



Republic of the Philippines
COMMISSION ON AUDIT
BIDS AND AWARDS COMMITTEE

Region XI
Carlos P. Garcia National Highway, Buhangin, Davao City

MINUTES OF PRE-BID CONFERENCE
For the procurement of Janitorial and Security Services for CY 2021
Early Procurement Activity
November 05, 2020, 1:30P.M.
Face to Face and Via Zoom Teleconferencing
COA Regional Office No. XI, Davao City

Attendance

Committee	Name	Designation	Remarks
BAC	Ariel A. Lagmay	Chairperson	Present
	Alicia D. San Juan	Vice-Chairperson	Present
	Gloria A. Cañete	Member	Present
	Luzvimind C. Ponce	Member	Present
	ATTY. GUILLERMO A. VILLAMIL, JR.	Member	Present
TWG Members	Jocelyn Y. Abad	Head	Present
	Janice R. Escobarte	Member	Present
	Darwin B. Ayuban	Member	Present
	Randy C. Pilapil	Member	Present
BAC Secretariat	Ma. Rolynda B. Manongas	Head	Present
	Aida T. Albarracin	Member	Present
	Alain D. Lumakang	Member	Present
	Rowena B. Ruiz	Member	Present
	LARGIL M. TAOJO	Member	Present
Observer	Reyna B. Noor	COA XI Audit Team Leader	Present
	Arielyn S. Fernandez	COA XI ATM	Present

Opening Prayer: Janice R. Escobarte

Time Started and Quorum:

The Pre-bid conference via zoom teleconferencing and face to face, was called to order at 1:30 P.M., November 5, 2020, and was presided by Ariel A. Lagmay, BAC Chairperson, where all BAC members were present.

Proceedings:

1. Pre-bid conference

For the procurement of Security and Janitorial Services for CY 2021 under PR No. 20-10-068 dated October 15, 2020 with an ABC of P6,112,748.28, posted at the website of PhilGEPS on October 27, 2020 and published on October 27, 2020 with reference number 7287347 and 7287134 for janitorial and security services respectively, posted at the bulletin board and COA website on October 27, 2020. The invitation was sent to the COA Audit Team Leader, Baba's Foundation, Inc. and Mindanao Business Council on October 27, 2020 as the Observers.

The following procured the bidding documents before the conduct of pre-bid conference, viz:

SN	NAME OF COMPANY	DATE	OR NO.	AMOUNT
1	MINSAS-Security Services	Oct. 29, 2020	5655646	6,000.00
2	ATWORK MANPOWER & GENERAL SERVICES-Janitorial Services	Nov. 5, 2020	5655648	600.00

There were four (4) company representatives who attended the pre-bid conference. Their presence at the venue and via zoom was acknowledged by the BAC Chairperson and they were introduced to the BAC members, TWG and Secretariat. The following are the companies and their representatives who attended the conference:

SN	Name of Company	Attendance	Representative
1	Atwork Manpower and General Services	At the venue	Jocelyn L. Barrientos
2	Danny's Manpower Services	At the venue	Kely Boy Cerbas
3	Philguard	via Zoom	Larry Franco
			Perla Laureo
4	MINSAS	via Zoom	Freddie Negro
			Razul Akmad
			Christine Dela Rosa

The BAC Chairperson encouraged the representatives present to raise their questions and clarifications while the presentation is ongoing so that it will be discussed and resolved immediately. Whatever changes agreed upon during the pre-bid conference will be effected through the issuance of a supplemental/bid bulletin. They were also informed that the bidding document fee for security and janitorial services is P6,000.00 and P600.00 respectively.

For the record, there is no Observer from Private Organizations, only a representative from the COA XI Audit Team is present.

The BAC Chairperson informed the prospective bidders present that the procurement is for CY 2021 undertaken through an Early Procurement Activity (EPA). It is required by the GPPB to discuss in the pre-bid conference the implications of a Procurement Project undertaken through EPA, hence the following were emphasized by the BAC Chairperson:

- There is no actual funds available yet for the bidding; and
- The procurement may be awarded upon the approval of the GAA.

The BAC Chairperson further explained that the janitorial services may be conducted through a small value procurement but the GPPB requirement for early procurement is through Public Bidding only.

The BAC Chairperson further emphasized to take note of the salient points while the bidding requirements are presented. The bidding documents is the 6th edition, which is the latest issuance by GPPB. There is also a checklist provided for their guide. They can download the bidding documents from the PhilGEPS website, but they are required to pay the bidding documents fee if they are interested to bid.

The presentation of the bidding documents was forwarded to the TWG by the BAC Chairperson. Ms. Jocelyn Abad informed the prospective bidders' representatives present that they can raise their queries and questions while the presentation is ongoing.

The following were presented and discussed with the prospective bidders' representatives:

I. Invitation to Bid

The details of the invitation to bid was presented containing the approved ABC, the title of the project, cost of bidding documents by lot, the conduct of pre-bid conference, deadline for the submission of bids, the accompanying bid security, the opening of bids, availability of bidding documents from October 26, 2020 until the deadline for the submission of bids which is on November 18, 2020, the right of COA ROXI to reject the bids, and to refer to the BAC Secretariat Head if ever there are any further information needed.

