

**Minutes of Pre-Bid Conference  
Hiring of Service Provider for the  
Termite Treatment and General Pest Control  
of DSWD Central Office and Other Satellite Offices  
26 November 2018 (9:30 a.m.) Legal Service Conference Room**

**IN ATTENDANCE :**

**BIDS AND AWARDS COMMITTEE (BAC) :**

- |                                  |   |                          |
|----------------------------------|---|--------------------------|
| 1. U/Sec. Aimee Torrefranca-Neri | - | Chairperson              |
| 2. Dir. Marie Angela S. Gopalan  | - | Vice Chairperson         |
| 3. Dir. Nicomedes P. Suller      | - | Alternate Regular Member |
| 4. Dir. Natividad V. Canlas      | - | Provisional Member       |

**BAC SECRETARIAT :**

- |                                |   |                            |
|--------------------------------|---|----------------------------|
| 1. Mr. William V. Garcia, Jr.  | - | Administrative Officer V   |
| 2. Mr. Ramon M. Villareal, Jr. | - | Administrative Officer V   |
| 3. Ms. Katrina E. Garcia       | - | Administrative Officer IV  |
| 4. Mr. Arjay C. Dimafelix      | - | Administrative Officer IV  |
| 5. Mr. Ramises B. Esteban      | - | Administrative Officer III |

**OTHERS IN ATTENDANCE :**

- |                                    |   |   |
|------------------------------------|---|---|
| 1. Engr. Alfredo C. Evangelista II | - | OIC-Chief, Building and Grounds<br>Management Division (BGMD) |
| 2. Engr. Bart Gerald B. Tobias     | - | BGMD  |
| 3. Ms. Ledee Janne Lopez           | - | Internal Audit Service (IAS)                                  |
| 4. Ms. Ester R. Egamino            | - | Procurement Management Service                                |
| 5. Mr. Bernard Marquez             | - | Procurement Management Service                                |

**PROSPECTIVE BIDDER PRESENT :**

- |                                   |   |                                   |
|-----------------------------------|---|-----------------------------------|
| 1. Ms. Michelle Villardo          | - | Exclure Pest Contro Inc.          |
| 2. Ms. Marianne Claire T. Mariano | - | Power House Pest Control Services |
| 3. Ms. Ana Marie M. Escobar       | - | Power House Pest Control Services |
| 4. Engr. William Tipones          | - | Certified Pest Control            |

**HIGHLIGHTS OF THE PRE-BID CONFERENCE :**

**I. CALL TO ORDER**

The Pre-Bid Conference for the **“Hiring of a Service Provider for the Termite Treatment and General Pest Control of DSWD Central Office and Other Satellite Offices”** was called to order at 9:30 a.m. by the BAC Chairperson, U/Sec. Aimee Torrefranca-Neri. She then introduced the members of the BAC and the BAC Secretariat and the end-user, Building and Grounds Management Division-Administrative Service (BGMD-AS). She also acknowledged the presence of the representatives of the prospective bidders. The agenda for the pre-bid conference is attached hereto as **Annex “A”** and made an integral part of this document.

After discussing the procurement guidelines, U/Sec. Neri requested Mr. William Garcia to orient the bidders' representatives as regards to the step-by-step process in preparing/submitting requirements and proposals, and the procedures involved in the Bid Opening, Bid Evaluation and Post-Qualification.

## II. OPEN FORUM

ISSUES	REMARKS	SUMMARY OF AGREEMENTS
<ul style="list-style-type: none"> <li>• <b>Procurement Short of Award</b></li> </ul>	<ul style="list-style-type: none"> <li>• We wish to inform everyone that the budget for this project is General Appropriation Act (GAA) 2019, thus this is a procurement short of award. This is pursuant to DBM Circular Letter No. 2018-8 dated 30 July 2018. The Notice of Award is expected to be given by first week of January 2019. <i>Mr. Garcia</i></li> </ul>	<ul style="list-style-type: none"> <li>• Supplemental Bid Bulletin will be issued for the information of service providers/bidders.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Item No. 2- Competence of Qualifications under Technical Specifications</b></li> </ul>	<ul style="list-style-type: none"> <li>• Regarding the license to operate issued by the Fertilizer and Pesticide Authority (FPA), we wish to inform that Pest Control Services is no longer under the jurisdiction of FPA since 2008. The governing agency for pest control service is the Food and Drug Administration (FDA), although FDA has not yet issued any license or registration to any pest control operator as of the moment. <i>Engr. Tipones</i></li> <li>• We will study the facts of the issue and we will issue a Supplemental Bid Bulletin (SBB) relating to this concern. <i>Dir. Suller</i></li> </ul>	<ul style="list-style-type: none"> <li>• For review of the specification by the end-user.</li> <li>• Supplemental Bid Bulletin will be issued for the information of service providers/bidders.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Item No. 4- Competence of Qualifications under</b></li> </ul>	<ul style="list-style-type: none"> <li>• The Quezon City has issued a resolution that only Pest Controller with QC Sanitary</li> </ul>	<ul style="list-style-type: none"> <li>• For review of the specification by the end-user.</li> </ul>

