

DRN: _____

PRE-BID CONFERENCE
PROVISION OF MULTI-YEAR CONTRACT FOR THE HIRING OF JANITORIAL
SERVICES FOR CY 2020-2022
(ITB No. GOP/20-DSWD-034)
28 May 2020, 10:24 a.m.
Karangalan Conference Room, 3rd Floor, Magiliw Building, DSWD Central Office, IBP
Road, Constitution Hills, Quezon City

MINUTES OF MEETING

I. Attendance

BIDS AND AWARDS COMMITTEE (BAC):

- | | | |
|----------------------------------|---|------------------|
| 1. USec. Felicisimo C. Budiongan | - | Chairperson |
| 2. Dir. Ernestina Z. Solloso* | - | Regular Member |
| 3. Dir. Emmanuel P. Privado | - | Regular Member |
| 4. Mr. Felix M. Armeña* | - | Alternate Member |

BAC SECRETARIAT (BAC Sec):

- | | | |
|------------------------------------|---|------------------------------------|
| 1. Ms. Oliva C. Arcaina | - | Supervising Administrative Officer |
| 2. Mr. Ramon M. Villareal Jr.* | - | Administrative Officer V |
| 3. Mr. Glenn Patrick A. Leynes | - | Administrative Officer V |
| 4. Mr. Randolph B. Dimal | - | Administrative Officer V |
| 5. Ms. Katrina E. Garcia | - | Administrative Officer IV |
| 6. Mr. Arjay C. Dimafelix | - | Administrative Officer IV |
| 7. Mr. Sherwin V. Gelacio* | - | Administrative Officer IV |
| 8. Ms. Filipinas B. Alfonso | - | Administrative Officer III |
| 9. Ms. Danilyn A. Dedeles | - | Administrative Officer II |
| 10. Ms. Chelsea Jillian M. Abeleda | - | Administrative Officer II |

OTHERS IN ATTENDANCE:

- | | | |
|------------------------------------|---|--|
| 1. Ms. Mariciris E. Jacinto | - | Procurement Management (PMS) –
Procurement Planning and Management
Division (PPMD) |
| 2. Mr. Jerico I. Medina | - | PMS-PPMD |
| 3. Mr. Raymond P. Cruzado* | - | Procurement Management (PMS) –
Contract Monitoring Division (CMD) |
| 4. Mr. Bernardo M. Marquez | - | PMS-CMD |
| 5. Mr. Edwin J. de los Reyes | - | PMS-CMD |
| 6. Ms. Melody T. Araquil | - | PMS-CMD |
| 7. Atty. Karina Antonette A. Agudo | - | Administrative Service (AS) |
| 8. Ms. Claudette M. Vogel | - | AS |
| 9. Ms. Gloria G. Dominguez | - | AS |

*Present via Video Conference

PROSPECTIVE BIDDER/S PRESENT:

- | | | |
|-----------------------------|---|----------------------------|
| 1. Ms. Irene S. Bravo | - | Excellent General Services |
| 2. Mr. MC Edwin P. Montanes | - | Philcare Manpower Services |
| 3. Patrick James L. Dungo | - | Philcare Manpower Services |

II. Call to Order

The Pre-Bid Conference for the “**Provision of Multi-Year Contract for the Hiring of Janitorial Service Provider**” was called to order at **10:24 a.m.** by the BAC Chairperson, **Usec. Felicisimo C. Budiongan** at the Karangalan Conference Room, 3rd Floor, Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City and via Video Conference, simultaneously. He then introduced and acknowledged the presence of other members of the BAC, the BAC Secretariat and the representatives from the Procurement Management Service - Procurement Planning and Management Division (PMS-PPMD) and Contract Monitoring Division (PMS-CMD), Administrative Service (AS), and also the prospective bidders in attendance.

A copy of the Agenda is attached hereto, marked as **Annex “A,”** and made an integral part hereof.

