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BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

Pre-Bid Conference for the Procurement of Janitorial Services
June 17, 2020 at 9:00 A.M.

Present:

- Atty. Dante A. Arcangeles - BAC Chairperson
- Engr. Lizalyn B. Baylon - BAC Vice-Chairperson
- Engr. Zaldy A. Lacson - BAC Member
- Ms. Shalmahr B. Vito - BAC Member
- Ms. Jesserie O. Clorion - BAC Member
- Engr. Riann B. Brillo - Head BAC TWG
- Ms. Marjorie A. Dela Cruz - Head, BAC Secretariat
- Ms. Cresilda D. Fonte - BAC Secretariat
- Ms. Anna Rhea R. Basonia - BAC Secretariat

Other Present:

- Engr. Joecil Belvis - End-User, General Services Division
- Sharon D. Aguirre - Manager, Elegance Security Agency, Inc.
- Louie Quirao - Owner, Debonaires Manpower

Declaration of Quorum:

The Chairman called the Meeting to Order at 9:00 AM.

Upon determination of the BAC Secretariat that all members were present, it was announced that there was a quorum.

The meeting started with a prayer led by Miss Clorion.

The BAC then proceeded to transact its business for the Pre-Bid Conference for the Procurement of Janitorial Services with an Approved Budget for the Contract (ABC) of One Million Ninety-Five Thousand Three Hundred Ninety-Five Pesos and 00/100 (P1,095,395.00) charged to account no. 797-A/ 5 02 12 020A.

The previous budget for the procurement of the same was Nine Hundred Eighty-Eight Thousand Nine Hundred Eighty Pesos and 00/100 (P988,980.00). There was a Supplemental budget approved by the Board of Directors (BOD) through BOD Resolution No. 11, series of 2020 dated February 21, 2020 increasing the amount of One Hundred Six Thousand Four Hundred Fifteen Pesos and 04/100 (P106,415.04).

The BAC recommended to the BOD the amendment of Procurement Modality from Small Value Procurement to Public Bidding and subsequently was approved through BOD Resolution No. 18, Series of 2020 dated March 26, 2020.

55 The requesting division is General Services Division. It was approved for Public
56 Bidding through BOD Resolution No. 36, Series of 2020 dated June 5, 2020.

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58 **Proceedings:**

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60 • The Chairman emphasized that the primary purpose of the pre bid
61 conference is to define, clarify, elucidate to the bidders the requirements
62 set forth by the procuring entity in line with its eligibility, technical, and
63 financial requirements.

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65 • As requested by the Chairman, Miss Dela Cruz introduced the following
66 prospective bidders: Sharon Aguirre, Manager, Elegance Security Agency
67 Inc. and Louie Quirao, Owner, Debonaires Manpower.

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69 • The Chairman apprised the prospective bidders that anything they would
70 like to asked/clarify as the Committee goes along, they may raise their
71 hands to be recognized by the Committee to discuss/deliberate the
72 matter, eventually whatever may be resolve, the Committee will issue an
73 appropriate supplemental bid bulletin for information and guidance.

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75 • The Committee proceeded in the Invitation to Bid No. 026-2020. Atty.
76 Arcangeles clarified that the procurement is for one (1) year janitorial
77 services for six (6) utility workers to be assigned in MRWD Main Office,
78 Water Treatment Plant, Pumping Stations and Other Installations.

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80 • Subsequently, Atty. Arcangeles read out the Deadline for the Submission
81 and Opening of Bids is on June 29, 2020 at 9:00 A.M.

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83 • Hearing no question in the Invitation to Bid, the Committee proceeded
84 to the to the Checklist of Requirements for Bidders.

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86 • The Chairman inquired from the Head of the BAC Secretariat regarding
87 the sending of letters to prospective observers.

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89 • Accordingly, Miss Dela Cruz answered that "on June 9, 2020, the
90 Invitation Letters was sent to three (3) prospective observers, namely:
91 Engr. Edgar Agana, Engr. Jose Ferdinand Dublas, and Ms. Llana Dalisay
92 but none from them is present".

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94 • After the Committee reviewed the Invitation to Bid, they proceeded to
95 the Checklist of Requirements for Bidders: the preliminaries, Eligibility
96 Requirements No. 1 to 9, Technical Requirement No. 10 to 25.

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98 • Miss Clorion have some inquiry on Technical Requirements No. 16.

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100 • Atty. Arcangeles read out Technical Requirements No. 16. "Duly signed
101 Technical Offer with the following complete data: item number,
102 unit, item description, quantity, remarks (Complying or non-
103 complying), the services offered, printed name and signature of
104 the authorized signatory and its designation".