ISSUES	REMARKS	SUMMARY OF AGREEMENTS
<p><b>Technical Specifications</b></p>	<p>Permit will be authorized to conduct Pest Control Services in Quezon City. May we suggest that the sanitary permit issued by Quezon City pursuant to the resolution be included as one of the requirements instead of the requirement sanitary permit issued by the Local Government Unit (LGU). <i>Power House Pest Control Services</i></p> <ul style="list-style-type: none"> <li>• Can the end-user find out if there is the same resolution issued by other Local Government Unit (LGU)? <i>Usec. Neri</i></li> <li>• As far as I know, we have a pending court order, with regard to the said resolution. The said resolution provides, that QC Sanitary Permit will be issued only to those who have pest control office in Quezon City. In our case, we do not have sanitary permit issued by Quezon City because we are based in Caloocan. <i>Engr. Tipones</i></li> <li>• Was there an injunction issued by the court? Can you furnish us a copy? <i>Usec. Neri</i></li> <li>• As far as I know, there is a court order. Yes, we will provide a copy. <i>Engr. Tipones</i></li> <li>• We are also based in Manila, and we were really required to have a branch in Quezon City. This is really a law in QC to</li> </ul>	<ul style="list-style-type: none"> <li>• Supplemental Bid Bulletin will be issued for the information of service providers/bidders.</li> </ul>



ISSUES	REMARKS	SUMMARY OF AGREEMENTS
	<p>have a branch or satellite in QC. <i>Power House Pest Control Services</i></p> <ul style="list-style-type: none"> <li>We will have this reviewed and checked by concerned office and we will take note of the manifestation of both parties. <i>Usec. Neri</i></li> </ul>	
<ul style="list-style-type: none"> <li><b>Warranty clause, Item 17.3 under the Special Conditions of the Contract (SCC)</b></li> </ul>	<ul style="list-style-type: none"> <li>Regarding the Warranty clause in item 17.3 of the SCC, usually we only give warranty for the termite treatment only, since pest control is conducted on a monthly basis. <i>Usec. Neri</i></li> <li>That is correct, there is a correction in the warranty. The warranty will apply only to the termite treatment only. I think there was a memo clarifying and requesting amendment to the TOR. <i>Dir. Suller</i></li> <li>This will be included in the Bid Bulletin that will be issued. <i>Usec. Neri</i></li> </ul>	<ul style="list-style-type: none"> <li>For review of the specification by the end-user.</li> <li>Supplemental Bid Bulletin will be issued for the information of service providers/bidders.</li> </ul>
<ul style="list-style-type: none"> <li><b>Item No. 3, under III, Other Provisions of the Technical Specification</b></li> </ul>	<ul style="list-style-type: none"> <li>All the chemicals to be used is no longer to be registered and approved by the Fertilizer and Pesticide Authority (FPA) but of the Food and Drug Administration (FDA) already. <i>Engr. Tipones</i></li> <li>End-user, please take note of the comment. <i>Usec. Neri</i></li> </ul>	<ul style="list-style-type: none"> <li>For review of the specification by the end-user.</li> <li>Supplemental Bid Bulletin will be issued for the information of service providers/bidders.</li> </ul>
<ul style="list-style-type: none"> <li><b>Item No. 6, under III. Other Provisions of</b></li> </ul>	<ul style="list-style-type: none"> <li>May we also suggest to include also the Department of Labor and Employment (DOLE)</li> </ul>	<ul style="list-style-type: none"> <li>For review of the specification by the end-user.</li> </ul>

ISSUES	REMARKS	SUMMARY OF AGREEMENTS
<p><b>the Technical Specification</b></p>	<p>Department Order 174 series of 2017 in relation to Item No. 6, under III. Other Provisions of the Technical Specification. <i>Power House Pest Control Services</i></p> <ul style="list-style-type: none"> <li>We will study the recommendation and a bid bulletin will be issued if warranted. <i>Dir. Suller</i></li> </ul>	<ul style="list-style-type: none"> <li>Supplemental Bid Bulletin will be issued for the information of service providers/bidders.</li> </ul>

**ADJOURNMENT**

Having no other matters to discuss, the Pre-Bid Conference was adjourned at 10:00 a.m.

