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PRE-BID CONFERENCE
PROVISION OF MULTI-YEAR CONTRACT FOR THE HIRING OF SERVICE PROVIDER
FOR THE PREVENTIVE MAINTENANCE OF THE PASSENGER ELEVATOR AT DSWD
CENTRAL OFFICE FOR CY 2020-2022
(ITB No. GOP/20-DSWD-041)
24 June 2020, 10:30 A.M.
Katapatan Boardroom, 4th Floor, Matapat 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. USec. Rene Glen O. Paje | - | 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. Randolph B. Dimal* | - | Administrative Officer V |
| 4. Mr. Glenn Patrick A. Leynes* | - | 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. Abegail Gey B. Gubaton* | - | Administrative Officer II |
| 11. Mr. Lourence C. Buenaventura | - | Administrative Officer II |
| 12. Ms. Chelsea Jillian M. Abeleda | - | Administrative Officer II |
| 13. Mr. Pio Ricardo S. Mago | - | Administrative Assistant II |

OTHERS IN ATTENDANCE:

- | | | |
|------------------------------------|---|--|
| 1. Mr. William V. Garcia Jr. | - | Procurement Management (PMS) –
Procurement Planning and Management
Division (PPMD) |
| 2. Ms. Ester R. Egamino* | - | PMS-PPMD |
| 3. Ms. Maricris E. Jacinto* | - | PMS-PPMD |
| 4. Ms. Jasmin M. Asilo | - | PMS-PPMD |
| 5. Mr. Raymond P. Cruzado | - | Procurement Management (PMS) –
Contract Monitoring Division (CMD) |
| 6. Mr. Bernardo M. Marquez | - | PMS-CMD |
| 7. Mr. Joshua Kevin J. Jovellanos* | - | PMS-CMD |

* Present via Video Conference



8. Ms. Meriel P. Castillo - Finance Management Service
9. Ms. April Ruth V. Cuervo-de Vera - Administrative Service-Property, Supply and Assets Management Division (AS-PSAMD)
10. Mr. Leovigildo G. Malzan - AS-PSAMD
11. Engr. Jymlee P. Pacala - AS-Buildings and Grounds management Division (BGMD)

PROSPECTIVE BIDDER/S PRESENT:

1. Mr. Ricardo S. Calimlim Jr. - General Elevator and Escalator Corporation
2. Mr. Ramil Acquiatan - Nanotech International Lift Services, Inc.
3. Mr. Jay Burac - Nanotech International Lift Services, Inc.

II. Call to Order

The Pre-Bid Conference for the “**Provision of Multi-Year Contract for the Hiring of Service Provider for the Preventive Maintenance of the Passenger Elevator at DSWD Central Office for CY 2020-2022**” was called to order at **10:30 A.M.** by the BAC Chairperson, **Usec. Felicisimo C. Budiongan** at the Katapatan Boardroom, 4th floor, Matapat 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), Finance Management Service (FMS), Administrative Service-Property, Supply and Assets Management Division (AS-PSAMD) and Buildings and Grounds Management Division (BGMD). He also acknowledge the prospective bidders in attendance. *(Note: The other invited observer were unable to attend)*

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 bidders' information.	
Background of the Project	<ul style="list-style-type: none">• Ms. Arcaina (BAC Secretariat) stated that the project, which will be implemented for 2 1/2 years under a Multi-Year Contract, is for the maintenance of the existing passenger elevator of DSWD Central Office located at the Matapat-Magiliw Building. The elevator was installed in 1993 and covers four (4) floors. <p>She further stated that the project cost</p>	