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106 • Thereafter, Atty. Arcangeles asked the Head of the BAC Secretariat if the
107 said requirements is applicable to the procurement of janitorial services.

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109 • The Head of the BAC Secretariat explained the following:

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111 Item Number is the series of number for each item listed in the purchase
112 request;
113 Unit is the measurement used
114 Item Description is the specification
115 Quantity is the total number; and
116 Remarks is for the bidders whether they are Complying or Non-
117 Complying with the specifications required.
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- Miss Aguirre has a query on Technical Requirements No. 19. regarding the Social Security System (SSS) Clearance Certificate for the 4th quarter. According to her, when they made a payment to SSS, the reports were dropped in the box provided by the SSS. Further, she explained that after payment, they will encode directly in the system of SSS the names of employees they're paying for, after that, they will submit the original copy together with the report to the SSS but it was not received by the SSS employee instead directly put it in the box. She also informed the committee that there is no other transaction through face to face except for payment only.

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- Thereupon, Miss Aguirre requested if the Committee will allow that only the Original Receipt from 4th quarter of 2019 up to the latest, 1st quarter of 2020 will be submitted.

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- The Chairman told Miss Aguirre that the Committee required a clearance certificate from SSS.

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- Miss Aguirre answered that if they request for the clearance certificate today, the said request will be submitted to the SSS Roxas branch, to Iloilo City branch then to Bacolod City branch.

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- Engr. Baylon asked the date of advertisement of the said procurement, then she said that if the prospective bidders are interested, they should know the requirements earlier.

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- Atty. Arcangeles called the attention of the Committee, the purpose of technical requirement no. 19, then he asked, "if we are making sure that the agency is religiously and diligently updated on their payments relative to their employees with the SSS or we just want to find if the agency is duly registered in the SSS?"

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- Engr. Belvis answered that our concern is for the updated payment of contribution/loans of their employees.

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- Subsequently, Atty. Arcangeles informed that it is mandated by law that the agency must remit what have been deducted to their employees to SSS.

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- The Chairman asked the Committee what other document in lieu of the SSS Clearance that would substitute to our requirements? Will the OR suffice?

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- According to Engr. Belvis the OR will do as proof of payment of their employees.

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- Consequently, the Chairman asked on how to know the complete list of their employees they paid for. As far as Elegance is concern, Atty.

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Arcangeles inquired from Miss Aguirre that since they are engage in Security and in Janitorial, is the structure is different?

- Miss Aguirre answered that they have a sole structure. The list of their employees is in alphabetical order. She also responded to Atty. Arcangeles query that they have less than thirty (30) janitorial employees.
- Afterwards, Atty. Arcangeles advised Miss Aguirre to submit the names of those janitorial employees for verification, if the names of employees have a corresponding payment with the SSS.
- Miss Aguirre told the Committee, to have a Clearance Certificate, there must have a payment not only for the contribution but also for loans and calamity loan. She assured that she can provide the OR as a proof of payments.
- Engr. Baylon asserted that it will be possible to secure their SSS clearance if they are submitting the complete list of employees they are paying for their monthly contribution duly acknowledged by the SSS.
- ~~The~~ Committee discussed, resolved and corrected Technical Requirement No. 19 to be read as "Complete list of Janitorial employees duly signed by the bidder or its duly authorized representative and proof of payment for the 4th quarter of fiscal year 2019 issued by the Social Security System (SSS)."
- On Technical Requirement No. 20 and 21, Miss Aguirre informed the Committee that it is no longer the Regional Office issue the Certificate for PHILHEALTH and PAG-IBIG, instead the PHILHEALTH and PAG-IBIG Roxas Field Office issued a certificate.
- The Committee corrected the following Technical Requirements and to be read as, to wit:
Technical Requirements No. 20 - PHILHEALTH Insurance Corporation Contribution Remittance Certificate for the 4th quarter of fiscal year 2019 issued by the PhilHealth Office (any delinquent remittances shall be a valid ground for the disqualification of bids);
Technical Requirement No. 21 - "Pag-Ibig Fund Contribution Remittance Certificate to be issued by its office indicating the payments of their utility workers for the 4th quarter of 2019 (any delinquent remittances shall be a valid ground for the disqualification of bids);
- In the Complete Janitorial Plan, Engr. Belvis informed everybody that there should be three (3) Utility workers assigned in Administrative Building, two (2) in WTP building and perimter grounds (Paslang) Brgy. Salocon Panit-an, and one (1) for Lawaan Arcabalo.
- The Committee corrected the following Technical Requirements No. 24 and read as "Certificate of Site Inspection to be signed by the Division Manager of General Services Division or its duly authorized representative."

