



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



**BIDS AND AWARDS COMMITTEE**  
**(A.O. 11-02, Series of 2021)**

**SUMMARY OF THE MEETING**  
14 December 2021  
via Zoom Platform

<b>Procurement Project / Agenda</b>	OPENING AND EVALUATION OF BIDS: 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 Coching-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>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:</b></p> <ul style="list-style-type: none"><li>• Atty. Rachel Ann Katrina P. Abad-Fabe – <b>Head (attended via Zoom Platform)</b></li><li>• Ms. Alna E. Samontanez <b>(attended via Zoom Platform)</b></li><li>• Ms. Jennifer D. Canoy <b>(attended on site)</b></li><li>• Ms. Rachelle T. Penaranda <b>(attended on site)</b></li></ul> <p><b>Bidders: (attended via Zoom Platform)</b></p> <ul style="list-style-type: none"><li>• <b>Triple 7 Manpower Services Inc.</b> -- Ms. Marilyn Dioquino</li></ul>

**HIGHLIGHTS OF THE MEETING**

<b>Meeting Started</b>	There being a quorum, PC Julia Cecily Coching-Sosito, the BAC Chairperson, called to order the meeting at around <b>10:05 A.M.</b>
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<p><b>Observer</b></p>	<p>No observers attended the meeting.</p> <p>Note: Observers were invited and were informed of the schedule of procurement activities through e-mail and registered mail.</p>				
<p><b>Opening and Evaluation of Bids: Janitorial Serviced FY 2022</b></p>	<p>The Opening of Bids was participated in by Triple 7 Manpower Services Inc. who submitted their bid before the deadline (December 13, 2021 1:00 PM):</p> <table border="0" data-bbox="523 680 1417 801"> <thead> <tr> <th data-bbox="657 680 912 719"><b>Company Name</b></th> <th data-bbox="1098 680 1417 719"><b>Date of Submission</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="523 725 1046 801"><b>Triple 7 Manpower Services Inc.</b> represented by Ms. Marilyn Dioquino</td> <td data-bbox="1098 725 1417 801">December 13, 2021 at 8:52 AM</td> </tr> </tbody> </table> <p>The Triple 7 Manpower Services Inc. complied with their manual submission (properly sealed and duly signed by their authorized representative), and electronic submission, in accordance with the requirement stated in the bidding documents.</p> <p>Hard copies were given to the Chairperson of the Committee, PC Julia Cecily Coching-Sosito, member ECC II Felicidad B. Ico, member ECC II Purdey P. Perez and to the Head of the BAC Secretariat, Atty. Rachel P. Abad-Fabe. Other members of the Committee were given access to the electronic copies of the bidding documents.</p> <p>The members of the BAC Secretariat were in charge of opening the manual submissions. Accordingly, the manual submissions were opened by the members of the BAC Secretariat present at NLRC Conference Room on December 14, 2021.</p> <p>Before opening the bid, members of the BAC Secretariat asked the duly authorized representative, Ms. Dioquino, to confirm whether the bidding documents presented on video were the same bidding documents they have submitted. Ms. Dioquino, confirmed that the shown documents were exactly their bid documents.</p> <p>The members of the BAC Secretariat then proceeded in opening the envelopes. Each main envelope contained the technical component envelope and financial component envelope.</p> <p><b>TECHNICAL COMPONENT ENVELOPE:</b></p> <p>All technical component envelopes were opened to determine Triple 7 Manpower Services Inc.'s compliance with the technical</p>	<b>Company Name</b>	<b>Date of Submission</b>	<b>Triple 7 Manpower Services Inc.</b> represented by Ms. Marilyn Dioquino	December 13, 2021 at 8:52 AM
<b>Company Name</b>	<b>Date of Submission</b>				
<b>Triple 7 Manpower Services Inc.</b> represented by Ms. Marilyn Dioquino	December 13, 2021 at 8:52 AM				

requirements for eligibility.

The BAC with the assistance of the BAC TWG, checked the submitted documents against the checklist of required documents to ascertain if they are all present using the non-discretionary "pass/fail" criterion as stated in the Instruction to Bidders. The BAC Secretariat read the contents of each document while presenting the hard copies on video.

If the bidder submitted the required document, it was rated as "passed" for that particular document. Upon review of the documents submitted, Triple 7 Manpower Services were found to have complied with the required technical component documents (Legal Documents, Technical Documents and Financial Documents).

