



Republic of the Philippines  
Department of Labor and Employment  
**NATIONAL LABOR RELATIONS COMMISSION**  
Quezon City



Certificate No.: AJA15-0048

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

**Summary of the Meeting**  
**via Zoom Platform**

Thursday, 21 January 2021		10:00 A.M.	ZOOM Application
<b>TYPE OF MEETING</b>	<b>BAC MEETING NO. 01 FY 2021</b> (A.O. No. 07-02 Series of 2020)		
<b>PROJECT/AGENDA</b>	<b>RE:</b> <ul style="list-style-type: none"><li>• Pre Bid Conference for the Procurement of Janitorial Services FY 2021 (2<sup>nd</sup> bidding);</li><li>• Presentation of 2021 APP draft;</li><li>• Other Matters</li></ul>		
	<b>CHAIRPERSON:</b> LA Leila T. Laureta-Agustin <b>MEMBERS:</b> LA Raisa P. Disomangcop LA Anna Richie U. Morales-Malinao LA Vilma Maria S. Plan-Barrera LA Maria Regina L. Castillo  <b>PROVISIONAL MEMBERS/END-USERS:</b> Dir. Elvira F. Cruz  <b>TECHNICAL WORKING GROUP (TWG):</b> LA Mylene Joy S. Parras Atty. Tarcila B. Nepomuceno-Banda		
	<b>OBSERVER:</b> Ms. Monica T. Gler, State Auditor III-COA  <b>SECRETARIAT:</b> Atty. Rachel Ann Katrina P. Abad-Fabe Ms. Alna E. Samontañez Ms. Jennifer D. Canoy Ms. Rachelle T. Peñaranda		
<b>CALL TO ORDER</b>	The BAC Chairperson called the meeting to order at 10:15 AM. The BAC Secretariat certified the presence of a quorum.		

## PREBID CONFERENCE

### Presentation of Bidding Documents


### Procurement of Janitorial Services FY 2021

- The BAC Secretariat discussed the requirements for submitting the Bidding Documents, with emphasis on the following:
  1. Bidding Documents should be submitted manually and electronically. Proper addressee is provided in the bidding documents;
  2. For manual submission, bidders shall submit 7 copies, 1 original and 6 certified true copies.
  3. For electronic submission, files shall be emailed at [nlrcbacsec@gmail.com](mailto:nlrcbacsec@gmail.com) as encrypted file. The password shall be provided by the authorized representative during the opening of bids.
- The Pre-Bid Conference was attended by the following prospective bidders:
  - ✦ Triple Seven Manpower Services, Inc., represented by Ma. Cristina Tadoy; and
  - ✦ Mansion Maintenance Co., Inc., represented by Ms. Bernadette and Mr. Basaysay.
- The ABC for this 1 lot project is **Four Million Eighty-three Thousand Pesos** (Php4,083,000.00).
- Deadline of submission of bids is on **02 February 2021** at 3:00 P.M.
- Bid opening is on **04 February 2021** at 10:00 A.M.
- All prospective bidders did not raise any questions or clarifications on the bidding documents.


## APPROVAL OF 2021 APP

### Presentation of the 2021 APP

- The BAC Secretariat submitted the draft Annual Procurement Plan (APP) FY 2021 on 14 January 2021 to Director Cruz for her review and comments. The updated 2021 APP as approved by Director Cruz was received on 16 January 2021.
- Hence, the BAC Secretariat presented the specific changes in the APP FY 2021;
- The following were the questions/clarifications raised by the BAC on the changes in the APP FY 2021:
  1. Regarding the item on procurement of Security Services in RAB XI, was it not already included in the Security Services FY 2021 which was recently awarded? Is this Procurement of Security Services FY 2021 already covered the entire NLRC, including all the RABs?  
ANSWER by Director Cruz: the same was already included in the TOR of Procurement of Security Services FY 2021, hence it can be deleted in the APP.
  2. Why RABs I, V, VII, IX, XII were not included in the Procurement of Security Services FY 2021?

	<p>ANSWER by Director Cruz: The above-mentioned RABs already include their security guard in their plantilla position.</p> <p><b>3. Why RAB V is the only RAB among the other RABs that has a procurement item for contingency expenses?</b></p> <p>ANSWER by Director Cruz: requested the deletion of the said item.</p> <ul style="list-style-type: none"> <li>• As a result, the following procurement projects were recommended to be removed from the draft APP: <ul style="list-style-type: none"> <li>✦ Procurement of Security Services FY 2021 for RAB XI;</li> <li>✦ RAB V's contingency expenses;</li> </ul> </li> <li>• Director Cruz updated the BAC that the draft will be presented in the YEPA FY 2021. Thus, the BAC Secretariat requested Director Cruz to submit the updated APP FY 2021 after the conduct of YEPA 2020.</li> <li>• Deadline of submission of APP FY 2021 is on <b>31 March 2021</b>.</li> </ul>
<p><b>Other Discussion</b></p>	<ul style="list-style-type: none"> <li>• <b>PhilGEPS Certification for Procurement conducted through the Alternative Modes.</b> Ms. Jastia submitted the certification for signature by the BAC Chairperson. The draft certification will be emailed to the BAC Chairperson for her review and comments. Decision to sign the certification shall be duly communicated to Ms. Jastia through the BAC Secretariat.</li> <li>• <b>BAC pending activities</b>, are as follows: <ol style="list-style-type: none"> <li>1. Submission of APP FY 2021 (deadline March 31, 2021)</li> <li>2. Submission of PMR 2<sup>nd</sup> semester of FY 2020 (deadline March 31, 2021)</li> <li>3. Submission of updated Supplemental APP FY 2021 (deadline March 31, 2021)</li> <li>4. Procurement of Courier services FY 2021</li> </ol> </li> <li>• Next meeting: 04 February 2021 at 10:00 A.M. Agenda: Opening and Evaluation of Bids for the Procurement of Janitorial Services FY 2021.</li> </ul>
<p><b>Adjournment</b></p>	<p>There being no other matters to be discussed, the meeting was adjourned at <b>11:30 A.M.</b></p>
<p><b>CERTIFICATION</b></p>	<p>We certify that the foregoing is a true account of the Meeting conducted on Thursday, <b>21 January 2021</b>.</p>
<p><b>PREPARED BY:</b></p>	<p style="text-align: center;">   <b>RACHELLE T. PEÑARANDA</b>  Member, BAC Secretariat </p>

**REVIEWED BY:**

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

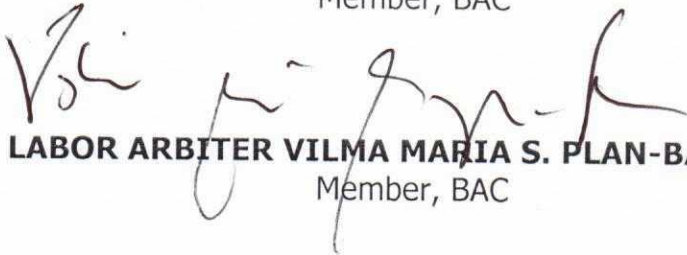
**CERTIFIED  
CORRECT**

Bids and Awards Committee (FY 2020-2021)

**LABOR ARBITER LEILA T. LAURETA-AGUSTIN**  
Chairperson, BAC

**LABOR ARBITER RAISA P. DISOMANGCOP**  
Member, BAC

  
**LABOR ARBITER ANNA RICHIE U. MORALES-MALINAO**  
Member, BAC

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

**LABOR ARBITER MARIA REGINA L. CASTILLO**  
Member, BAC