	<p>for the first year will be PhP258,000.00 and shall commence upon receipt of the Notice to Proceed. Moreover, the project costs for both second and third year will be PhP 450,000.00.</p>	
<p>Schedule of Requirements</p>	<ul style="list-style-type: none"> • Mr. Acquiatan (Prospective Bidder) asked if the stipulated materials and consumables in Section VI. Schedule of Requirement of the bidding documents are fixed • Mr. Dimafelix (BAC Secretariat) confirmed and explained that materials and consumables indicated in the <i>Schedule of Requirements</i> are the only ones covered by the contract, i.e., anything outside the contract will be provided by the end-user. • Mr. Acquiatan (Prospective Bidder) mentioned that they offer materials that are not stipulated in the contract, in case there is a need for the consumables. • Mr. Dimafelix (BAC Secretariat) remarked that they are free to submit quotations as need arises, however, the offer will still be subject for evaluation under a different procurement modality. <p>He also emphasized that the unit cost and Approved Budget for the Contract (ABC) shall be considered and followed when coming up with their bid proposal. He reminded that the offer should be within the provided contract cost in the bidding documents. He also mentioned that in case that the Notice to Proceed is issued later than the proposed date—for instance, August or later—the monthly offer in the bid proposal will be followed in settling the payment.</p>	
<p>Special Conditions of Contract</p>	<ul style="list-style-type: none"> • Dir. Privado (BAC Member) inquired if there is a provision indicated in the Bidding Documents for the Service Level Agreement. • Mr. Dimafelix (BAC Secretariat) mentioned that under GCC Clause 17.4 	

	<p>of Section V. Special Conditions of Contract of the Bidding Documents, it is indicated that “The period for correction of defects in the warranty period is within twenty-four (24) hours from receipt of Notice.”</p>	
Post-qualification documents	<ul style="list-style-type: none"> Mr. Dimafelix (BAC Secretariat) referred to ITB Clause 29.2 of Section III. Bid Data Sheet of the bidding documents to remind the prospective bidders that once declared as the Lowest Calculated Bidder (LCB) or Single Calculated Bidder (SCB), the bidder will be asked to submit additional post-qualification documents that are expected and required to be valid and/or duly notarized. 	
Similar Contract	<ul style="list-style-type: none"> Mr. Dimafelix (BAC Secretariat) stated that according to ITB Clause 5.4 of Section III. Bid Data Sheet of the bidding documents, the similar contract shall refer to “Repair and Maintenance of Passenger Elevator” and should be at least 50% of the ABC. Mr. Cruzado (CMD Representative) inquired if the ABC being referred to is the total contract amount for three years. Mr. Dimafelix (BAC Secretariat) affirmed. 	
Price Proposal Form	<ul style="list-style-type: none"> Mr. Dimafelix (BAC Secretariat) instructed the prospective bidders on how to fill up the Price Proposal Form and Price Schedule. He remarked that a formula is provided for guidance. 	
Technical Specifications	<ul style="list-style-type: none"> Ms. Arcaina (BAC Secretariat) reminded the prospective bidders on the proper filling up of the Technical Specifications form which will be grounds for disqualification if found non-compliant. <p>She also informed the prospective bidders that inquires will be accepted until 5 P.M. of Monday, June 29, 2020. Inquiries may be sent to the BAC</p>	



	Secretariat Office or thru email at bacsec@dswd.gov.ph or fax at (02) 951-7116.	
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IV. Adjournment

Having no other matters for discussion, the meeting was adjourned at **11:00 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

PRE-BID CONFERENCE

DESCRIPTION	:	Provision of Multi-Year Contract for the Hiring of Service Provider for the Preventive Maintenance of the Passenger Elevator at DSWD - Central Office (ITB No. GOP/20-DSWD-041)
DATE	:	24 June 2020
TIME	:	10:30 a.m.
VENUE	:	Katapatan Conference Room, 4 th Floor Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City
PARTICIPANTS	:	<i>Bids and Award Committee and its Secretariat, Procurement Management Service, Administrative Service, Finance and Management Service and Property, Supply and Asset Management Division Representatives and Prospective Bidders</i>

AGENDA

I. Call to Order

- A. Introduce the members of the BAC, the BAC Secretariat, and other DSWD Personnel present.
- B. Acknowledge the presence of all interested bidders who are in attendance.
- C. Inform the bidders that questions will be entertained after the reading of the Rules Specified in the Bidding Documents.

