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**BIDS AND AWARDS COMMITTEE**  
**Minutes of the Meeting**

**Pre-Bid Conference for the Procurement of Janitorial Services**  
 July 27, 2021 at 9:00 A.M.

**Present:**

- Teresita A. Delotavo - BAC Chairperson
- Engr. Vincent I. Villasis - BAC Vice-Chairperson
- Atty. Dante A. Arcangeles - BAC Chairperson
- Engr. Zaldy A. Lacson - BAC Member
- Engr. Joecel B. Belvis - BAC Member
- Ms. Shalmahr B. Vito - BAC Member
- Ms. Nelín B. Andong - 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. Basilonia - BAC Secretariat

**Other Present:**

- Sharon D. Aguirre - Manager, Elegance Security Agency, Inc.

**Declaration of Quorum:**

The Chairperson 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 Engr. Riann Brillo- Head of the Technical Working Group (TWG).

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 Two Hundred Ninety- Six Thousand Six Hundred Seventy-Two Pesos and 00/100 (₱1,296,672.00) charged to account no. 797-A/ 5 02 12 020A.

The requesting division is General Services Division. The Committee recommended to conduct public bidding through BAC Resolution 049-2021 and it was subsequently approved by the Board of Directors (BOD) through BOD Resolution No. 22, Series of 2021 dated March 24, 2021.

**Proceedings:**

- The Chairperson emphasized that the primary purpose of the pre bid conference is to define, clarify, elucidate to the bidders the requirements set forth by the procuring entity in line with its eligibility, technical, and financial requirements. She then informed the Committee that the

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procurement at hand has an Approved Budget for the Contract (ABC) of One Million Two Hundred Ninety- Six Thousand Six Hundred Seventy-Two Pesos and 00/100 (P1,296,672.00).

- Chairperson Delotavo acknowledged the presence of Miss Sharon Aguirre - Manager, Elegance Security Agency Inc.

- The Chairperson apprised the prospective bidder that anything she would like to asked/clarify as the Committee goes along, they may raise their hands to be recognized by the Committee to discuss/deliberate the matter, eventually whatever may be resolve, the Committee will issue an appropriate supplemental bid bulletin for information and guidance.

- The Head of the BAC Secretariat informed the Committee the following:

◇ Based from the Detail Tracking Report of the PhilGEPS website, there were two (2) prospective bidders in the Opportunity Request List, namely: Elegance Security Agency Inc. and ARG Janitorial and Allied Services.

◇ Last April 19, 2021, Elegance Security Agency purchased the bidding documents.

◇ The invitation letters were sent to prospective observers last April 12, 2021, namely: Ms. Llana A. Dalisay, - State Auditor IV, Commission on Audit, Engr. Jose Ferdinand Dublas- Vice President, Philippine Society of Mechanical Engineers, and Engr. Edgar D. Agana-President, Philippine Institute of Civil Engineers. The letter was accordingly received by the addressee but none from them are present for the said conference.

- The Committee proceeded to review the Invitation to Bid No. 020-2021. Atty. Arcangeles clarified that the procurement is for one (1) year janitorial services for seven (7) utility workers to be assigned in MRWD Main Office, Water Treatment Plant, Pumping Stations and Other Installations.

- Subsequently, Engr. Joecel Belvis read out the Deadline for the Submission and Opening of Bids is on May 10, 2021 at 9:00 A.M.

- Atty. Arcangeles queried Engr. Belvis regarding expiration of the contract of the utility workers.

- Engr. Joecel Belvis answered the query of Atty. Arcangeles that the existing janitorial services will expire on June 2021.

- After the Committee reviewed the Invitation to Bid, they proceeded to the Checklist of Requirements for Bidders: the preliminaries, Eligibility and Technical Requirements.

- The Head of the BAC Secretariat gave a copy of the minutes transpired during the pre-procurement conference of the bidding at hand hence, the Committee agreed to clarify the following: in the pre bid conference, to wit:

1. Unpaid services for one (1) day rendered on the 31<sup>st</sup> of the month;
2. Uniform allowance ; and

Handwritten signatures and initials are present in the left margin, corresponding to the line numbers. From top to bottom, they include a large signature (likely Sharon Aguirre), a signature (likely Joecel Belvis), initials (likely Edgar D. Agana), a signature (likely Jose Ferdinand Dublas), a signature (likely Llana A. Dalisay), and a signature (likely Atty. Arcangeles).



