FY 2021-2022)</p>  PRES. COMM. JULIA CECILY COCHING-SOSITO Chairperson, BAC



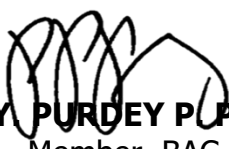
LABOR ARBITER VILMA MARIA S. PLAN-BARRERA
Member, BAC



ATTY. FELICIDAD B. ICO
Member, BAC



ATTY. SHERYL E. PAQUIDAO
Member, BAC



ATTY. PURDEY P. PEREZ
Member, BAC