II. Procurement Guidelines

- A. The procurement procedure for the **“Provision of Multi-Year Contract for the Hiring of Service Provider for the Preventive Maintenance of the Passenger Elevator at DSWD - Central Office”** is Competitive Bidding for Goods pursuant to the provisions of Republic Act No. 9184 (RA 9184) and its 2016 revised Implementing Rules and Regulations (IRR), otherwise known as the “Government Procurement Reform Act” (GPRA).
- B. All bids will be opened, read aloud, and recorded at the time of the bid opening. **Late bids will be marked “Late” and will be returned unopened to the bidder.** No award shall be made during the bid opening. During the bid opening, the Bids and Awards Committee (BAC) will conduct a preliminary examination of the bid proposals submitted to determine its completeness, check if the required bid security has been posted, and that the documents have been properly signed and are generally in order.
- C. Deviations

Bidders are not allowed to deviate from any of the eligibility, technical and financial specifications specified in the bidding documents. Bids exhibiting non-compliance with the specifications shall be disqualified.
- D. Evaluation and Comparison of Bids

The Procuring Entity will evaluate and compare bids, which have been determined to be responsive during the preliminary examination.

II. The Bidding Documents shall be discussed by the Head of the BAC Secretariat, particularly the following issues:

A. Eligibility and Technical Component

All the required Eligibility and Technical Documents listed on the Instructions to Bidders (ITB) and the Bid Data Sheet (BDS) shall be submitted following such order. Those documents shall be the basis of the preliminary examination of bids.

B. Financial Component

All the required Financial Documents listed in the ITB and BDS shall be submitted, following such order. Those documents will be the basis of the Preliminary Examination of the Financial Proposal during the bid opening.

C. Preliminary Examination

The BAC shall open the first envelope (Eligibility and Technical Component) and check the submitted eligibility and technical documents for each bidder against a checklist of required eligibility and technical documents to ascertain if they are all present, using non-discretionary “pass/fail” criteria. In case one or more of the required documents is missing, the BAC shall declare the eligibility and technical requirement concerned as “failed” and immediately return to the bidder concerned its Financial Component (second envelope). Otherwise, the BAC shall declare the said eligibility requirements as “passed”.

Upon completion of the preliminary examination of the Eligibility and Technical component, the BAC shall subsequently open the Financial Component (second envelope) and check against a checklist of required financial documents to ascertain if they are all present using a non-discretionary “pass/fail” criteria. In case one or more of the financial documents required are missing and/or if the submitted total bid price exceeds the Approved Budget for the Contract (ABC), the BAC shall declare the bid concerned as “failed”.

D. Bid Security

Each bidder shall furnish a Bid Security as part of its Bid. The Bid Security shall be in any of the form prescribed on the ITB.

E. Bid Validity Period

Bids shall be valid for one hundred twenty (120) days from the date of the opening of bids.

F. Evaluation and Award

The BAC or the designated Technical Working Group (TWG) will conduct a detailed evaluation and comparison of all bids declared “passed”, using a non-discretionary criteria. Those who complied with the criteria prescribed in the bidding documents will be ranked in ascending order of their total calculated bid



prices, as evaluated and corrected for computational errors, discounts and other modifications to determine the Lowest Calculated Bidder (LCB).

G. Post-Qualification

After determining the Lowest Calculated Bidder (LCB), the BAC shall conduct post-qualification to verify, validate, and ascertain all statements made and documents submitted by the bidder with the Lowest Calculated Bid, using non-discretionary criteria. If the BAC determines that the bidder with the Lowest Calculated Bid (LCB) passes all the criteria for post-qualification, it shall declare the said bidder as the Lowest Calculated and Responsive Bidder (LCRB) and award the contract to the said bidder.

III. Open Forum

Any clarifications, issues or concerns that are not found in the bid documents will be announced in writing through Supplemental/Bid Bulletin.