- 222 • On Technical Requirement No. 25, Ms. Aguirre told the committee that
223 DOLE 18-A has already ended and DOLE 174 is the current.
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- 225 • The Chairman answered Miss Aguirre that she can submit either of the
226 two DOLE order.
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- 228 • The Chairman asked the breakdown of the rate per utility for the ABC of
229 P1,095,395.00
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- 231 • The Chairman answered the clarification of Ms. Aguirre that the duty of
232 Janitors is from Monday to Saturday.
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- 234 • According to Miss Aguirre the duty of janitors is 26 days per month and
235 314 days a year.
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- 237 • The Chairman want to have the breakdown for the cost of distribution
238 for utility workers and gave a copy to the prospective bidders for them
239 to have an intelligent bid after seeing the breakdown.
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- 241 • According to Miss Clorion, the breakdown can be found in the
242 supplemental budget.
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- 244 • The copy for the cost of distribution for utility workers was submitted by
245 Debonaires manpower to the General Services Division wherein Miss
246 Clorion got her computation for the budget she had supplemented.
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- 248 • The Head of the BAC Secretariat furnished a copy of cost of distribution
249 for utility workers to the Committee and prospective bidders.
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- 251 • Atty. Arcangeles asserted that the Committee is conscious in setting the
252 Administrative Overhead Margin because the District took cognizance in
253 most cases, the agency that deprived their employees minimum wage
254 and benefits. The bidders must gain their profit in the administrative
255 overhead and not to touch the benefits of their employees.
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- 257 • The Committee reviewed the breakdown of the Cost of Distribution of
258 Janitorial Services.
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- 260 • Miss Aguirre from Elegance Security told that the committee in the labor
261 cost for the average pay per month is computed as 395.00×314 days
262 divided into 12 months with a total of P10,335.83, thus it would affect
263 in their benefits and contribution of premiums.
264
- 265 • In response to Engr. Baylon's query, Ms. Aguirre apprised that the
266 holidays are already inclusive in the 314 days computation, no additional
267 premiums computation for holidays because the computation is on fixed
268 straight monthly rate. Janitors are deducted of P395.00 in their salary
269 on their absences.
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- 271 • The Chairman asked the budget stated in the APP for the procurement
272 of janitorial services
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- 274 • According to the Head of the BAC Secretariat, the budget is the same as
275 to the Approved Budget for the Contract (ABC) of Janitorial Services.
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- Miss Aguirre affirmed that the computation amounting to Forty Thousand Six Hundred Forty-Seven Pesos and 62 centavos (P 40,647.62.00) budget is enough; however, she has a concern on the agency fee since the Elegance is a Vat registered, based on the proposal of cost distribution on hand is computed as Non-VAT. The computation for vatable is 12% of the contract rate.
 - The Committee requested Ms. Aguirre to submit her computation.
 - Miss Clorion informed the Committee that the agency computation for VAT registered is twelve percent (12%) while five percent (5%) for Non-VAT registered)
 - Engr. Baylon asked Miss Aguirre the basis to be a VAT registered or Non-VAT?
 - Miss Aguirre replied that it depends on Bureau of Internal Revenue (BIR) assessment.
 - The Committee was not able find out that during pre-procurement conference, the budget was not fully funded in the APP because the requested budget to be supplemented was based from the computation given by Debonaire's Manpower and found out during this pre-bid conference that the allocated budget is deficit for the procurement of Janitorial Services
 - Miss Clorion replied to Atty. Arcangeles query for a remedy to cover up the deficit; according to Miss Clorion, if prospective bidders will submit their proposal, our budget is enough because we had a substantial percentage in administrative overhead.
 - Atty. Arcangeles clarified Miss Clorion's answer that the bidders will be getting the deficit from the portion of administrative overhead percentile.
 - Miss Clorion affirmed to Atty. Arcangeles clarification.
 - The Committee discussed as they carefully took up one by one the breakdown of Cost of Distribution for Utility Workers.
 - Miss Aguirre answered the Committee's query that the retirement benefit may be given if there is a provision from the client.
 - The Committee agreed to have an executive meeting.
 - The Chairman requested the bidders' representative and co-employees to leave the area.
 - The Committee thoroughly deliberated and discussed further the remedy of the budget deficit in order to pursue the procurement of Janitorial Services.
 - The Committee reviewed the guidelines for the procurement of Janitorial Services.