It was emphasized that the bids submission is through manual submission only. The deadline for dropping of bids at the bid box is on November 18, 2020 at twelve (12:00) noon biometric time at the ground floor where the bid box is located. They have to coordinate with Ms. Aida T. Albarracin for the stamping of the date and time before they drop their sealed envelopes in the bid box.

II. Instruction to Bidders

Ms. Abad presented/read the content of this section from page 8 to 14. She informed the prospective bidders' representatives that only the salient information in the bidding documents shall be discussed, viz:

- a) #3. Bidding Requirements. – That the bidding of the project is governed by all the provisions of RA No. 9184 and its 2016 revised IRR. Any amendments and agreement during this pre-bid conference shall be issued through the Supplemental/bid bulletin
- b) # 10. Clarification and amendment of bidding documents - The BAC Chair informed the prospective bidders' representatives present that they may request for further clarification and/ or interpretation of any part of the bidding documents in writing and must be submitted to the Procuring Entity's address indicated in the BDS at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/ Bid Bulletin, to be made available to all those who have properly secured the bidding documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids. Said bulletin shall also be posted in the PhilGEPS and the website of the Procuring Entity.
- c) #14. Bid Security- The Bidder shall submit a Bid Security Declaration or any form of Bid Security in the amount stated in the BDS which they have the option to select their preferred bid security from the Bid Security table provided in the bidding documents. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive. Bid Security shall be forfeited in the event of any violation made as provided in the guidelines issued by the GPPB. It was also emphasized by the BAC Chairperson that the bid security shall be based on the percentage of ABC of the items tendered/ to be bid.

III. Bid Data Sheet

Ms. Abad presented/read the content of this section from page 15 to 18. Emphasis was made on the following:

- a) Each ITB clause was read and emphasis was made on the deadline of the submission of the bids, which is on November 18, 2020, closing time at 12:00noon and manual submission only.
- b) That the opening shall start at 1:30PM on November 18, 2020. The bidder may attend physically or via zoom.

The BAC Chairperson explained of the new GPPB guidelines on the submission of the PhilGEPS platinum requirement. For purposes of opening of bids, the bidder may submit the Class A documents, i.e., Registration certificate from DTI/SEC/CDA, Mayor's Permit and Tax Clearance in lieu of the Valid PhilGEPS Platinum Registration with attached annexes. However, if the bidder is determined as the Lowest Calculated Bid, the bidder is required to submit the valid PhilGEPS registration certificate with attached annexes before the conduct of the post-qualification, otherwise the bidder is declared disqualified.

Question from the prospective bidder's representative:

Ms. Jocelyn Barrientos from Atwork Manpower Services:

- What if the PhilGEPS is registered ahead of the Mayor's permit? Do we need to attach the renewed Mayor's Permit?

Answer from BAC Chairperson:

- Yes. You check the list of legal documents in the attachment of the PhilGEPS registration certificate, if there is already an expired documents indicated thereat there is a need for you to attach the current renewed copies.

IV. General Conditions of Contract

Ms. Abad ran through the content of this section from page 19 to 21. No clarifications or any queries from the prospective bidders were raised.

V. Special Conditions of Contract

Ms. Abad ran through the content of this section from page 22 to 23. No further instructions indicated here.

VI. Schedule of Requirements

Ms. Abad read the details of requirements for security and janitorial services from page 24 to 27.

VII. Technical Specifications

Ms. Abad showed the details of the specifications for the 2 lots (lot 1 for security services and lot 2 for janitorial services) from page 28 to 30.

VIII. Checklist of Technical and Financial Documents

Ms. Abad presented/read the content of this section from page 31 to 34. Emphasis was made on the following:

- a) Checklist of Technical and Financial Envelope Requirements for Bidders - Technical component of the bid: first envelope; Eligibility- it was emphasized that those with expired Class "A" Eligible documents shall submit the renewed copy. It was also emphasized that the PhilGEPS platinum membership should accompany its Annex "A", only a certified machine copy is required to be submitted. With the new GPPB circular, the PhilGEPS platinum registration may not be submitted on the opening of bids but the legal documents like registration, mayor's permit and tax clearance should be present.
- b) Technical information/ documents- Corporations are required to submit the Secretary's Certificate for their authorized signatory or attorney-in-fact. The documents required as well as the additional documentary requirements for Security and Janitorial Services were enumerated from the list which they are required to submit.
- c) All forms shall bear a signature at the bottom part as provided in the forms. All blank spaces shall be filled out. Forms provided should be used and in whatever form produced as long as the content of the form is the same as indicated in the bidding documents;
- d) Financial component of the bid (second envelope)-The details were discussed and emphasized about how these forms must be signed.
- e) Post qualification - Certified machine copies are to be submitted only by the bidder who is declared the lowest calculated bid. It does not mean that the lowest tender of prospective bidder is declared the lowest. It would depend on the result of the evaluation;
- f) Statement of all ongoing government and private contracts including contracts awarded but not yet started- It was emphasized that the statement

may or may not be supported with the government contracts like NOA, contract of service agreement, and NTP at the time of submission of envelopes. But if declared as the lowest calculated bid, said requirements shall be submitted in the post qualification within five (5) days from receipt of notice. It was further emphasized that ALL ongoing government and private contracts must be declared, otherwise it may be the ground for disqualification if discovered later not declared. Also, it is enough to attach the contract of agreement only for any private contracts.