V. Adjournment

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 (ITB No. GOP/20-DSWD-041)

Date: 24 June 2020 - Time: 10:30 AM

Katapatan Conference Room, 4th Floor Magiliv Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City

ATTENDANCE SHEET

NO.	NAME	OFFICE	SEX	EMAIL	CONTACT NO.	SIGNATURE
1	U/Sec. Felicisimo C. Budiongan BAC Chairperson	OUS-DRMG	M	fcbudiongan@dswd.gov.ph		
2	U/Sec. Rene Glen O. Paje BAC Regular Member	OUS-ISP	M	rgopaje@dswd.gov.ph		
3	A/Sec. Noel M. Macalalad BAC Alternate Member	OAS-SCB	M	nmmacalalad@dswd.gov.ph		
4	Dir. Ernestina Z. Solloso BAC Regular Member	4Ps	F	ezsolloso@dswd.gov.ph		
5	OIC-Dir. Irene B. Dumlao BAC Alternate Member	SMS	F	ibdumlao@dswd.gov.ph		
6	Dir. Emmanuel P. Privado BAC Regular Member	NRLMB	M	epprivado@dswd.gov.ph		
7	Mr. Felix M. Armeña BAC Alternate Member	ICTMS	M	fmarmena@dswd.gov.ph		 present via video conference
8	Atty. Karina Antonette A. Agudo Provisional Member	AS	F	kaaaagudo@dswd.gov.ph		
9	Ms. Oliva C. Arcaina	BAC Secretariat	F	ocarcaina@dswd.gov.ph		
10	Mr. Ramon M. Villareal Jr.	BAC Secretariat	M	rmvillarealjr@dswd.gov.ph		
11	Mr. Glenn Patrick Leynes	BAC Secretariat	M	gpaeynes@dswd.gov.ph		 present via Video Conference
12	Ms. Katrina E. Garcia	BAC Secretariat	F	kegarcia@dswd.gov.ph		

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NO.	NAME	OFFICE	SEX	EMAIL	CONTACT NO.	SIGNATURE
13	Mr. Arjay C. Dimafelix	BAC Secretariat	M	acdimafelix@dswd.gov.ph		
14	Mr. Rando B. Dimal	BAC Secretariat	M	rbdimal@dswd.gov.ph		
15	Ms. Filipinas B. Alfonso	BAC Secretariat	F	fbalfonso@dswd.gov.ph		
16	Mr. Ramises B. Esteban	BAC Secretariat	M	rbesteban@dswd.gov.ph		
17	Mr. Prince A. Lee	BAC Secretariat	M	pailee@dswd.gov.ph		
18	Ms. Danilyn A. Dedeles	BAC Secretariat	F	dadedeles@dswd.gov.ph		
19	Ms. Chelsea Jillian M Abeleda	BAC Secretariat	F	cjmabeleda@dswd.gov.ph		
20	Mr. Pio Ricardo S. Mago	BAC Secretariat	M	prsmago@dswd.gov.ph		
21	Sherwin V. Guekacia	BAC Secretariat				
22	Abeigail B. Gubaton	BAC Secretariat				
23	Lourence Guzmanventura	BAC Secretariat	M			
24	Raymond P. Cruzado	CMD				
25	JACMIN M. ASILO	PPMD	F	jmasilio@dswd.gov.ph		
26	Ester R. Eganimo	PPMD				
27	Marielis E. Jacinto	PPMD				
28	April Ruth V. Cuerdo-DeVne	PSAMD	F	arcuerdo@dswd.gov.ph		
29	Isabel G. Malzon	PPMD	M	imazon@dswd.gov.ph		
30	William V. Garica Jr	PPMD	M	wvgarica@dswd.gov.ph		
31	Sybil Perabala	AS-BAND	M	sperabala@dswd.gov.ph		
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PRE-BID CONFERENCE
PROVISION OF MULTI-YEAR CONTRACT FOR THE HIRING OF SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF THE PASSENGER
ELEVATOR AT DSWD - CENTRAL OFFICE
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BIDDER'S ATTENDANCE SHEET

NO.	NAME	OFFICE	SEX	EMAIL	CONTACT NO.	SIGNATURE
1	RICARDO S. CARIMLIN JR.	GENERAL ELEVATOR	M	genelesco333@gmail.com	893 17 23	
2	PAMIL ACQUILATA	NAVOTECH	M	navotechengineering@yahoo.com	0916 3321 504	
3	JAY BUIRA	NAVOTECH	M	navotechengineering@yahoo.com		
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