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- The Chairman verified the CSC and DBM Joint Circular No. 1, s. 2017 under Sub-Section 6.1.1 "Institutional Contract of Services cover lump sum work or services to perform janitorial, security, consultancy, and other support functions for a minimum period of one (1) year subject provisions of RA 9184 and pertinent ,budgeting, accounting and auditing rules and regulation."
 - The Committee, in a collective and judicious decision agreed to have an Eleven (11) months contracts for the said procurement.
 - Thereafter, Miss Aguirre express her concern regarding their proposal for VAT and Non-VAT, considering that Elegance is VATable the bid amount is high.
 - Atty. Arcangeles asserted that the Committee is looking into it, to have a device mode on how to rate the bid.
 - Miss Vito informed that the Committee will rate the bidder's eligibility proposal with the used of passed/fail discretionary criteria while for cost proposal, the Committee favors the lowest calculated bid.
 - Thereafter, the Chairman advised Engr. Belvis with the assistance of Miss Clorion, budget officer and also a BAC member, to have a new computation for the breakdown of Cost of Distribution for Utility Workers.
 - The Chairman instructed the Head of the BAC Secretariat to issue a supplemental bid bulletin for the amendments of the following, to wit:
Invitation To Bid
Brief Description: ELEVEN (11) MONTHS CONTRACT OF SIX (6) UTILITY WORKERS
Contract Duration: ELEVEN (11) MONTHS FROM EFFECTIVITY OF THE CONTRACT AND NOTICE TO PROCEED
Delivery of Services: ELEVEN (11) MONTHS FROM EFFECTIVITY OF THE CONTRACT AND NOTICE TO PROCEED
- Checklist of Requirements for Bidders:**
Approved Budget for the Contract for Eleven (11) Months:
Php1,095,395.00
Delivery Period of Services: **Eleven (11) Months from Effectivity of the Contract and Notice to Proceed**
- Technical Requirements (Class "B" Documents)**
15. Duly signed Delivery schedule indicating its commitment to deliver the Services for Eleven (11) Months from the effectivity of the Contract and Notice to Proceed;
 19. Complete list of janitorial employees duly signed by the bidder or its duly authorized representative and proof of payment for the 4th quarter of fiscal year 2019 issued by the Social Security System (SSS);
 22. PHILHEALTH Insurance Corporation Contribution Remittance Certificate for the 4th quarter of fiscal year 2019 issued by the PhilHealth Office (any delinquent remittances shall be a valid ground for disqualification of bids);
 23. Pag-Ibig Fund Contribution Remittance Certificate to be issued by its office indicating the payment of their utility workers for the 4th quarter of 2019 (any delinquent remittances shall be a

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valid ground for the disqualification of bids);
25. Certificate of Site Inspection to be signed by the Division
Manager of General Services Division or its duly authorized
representative;

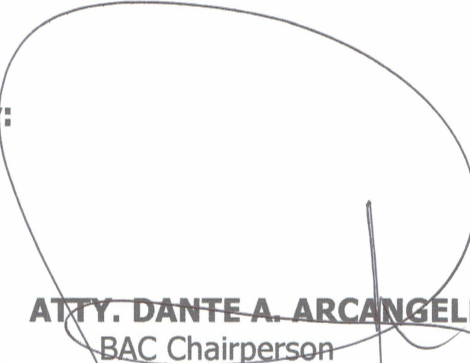
- Miss Dela Cruz noted the Chairman instruction, then she asked if the new computation of the breakdown for the cost of distribution submitted by the End-User for the said procurement will be added in the Checklist of Requirements for Bidders under the Second Envelope (Financial Proposal) No. 3- Complete Cost Distribution per Utility Workers, also be posted in the PhilGEPS as part of supplemental bid bulletin?
- The Chairman affirmed.
- There being no other suggestion/comment/clarification, the Chairman thanked the prospective bidders for coming.
- The meeting adjourned at 11: 20 a.m.

Prepared by:



MARJORIE A. DELA CRUZ
Head, BAC Secretariat

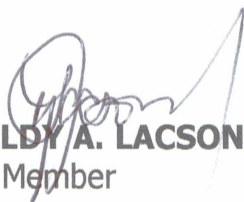
Approved by:



ATTY. DANTE A. ARCANGELES
BAC Chairperson



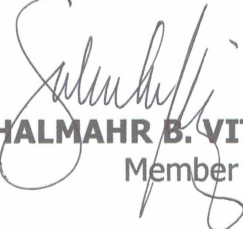
ENGR. LIZALYN B. BAYLON
Vice-Chairman



ENGR. ZALDY A. LACSON
Member



JESSERIE O. CLORION
Member



SHALMAHR B. VITO
Member