- g) Statement of single largest completed government or private contract, which is similar in nature to the project to be bid and must be at least equivalent to 50% of the ABC- It was emphasized that the form should be supported with contract or service agreement for both private and government contracts and certificate of completion or certificate of acceptance for government contracts only. It is reminded that the single largest completed contract can only either be private or government. The requirement is only a single contract from either government or private.
- h) The financial documents for eligibility check were also explained. The importance of NFCC in the contract is to determine the net working capital after the deduction of the outstanding or uncompleted portion of the projects that are ongoing, including contracts yet to be started from the current net worth of the company. This is to know if the company still has the capacity to undergo the contract.
- i) It was also emphasized that the forms are standard by GPPB, like the Bid-Securing Declaration and the Omnibus Sworn Statement, which must be notarized as required in the form. Forms such as the Authority of Signatory-Secretary's Certificate for corporation and the Bid Form where the price should indicate the total amount in figures and in words are Forms that must be signed by the owner or its authorized representatives. Those forms that require notarization must be notarized.
- j) The bid form shall be filled up. The forms were provided in the Annexes for the detailed computation/presentation of the bid per guard or janitor including the benefits, administrative fee, VAT, and the total monthly rate.

The following are the issues raised by the prospective bidders' representative during the pre-bid conference:

- Query from Atwork Manpower Services- On the new form for Omnibus Sworn Statement.
 - ❖ The BAC Chairperson said that if the form posted in the Bidding Documents is not the latest, then a Supplemental/Bid Bulletin shall be issued for that matter. It is emphasized that the latest issuances should be used.
- Clarification from Atwork Manpower Services- For the new rate of Pag-Ibig and Philhealth in CY 2021, what rate to follow in the bid?:
 - ❖ The BAC Chairperson replied that the ABC shall be re-checked. If ever the ABC is based on the latest rate, then there is no change. But if the ABC is based on the old rate, there is no time to change the ABC and conduct another bidding, instead a bid bulletin shall be issued for that matter to have same basis of computation. For evaluation purposes, it is fair to have the same basis of computation. In case our ABC is based on the old rate then, adjustment shall be made on the contract to be issued to the bidder declared the lowest calculated and responsive bid based on the new rate, since it's a no gain no loss on the part of the government and a part of the GPPB provisions.
- Query from MINSAS – Clarification on the Administrative Fees, if DOLE 105-16 is being followed or open bid. Also clarification on the terms like Procuring Entity, project name, format and number of copies.
 - ❖ The BAC Chairperson said that the administrative fee is an open bid since there are many non-policy issuances by the GPPB that DOLE will not apply, so it's an open bid.
 - ❖ Procuring Entity refers to the COA ROXI, the project name was indicated in the invitation to bid.
 - ❖ The format in the filling up the forms, you may delete those not applicable, like janitorial if you bid for lot 1 only, which is security. Likewise for lot 2, which is janitorial, you may delete those not applicable like security.

- ❖ But this is a minimum error if you do not omit, then it is a tolerable error just in case.
- ❖ The BAC Chairperson emphasized that the bidding documents this year is thinner than last year. For this bid, we adopted already the 6th edition of bidding documents issued by GPPB.
- ❖ For the requirement on the number of copies, we require 2 copies which is original and copy 1.

➤ Query from Philguard – Clarification on the use of latest rate of premium for Pag-ibig and Philhealth

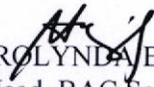
- ❖ The BAC Chairperson emphasized that if they insist on using the current rate, they may do so but they might be disqualified if their bid is more than the ABC.
- ❖ Mr. Larry of Philguard follow up question was that, what if they do not go more than the ABC due to the administrative fee is an open bid or no ceiling.?
- ❖ The BAC Chairperson emphasized that they may do so but for fairness in the playing field, they may use the old bracket and adjust the contract into a new bracket.
- ❖ Anyway our rate shall be verified yet since we do not know if it is using the old or new rate.
- ❖ But in the event that the bidder who quoted the new rate and declared the lowest calculated and responsive bid, then there will be no adjustment made in the contract.
- ❖ A corresponding supplemental/bid bulletin shall be issued as to what rate should be indicated in the bid

Since there were no more clarifications or questions being asked from the prospective bidders, the BAC Chairperson reiterated the important/salient matters discussed which requires the issuance of supplemental/bid bulletin, viz;

- The use of Latest Omnibus Sworn Statement
- Basis of rates for Pag-Ibig and PhilHealth

There being no other matters for discussion, the meeting was adjourned at 3:25 P.M.

Prepared by:


MA. ROLYNDA B. MANONGAS
Head, BAC Secretariat

Approved by:


ARIEL A. LAGMAY
Chairperson