108 3. Identification (ID) of Utility Workers.

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- 110 • With the indulgence of the Chairperson, Atty. Dante Arcangeles asked
- 111 the Manager of Elegance Security Agency, Inc. if she have any questions
- 112 on the requirements set forth in the Checklist of Requirements for the
- 113 Bidders.
- 114
- 115 • Thereupon, Miss Sharon Aguirre uttered her concern regarding Technical
- 116 Requirements No. 15 - Certification from the bidder that it has no
- 117 delinquent delivery with MRWD duly signed by the Head of the
- 118 Property/Supply and Procurement Division and its duly authorized
- 119 representative. She asked if she can still submit the same certificate as
- 120 what Elegance Security Agency, Inc. submitted in the procurement of
- 121 security services.
- 122
- 123 • Atty. Arcangeles answered Miss Aguirre that the Head of the
- 124 Property/Supply and Procurement Division and its duly authorized
- 125 representative will issue another certificate hence, the procurement is
- 126 intended for janitorial services.
- 127
- 128 • Subsequently, Miss Aguirre raised her query regarding Technical Require-
- 129 ments No. 20 - Complete list of janitorial employees duly signed by
- 130 the bidder or its duly authorized representative and proof of pay-
- 131 ment for the 4<sup>th</sup> quarter of fiscal year 2020 issued by the Social
- 132 Security System (SSS). She asked the Committee if Elegance Security
- 133 Agency, Inc. will also include their proof of payment in the SSS for the
- 134 month of March.
- 135
- 136 • The Committee answered Miss Aguirre that it would be better if Elegance
- 137 Security Agency, Inc. will submit the SSS contribution for March. The
- 138 requirement as stated in technical requirements no. 20 is only until the
- 139 last quarter of 2020.
- 140
- 141 • Atty. Arcangeles asked Miss Aguirre if she has any question on the cost
- 142 distribution for utility workers.
- 143
- 144 • Miss Aguirre replied that she has no further question.
- 145
- 146 • Consequently, Atty. Arcangeles informed Miss Aguirre that the retirement
- 147 benefit for janitorial services was not included in the complete cost
- 148 distribution because the Board of Directors (BOD) approved the fixed
- 149 budget in the amount of One Million Three Hundred Thousand Pesos
- 150 (₱1,300,000.00). He added that the requesting division reviewed the
- 151 cost listing in the cost distribution of janitorial services and it was agreed
- 152 to forego the retirement benefit to settle the approved budget.
- 153
- 154 • In the Committee's pre-procurement conference last March 19, 2021 it
- 155 was discussed in the meeting that the utility workers were not
- 156 compensated of their one (1) day service on the 31<sup>st</sup> of the month.
- 157 Accordingly, Atty. Arcangeles made some clarifications to Miss Aguirre
- 158 about the one (1) day service rendered the 31<sup>st</sup> day of the month is
- 159 compensated because there are months that has 31 days counting.
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- 161 • Miss Aguirre answered that based on the labor schedule, it was stated
- 162 that the 313 days includes all regular holidays and special holiday
- 163 recognized by the government. The salary of utility workers was on the

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monthly basis divided into two (2). She also added that the uniform allowance is deducted in staggered basis to their monthly salary in the amount of Fifty Pesos (₱50.00). The agency issued four (4) sets of uniform to their utility workers. Likewise, promised to provide the identification (ID) to their workers.


- There being no other suggestion/comment/clarification, the Chairperson thanked the prospective bidder for coming.
- The Chairperson declared the meeting adjourned at 10: 46 a.m.

Prepared by:

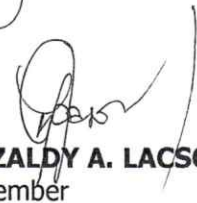
**MARJORIE A. DELA CRUZ**  
Head, BAC Secretariat

Approved by:

  
**TERESITA A. DELOTAVO**  
BAC Chairperson

  
**ENGR. VICENT I. VILLASIS**  
Vice-Chairperson

  
**ATTY. DANTE A. ARCANGELES**  
Member

  
**ENGR. ZALDY A. LACSON**  
Member

  
**SHALMAHR B. VITO**  
Member

  
**JOECEL B. BELVIS**  
Member

  
**NELIN B. ANDONG**  
Member