Prepared by:

**MS. KATRINA E. GARCIA**  
Administrative Officer IV

Noted by:

**MR. WILLIAM GARCIA, JR.**  
Administrative Officer V

Approved by:

**U/SEC. AIMEE TORREFRANCA-NERI**  
BAC Chairperson



## PRE-BID CONFERENCE

### HIRING OF A SERVICE PROVIDER FOR THE TERMITE TREATMENT AND GENERAL PEST CONTROL OF DSWD CENTRAL OFFICE AND OTHER SATELLITE OFFICES

(ITB No. GOP/19-DSWD-003)

**Date:** 26 November 2018 ▪ **Time:** 9:30 a.m. ▪ **Venue:** Legal Service Conference Room

## A G E N D A

### I. Call to Order

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

### II. Procurement Guidelines

1. The procurement procedure for the "**Hiring of a Service Provider for the Termite Treatment and General Pest Control of DSWD Central Office and Other Satellite Offices**" is Competitive Bidding pursuant to the provisions of Republic Act No. 9184 (RA 9184) and its revised 2016 Implementing Rules and Regulations (IRR), otherwise known as the "Government Procurement Reform Act" (GPRA).
2. 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.

#### 3. 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.

#### 4. Evaluation and Comparison of Bids

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





**III. 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.

**IV. 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**





Republic of the Philippines  
Department of Social Welfare and Development  
**Bids and Awards Committee**

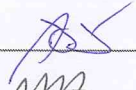





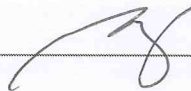
**PRE-BID CONFERENCE**

**HIRING OF A SERVICE PROVIDER FOR THE TERMITE TREATMENT  
AND GENERAL PEST CONTROL OF DSWD CENTRAL OFFICE AND  
OTHER SATELLITE OFFICES  
(ITB No. GOP/19-DSWD-003)**

**Date:** 26 November 2018 • **Venue:** Legal Service Conference room

**A T T E N D A N C E**

<b>Name</b>	<b>Designation</b>	<b>Signature</b>
1. U/Sec. Aimee Torre Franca-Neri	Chairperson, BAC	
2. Dir. Marie Angela S. Gopalan	Vice Chairperson, BAC	
3. Dir. Marites M. Maristela	Regular Member, BAC	
4. Dir. Nicomedes P. Suller	Alternate Regular Member, BAC	
5. Dir. Natividad V. Canlas	Provisional Member, BAC	
6. Atty. Maria Cassandra M. Urbiztondo	Provisional Member, BAC	
7. Dir. Perlita Panganiban	Alternate Provisional Member, BAC	
8. Atty. Macario M. de Villa	Alternate Provisional Member, BAC	
9. OIC-Dir. Ruth Eunice Mina	Procurement Management Service	
10. Ms. Oliva C. Arcaina	SAO, BAC Secretariat	
11. Mr. Ramon M. Villareal Jr.	AO V, BAC Secretariat	
12. Mr. William V. Garcia Jr.	AO V, BAC Secretariat	
13. Ms. Katrina E. Garcia	AO IV, BAC Secretariat	

Name	Designation	Signature
14. Mr. Arjay C. Dimafelix	AO IV, BAC Secretariat	
15. Mr. Ramises B. Esteban	AO III, BAC Secretariat	
16. Mr. Jerico I. Medina	AO II, BAC Secretariat	
17. Mr. Lourence C. Buenaventura	AA II, BAC Secretariat	
18. Ms. Karina Antonette A. Agudo	SAO, Procurement Planning and Management Division	
19. ENGR. ALFREDO C. EVANGELISTA II	DIC- CHIEF , BGMD	
20. ENGR. BART GERALD B. TOBIAS	PMD , BGMD	
21. LEDEE JANNE LOPEZ, CPA	IA II , IAS	
22. Ester Egami	AO V , PPMO	
23. Bernard Marquez	AO V - CMO	
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PRE-BID CONFERENCE

**HIRING OF A SERVICE PROVIDER FOR THE TERMITE TREATMENT AND GENERAL PEST CONTROL OF  
 DSWD CENTRAL OFFICE AND OTHER SATELLITE OFFICES**  
 (ITB No. GOP/19-DSWD-003)  
 (Php 1,800,000.00)

Date: 26 November 2018 - Time: 9:30 a.m. - Legal Service Conference room (4<sup>th</sup> Floor Matapat Building, DSWD Central Office)

**BIDDER'S ATTENDANCE**

PLEASE WRITE IN PRINT.

Name of Bidder's Representative and Designation	Company Name and Complete Address	Email Add:	Telephone No(s).	Fax No(s).	Signature
1. Michelle Villardo	EXCLUDE PEST CONTROL INC. Unit 4 Agoncillo townhomes, 131B Agoncillo St. Erminta Manila	info@exclude pestcontrol.com	525-5399 498-1626		
2. Morianne Claire T. Moriano	POWER HOUSE PEST CONTROL SERVICES 2422 R. Fernandez St. Gagalangon, Tondo, MIA.	peachymescobor @gmail.com	504-0953	508-4248	
3. Anna Marie M. Escobar	CERTIFIED PEST CONTROL SERVICES 146-C 3RD ST UPTANE CAROLINA CITY	certipest @yghor.com	3621065 36211971	36211971	
4. ENER. WILLIAM TIPONES					
5.					
6.					