

BIDS AND AWARDS COMMITTEE

Minutes of the Pre-Bid Conference for the Procurement of DOST-TAPI Janitorial and Maintenance Services for CY-2022

Via Zoom Cloud Meeting

06 December 2021

1:00 PM

Bids and Awards Committee (BAC) Members Present:

- | | | |
|-----------------------------------|---|------------------|
| 1. Mr. Romeo M. Javate | - | BAC Chairperson |
| 2. Ms. Teresita R. Alarcon | - | Vice Chairperson |
| 3. Ms. Eilleen S. Fernando | - | Member |
| 4. Ms. Josephine Q. Reyes | - | Member |
| 5. Engr. Reymark B. Barte | - | Member |
| 6. Ms. Pierre Sonia S. Dela Corte | - | Member |

BAC Technical Working Group (TWG) Present:

- | | | |
|------------------------|---|--------------------------|
| 1. Ms. Janeth C. Vidal | - | Member, Goods & Services |
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BAC Secretariat Present:

- | | | |
|---------------------------|---|-----------------------|
| 1. Ms. Maricres D. Sabado | - | BAC Secretariat, Head |
| 2. Ms. Cristina T. Pili | - | Member |

End-User Present:

- | | | |
|--------------------------|---|------------|
| 1. Mr. Joycel N. Aguilar | - | Chief, FAD |
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Prospective Bidders Present:

- | | | |
|--------------------------|---|-------------------------------------|
| 1. Mr. Alejandro Delluta | - | CBII Phils. Int'l Inc. |
| 2. Ms. Annaly Lugmao | - | Superior Maintenance Services (SMS) |
| 3. Ms. Dorees | - | Superior Maintenance Services (SMS) |
| 4. Ms. Marion Maala | - | D' Triumph Cleaners |

I. CALL TO ORDER AND QUORUM

The activity was presided over by the BAC Chairperson, Mr. Romeo M. Javate, who formally called it to order at 1:00 in the afternoon, upon certification by the BAC Secretariat of the presence of a quorum.

II. PRESENTATION FOR THE REQUIREMENTS OF THE PROJECT

The BAC Secretariat presented the eligibility and technical requirements and the points to consider for the preparation of bidding documents including the format and signing of bids, to ensure a successful procurement project.

The following points have been reiterated in the discussion:

- The Approved Budget for the Contract (ABC) is One Million Five Hundred Twenty-Three Thousand Four Hundred Fifty-Seven and 12/100 Pesos (Php 1,523,457.12);
- Cost of Bidding Documents: Php 5,000.00;
- Last Day of Submission of Bids: 12:50 P.M. of December 17, 2021 (Friday);
- Opening of Bids: 01:00 P.M. of December 17, 2021 (Friday)
Audio-Visual Room TAPI Bldg. DOST Compound, General Santos Avenue, Bicutan, Taguig City through video conferencing or webcasting via ZOOM Application (Reference: Philippine Standard Time posted at the TAPI website);
- The Bid Security to be used may be any of the following forms:
 - a) Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit (2% of the ABC); or
 - b) Surety Bond (5% of the ABC); or
 - c) Bid Securing Declaration
- The bid and bid security validity must be until April 15, 2022, which is 120 days from the date of bid opening;
- The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within Three (3) years before the deadline for the submission and receipt of bids;
- Subcontracting is not allowed;
- Additional documents required for post-qualification purposes;
- The Bid Form should include *Annex B: Breakdown of Bid Price for Janitorial & Maintenance Personnel*, which can be found on pages 42 to 43;
- The existing five (5) janitors should be absorbed by the winning bidder;
- The BAC will be accepting queries only until 08 December 2021;
- Minutes of the Pre-Bid Conference, Supplemental or Bid Bulletin and responses to other relevant issues will be issued on 10 December 2021.

III. QUESTION AND ANSWER

1. Clarification on the additional documents required for post-qualification purposes, in particular, Clearance/Certificate of remittance and compliance with statutory obligation from the SSS Main Office or Regional Office where the main office of the Agency is based.
 - The Committee agreed that the requirement should be; a) latest clearance/certificate of remittance and compliance but not later than December 2020; b) proof of latest pending request; c) proof of succeeding remittances until 3rd quarter of 2021 starting from the submitted latest clearance/certificate of remittance and compliance. The BAC informed the prospective bidders that a Supplemental/Bid Bulletin shall be issued to clarify the requirement.

2. What is the total number of days in a year for the computation of daily rate?
 - Engr. Barte mentioned that it should be 313 days for one (1) year which is inclusive of holidays and special non-working holidays
3. For PhilHealth Contribution, do you consider the 4% for Year 2022?
 - The Committee agreed that the 3% premium rate should still be used as the increase to 4% is currently suspended by the PhilHealth Insurance Corporation. However, applicable adjustments are allowed during the implementation stage if the said increase will be enforced. The BAC informed the prospective bidder that a notation in Annex B shall be indicated to clarify the requirement relevant to all premium contributions.
4. Is the 10% profit margin by the Department of Labor and Employment (DOLE) acceptable?
 - The Committee agreed to adopt the 10% minimum profit margin of DOLE.
5. What is the Value Added Tax (VAT) rate?
 - The Committee agreed that the VAT rate is 12%.
6. For the salary of maintenance personnel, do you have a special rate for them?
 - Engr. Barte stated that there is an additional Php 50.00 minimum wage per day for the maintenance personnel. The BAC informed the prospective bidder that a notation in Annex B shall be indicated to clarify the requirement.
7. Under the list of tools and equipment to be provided by the winning bidder, 8 pcs of towel roller must be included?
 - Engr. Barte confirmed the above requirement, as this is based on the number of comfort rooms in TAPI. It was also clarified that supplies will be provided by TAPI while the said tools and equipment will be returned to the winning bidder once the contract is finished and no rental fee should be charged to TAPI.

IV. ADJOURNMENT

1. Having no other matters to discuss. The meeting was adjourned at 2:59 PM.

Prepared by:



CRISTINA T. PILI

BAC Secretariat

Date: 06 December 2021

Conforme:


Mr. Romeo M. Javate
BAC Chairperson


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BAC Vice Chairperson


Ms. Josephine Q. Reyes
BAC Member


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Screenshot of Attendees