III. Highlights of Discussion

ITEM/PARTICULAR	ISSUES/CONCERNS/DISCUSSIONS	AGREEMENTS / ACTION REQUIRED
Procurement Guidelines	<ul style="list-style-type: none"> • Ms. Arcaina (BAC Secretariat) discussed the procurement guidelines for the prospective suppliers' information. 	
Background of the Project	<ul style="list-style-type: none"> • Atty. Agudo (End-User) discussed that the project is for the Hiring of Janitorial Service Provider under a Multi-Year Contract with a total Approved Budget for the Contract (ABC) of PhP 67,408,619.64. The contract will be for 2 1/2 years and the breakdown is as follows: <ul style="list-style-type: none"> ○ 1st Year (01 August 2020 – 31 December 2020): PhP11,622,175.80 ○ 2nd Year (01 January 2021 – 31 December 2021): PhP27,893,221.92 ○ 3rd Year (01 January 2022- 31 December 2022): PhP27,893,221.92 	

	<ul style="list-style-type: none"> • She further detailed that the janitors will be stationed in the DSWD Central Office, SWADCAP, NRLMB, 4Ps Training Center, and the Gastambide Property-CIU Operation. 	
<p>Eligibility and Technical Components</p>	<ul style="list-style-type: none"> • Ms. Bravo (Prospective Bidder) inquired about the basis of the Statement of Ongoing Contracts. She asked if there is a need to provide attachments or a matrix will do. • Ms. Arcaina (BAC Secretariat) replied that either of the two will do. She also mentioned that a format in the bidding documents is provided and can be used for the requirement. <p>According to the bidding documents, the Single Largest Completed Contract (SLCC) shall be 50% of the ABC.</p> <ul style="list-style-type: none"> • Ms. Bravo (Prospective Bidder) then inquired if the total ABC of PhP67,00000,000.00 is being referred to. • Atty. Agudo (End-user) agreed that the total contract cost shall be made basis. • Ms. Bravo (Prospective Bidder) asked if the administrative cost will follow the 10% minimum since it was not indicated in the bidding documents. • Ms. Arcaina (BAC Secretariat) replied that a Supplemental Bid Bulletin will be issued for details on the matter. 	<p><i>A Supplemental Bid Bulletin shall be issued clarifying about administrative cost.</i></p>
<p>Schedule of Requirements</p>	<ul style="list-style-type: none"> • Ms. Bravo (Prospective Bidder) asked if the skilled workers will have the same rate. • The end-user affirmed. 	
<p>Terms of Reference</p>	<ul style="list-style-type: none"> • Mr. Montanes (Prospective Bidder) asked if there is a stipulation for the provision of PPEs for the personnel. He added that per the Department of Labor and Employment (DOLE)'s order, provision of equipment for preventive measures shall be shouldered by the client. 	

	<ul style="list-style-type: none">• USec. Budiongan (Chairperson) told the prospective bidders that since the Department has its own procurement of PPEs, rest assured the janitorial service personnel will also be provided.	
Reminders	<ul style="list-style-type: none">• Ms. Arcaina (BAC Secretariat) reminded the prospective bidders on the proper filling up of the bid forms which will be grounds for disqualification.• Ms. Arcaina (BAC Secretariat) informed the prospective bidders that inquiries will be accepted until 5 P.M. of Tuesday, June 2, 2020. Inquiries can be sent to the BAC Secretariat Office or thru email at bacsec@dswd.gov.ph or fax at (02) 951-7116.	

IV. Adjournment

Having no other matters for discussion, the meeting was adjourned at **10:35 a.m.**

Prepared by:

CHELSEA JILLIAN M. ABELEDA
Administrative Officer II
Bids and Awards Committee Secretariat

Noted by:

OLIVA C. ARCAINA
Supervising Administrative Officer
Bids and Awards Committee Secretariat

Approved by:

FELICISIMO C. BUDIONGAN
Undersecretary and
Bids and Awards Committee Chairperson