



MINUTES OF THE PRE-BIDDING CONFERENCE

**PROCUREMENT OF ONE (1) YEAR JANITORIAL SERVICES FOR TIEZA PRICIPAL OFFICE
AND LIGHTS AND SOUND MUSEUM
(PhP2, 747,106.43)**

Venue: Virtual meeting via Microsoft Teams

Date: 03 August 2020

Time: 10:00 a.m.

Present:

BAC Members:

- | | | |
|---------------------------------|---|------------------|
| 1. Engr. Nestor M. Domalanta | - | Chairperson |
| 2. Atty. Niño Ruperto F. Aquino | - | Vice-Chairperson |
| 3. Mr. Hernando A. Enal | - | Member |
| 4. Ms. Ma. Evelyne A. Francisco | - | Member |
| 5. Engr. Jeffrey L Macalalad | - | Member |
| 6. Ms. Raquel S. Dela Cruz | - | Member |

With the presence of the six (6) members, there is a quorum.

Technical Working Group (TWG)

- | | | |
|---------------------------|---|-------------|
| 1. Ms. Anna Leah R. Bayot | - | Chairperson |
| 2. Mr. Arthur Concepcion | - | Member |
| 3. Ms. Bernadette David | - | Member |

Observer:

Letters were sent to invite observers from COA and private organizations; however they were not able to attend the Bidding.

End-User:

- | | | |
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| 1. Ms. Ana Ruth L. Mateo | - | GSD |
| 2. Ms. Dana Estacio | - | GSD |

BAC Secretariat:

- | | | |
|----------------------------|---|-----------------------|
| 1. Ms. Sunshine R. Caunin | - | Head, BAC Secretariat |
| 2. Ms. Haila P. Baraquio | | |
| 3. Mr. Ronnie V. Nelmidia | | |
| 4. Mr. Ryan B. Constantino | | |

Prospective Bidders:

- | | | |
|--------------------|---|---|
| 1. Reniel Abingona | - | One Merit Global Janitorial Services |
| 2. Marion Maala | - | D' Triumph Cleaners and allied Services |

MATTERS DISCUSSED DURING THE PRE-BID CONFERENCE:

- Ms. Caunin opened the pre-bidding conference at exactly 11:48 a.m. She acknowledged the presence of the BAC members, TWG members, End-user, prospective bidders and BAC Secretariat.
- Ms. Caunin explained that the online conduct of procurement activities including pre-bidding conference is a measure implemented by TIEZA to adhere to the national government's directive to prevent further spread of the Covid-19 and to ensure safety of all concerned participants.
- Ms. Caunin requested the prospective bidders' participation through raising of their questions.
- Ms. Maala of D' Triumph Cleaners and Allied Services asked if the Class "A" documents are still required to be submitted with the Platinum PhilGEPS registration to which Ms. Caunin referred the question to Ms Leah Bayot of TWG in which she answered in the affirmative stating that it is the practice in TIEZA to require the said documents.
- Ms. Maala appealed if possible to submit only the certificates citing that the certificate of incorporation consists of numerous pages including the by-laws and all amendments. Ms. Bayot answered that bidders should submit all to follow the TIEZA practice.
- Ms. Maala queried on the Financial Statement for two years even if it their FS is a comparative to which Ms. Caunin and Ms. Bayot replied that the Financial Statements for the year 2018 and 2019 shall be submitted.
- Ms. Maala raised her concern on the Department of Labor and Employment-National Labor Relations Commission (DOLE-NLRC) Certificate of Pending/No Pending Case. Accordingly, they have submitted the requirements for application to DOLE-NLRC, Bacoor Office, however, said office does not issue new certificates in relation to DOLE Department Order 213. Ms. Caunin answered that the concern has been noted and to be discussed by the BAC and end-user before the issuance of bid bulletin.
- Ms. Maala asked if the Covid-19 Test for the employees to be deployed will be assumed by the bidder or by TIEZA. Ms. Mateo answered that the test shall be shouldered by the winning bidder upon issuance of Notice of Award.
- Ms. Maala appealed that the items in the Bid Data Sheet Clause 12.1 (a-b) under the additional requirements listed, number 5 certifications: medical certificate, drug clearance and neurological test clearance be required from winning bidder as post-qualification requirement instead of upon opening of bids. Ms. Caunin noted the question to be discussed by the BAC, TWG and end-user unit.
- Ms. Maala inquired on the trainings requirements for the janitorial staff and if possible should be required from the winning bidder as post-qualification requirement. Ms. Mateo answered that it will be subject for discussion.
- Mr. Abingona of One Merit Global Janitorial Services raised his concern on the DOLE-NLRC issuance of certificate to which Ms. Caunin replied that it is subject for BAC, TWG and end-user unit deliberation.
- Mr. Abingona and Ms. Maala inquired if the administrative fee/cost can be higher or lower than the ten percent (10%). Vice-Chairperson Aquino answered that the administrative fee/cost shall follow the preference of the R. A 9184 as resolved by the

Supreme Court and not the twenty percent (20%) as directed by DOLE. Ten percent is the fixed percentage.

- Ms. Maala inquired if it is okay to submit bid proposals prior to the deadline of submission indicated in the bidding documents to which Ms. Caunin answered affirmatively.
- Ms. Maala queried on BDS Clause 20.3 which states that a hard copy shall be submitted. Ms. Caunin reiterated that the hard copy shall be submitted by the bidder declared with the Lowest Calculated Bid only.
- Ms. Maala inquired on the arrangement of the documents to which Ms. Caunin replied that the file should be password-protected.
- Ms. Caunin reminded One Merit as new bidder that if they will decide to conduct site inspection, a request letter addressed to Ms. Ana Ruth L. Mateo shall be submitted.
- No further questions were raised by the bidders. Ms. Caunin announced that as of the conduct of pre-bidding conference, only D' Triumph Cleaners and Allied Services has bought the bidding documents. Changes in the bidding documents shall be issued through a bid bulletin thus, no bid bulletin means no changes. She further reiterated that a hard copy shall be submitted by the bidder seven (7) calendar days after announcement of Lowest Calculated Bid. She also reiterated that a certification of exactly the same copies of documents is required. Failure to follow instruction stated in the bidding documents shall be a ground for disqualification.
- Ms. Caunin announced that all prospective bidders' query/clarifications can be sent through email. All changes as agreed upon by the BAC, TWG and end-user will be posted through bid bulletin and that the prospective bidders has three (3) calendar days starting today to send all their questions/clarifications through email or written communication and expect answer/s will be through a bid bulletin if there is an amendment.
- Having no matters to discuss, the Pre-Bidding Conference was concluded at 12:25 p.m.

Prepared by:


HAILA P. BARAQUIO

Noted:


SUNSHINE RIEGO-CAUNIN
Head
BAC Secretariat