NOTE: The Summary of the Checklist of Technical Component Documents as read by the members of the BAC Secretariat is herein attached as Annex "A".

#### **FINANCIAL COMPONENT ENVELOPE**

The BAC then opened the financial component envelope submitted by the bidder. The bidder offered their bid price in the amount of **Php 3, 924,744.96**

The BAC-TWG Financial reviewed and calculated the submission of the bidder and found to be correct and passed the financial component requirement.

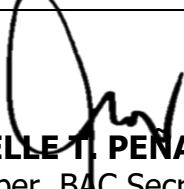
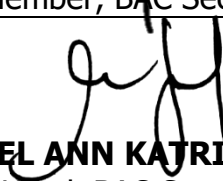
BAC-TWG Head, Atty. Tarcila B. Nepomuceno-Banda noted that the Bidder may have encountered typographical error regarding their price schedule, they put six (6) days per week work instead of five (5) days per week as per Terms of Reference of the Bidding Documents. Nevertheless, the computation was based on five (5) days per week. Hence, the bid is found to be responsive.


NOTE: The Summary of the Checklist of Financial Component Documents as read by the members of the BAC Secretariat is herein attached as Annex "A".

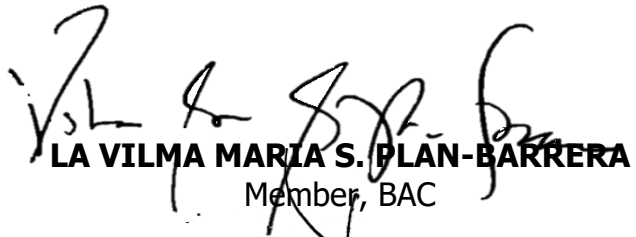
#### **COMMITTEE'S DELIBERATION:**

Upon careful evaluation and deliberation, the BAC determined that the Bidder, **TRIPLE 7 MANPOWER SERVICES INC.** has

	<p>complied with the Legal, Technical and Financial Documents required for the Procurement of of Janitorial Services FY 2022.</p> <p>Therefore, <b>TRIPLE 7 MANPOWER SERVICES INC.</b> which offered the Bid Price of <b>Three Million Nine Hundred Twenty-four Thousand Seven Hundred Forty-four and 96/100 (PhP3,924,744.96)</b> as against the ABC of <b>Four Million Two Hundred Pesos (PhP4,000,200.00)</b> was declared as the bidder having the <b>Single Calculated Bid</b> for the Procurement of Janitorial Services FY 2022.</p> <p>The BAC Secretariat will prepare the Draft Resolution for review and approval of the BAC.</p> <p>The BAC Technical Working Group will prepare the required Abstract of Bids as Read for review and approval of the BAC. They were also instructed to conduct the post qualification process.</p> <p>Next Meeting for this Project is on December 21, 2021.</p>
<b>Meeting Ended</b>	<b>10:44 AM</b>
<b>Certification</b>	We certify that the foregoing is true account of the Meeting conducted on Tuesday, 14 December 2021.

<b>PREPARED BY:</b>	 <b>RACHELLE T. PENARANDA</b> Member, BAC Secretariat
<b>REVIEWED BY:</b>	 <b>ATTY. RACHEL ANN KATRINA P. ABAD-FABE</b> Head, BAC Secretariat

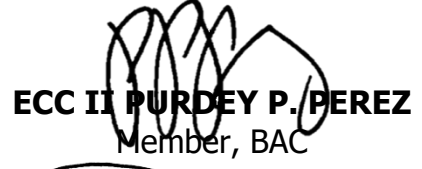
<b>CERTIFIED CORRECT</b>	Bids and Awards Committee (FY 2021-2022)  <b>PC JULIA CECILY COCHING-SOSITO</b> Chairperson, BAC
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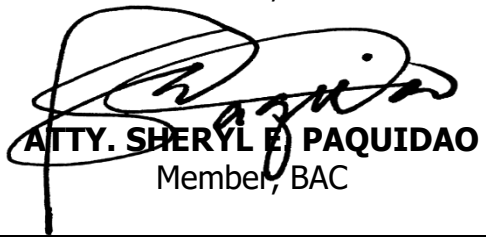
**LA VILMA MARIA S. PLAN-BARRERA**  
Member, BAC



**ECC II FELICIDAD B. ICO**  
Member, BAC



**ECC II PURDEY P. PEREZ**  
Member, BAC



**ATTY. SHERYL E. PAQUIDAO**  
Member, BAC