

Republic of the Philippines
Technical Education and Skills Development Authority
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MINUTES OF THE MEETING

05 December 2018 (Wednesday)	9:00 A.M.	CSA Conference Room
MEETING CALLED BY	Central Office Bids and Awards Committee	
TYPE OF MEETING	Pre-Bid Conference	
PROJECT	Provision of Janitorial Services Requirements for the TESDA Central Office (January 1, 2019 - December 31, 2019)	
APPROVED BUDGET FOR THE CONTRACT	Php21,992,832.00	
REFERENCE NO.	TESDA-CO-2018-07	
ATTENDEES	<u>Bids and Awards Committee (BAC)</u> RD Conrado G. Bares Chairperson PD Eric O. Ueda Vice-Chairperson Ms. Wilma F. Roque Member Mr. Leonardo E. Pinlac Member <u>BAC Secretariat</u> Ms. Maria Gracia P. Dela Rama Head Ms. Arcadia Creselda P. Balinas Member Ms. Joseph Allen L. Simon Member Ms. Maria Michelle P. Genito Member <u>Technical Working Group</u> Ms. Mercy M. Meninguito Member Ms. Joanna Maria L. Sanchez Member Mr. Michael William H. Del Rosario Member Mr. Roy Louie P. Mingaracal Member <u>End-User</u> Ms. Armela B. Gutierrez Representative <u>Observers</u> Ms. Ma. Victoria F. Samala Commission on Audit (COA) Ms. Nikka Sherika Hany Villocillo COA <u>Bidders</u> Mr. Frederlck E. Alcanzo Extra Ordinaire Janitorial & Manpower Services, Inc. Mr. Elvin F. Rubiso D' Triumph Cleaners & Allied Services, Inc.	

CALL TO ORDER	<ul style="list-style-type: none"> • The pre-bid conference started at 9:22 a.m. which was presided by the BAC Chairperson. • RD Conrado G. Bares, BAC Chairperson, acknowledged the presence of the BAC members, BAC Secretariat, TWG, representatives from the COA and the prospective bidders. • RD Conrado G. Bares stated that there is a quorum considering there are four (4) members present in the meeting out of the five (5) regular composition of the BAC members.
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DISCUSSIONS

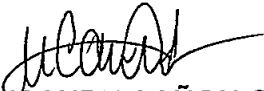


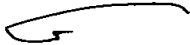
PUBLICATION OF THE INVITATION TO BID	RD Bares stated that the Invitation to Bid (ITB) was published in the website of the Philippine Government Electronic Procurement System (PhilGEPS) on 27 November 2018 and was also posted in the TESDA Bulletin Board on the same day.	
LETTER TO OBSERVERS	<ul style="list-style-type: none"> • RD Bares stated that the following eleven (11) observers were invited in writing: <ol style="list-style-type: none"> 1. Coalition against Corruption 2. Commission on Audit 3. Confederation of Filipino Consulting Organizations 4. Department of Justice 5. Philippine Chamber of Commerce and Industry 6. Philippine Constructors Association 7. Philippine Institute for Supply Management 8. Philippine Institute of Certified Public Accountants 9. Philippine Institute of Civil Engineers 10. Philippine Jesuit Prison Service 11. Research Center on Culture, Education and Social Issues <p>He added that only the Commission on Audit attended the pre-bid conference.</p> • Ms. Maria Gracia P. Dela Rama, Head of the BAC Secretariat, mentioned that abovementioned offices duly received their respective invitations. Likewise, only D' Triumph Cleaners & Allied Services, Inc. has purchased the Bidding Documents at this time. 	
GENERAL REQUIREMENTS FOR THE GOVERNMENT PROCUREMENT OF GOODS	Ms. Dela Rama presented the general requirements for the government procurement of goods.	
	Purpose of the Pre-Bid Conference	<ol style="list-style-type: none"> 1. To clarify and address bidder's questions on the different aspects of the procurement at hand; and 2. For bidders to fully understand the requirements.
	Bidder's Eligibility	Legal Eligibility shall include documents that will prove the legal capacity of the bidder.

		<p>Technical Eligibility shall include all documents appertaining to the technical capability of the bidder.</p> <p>Financial Eligibility shall refer to those that prove the bidders' financial capability.</p>
	PhilGEPS Certificate of Registration in Platinum Membership	The updated Certificate of Registration has to be submitted including the documentary requirements submitted to the PhilGEPS. In case the documents submitted to the PhilGEPS were not updated, such documents have to be submitted to TESDA for post-qualification.
	Statement of Single Largest Completed Contract similar to the Contract to be bid	<p>ITB Clause No. 5.4 states that the Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contract for each lot shall refer to: any contract for Janitorial Services.</p> <p>The form for this statement can be found as Annex "E" under Section VIII. Bidding Forms of the Bidding Documents.</p>
	Statement of all its ongoing government and private contracts, including contracts awarded but not yet started	<p>The total value of the contracts under this form is one of the values needed in the computation of the NFCC.</p> <p>The form for this statement can be found as Annex "E-1" under Section VIII. Bidding Forms of the Bidding Documents.</p>
	Net Financial Contracting Capacity (NFCC)	The values to be used in computing the NFCC will be lifted from the Audited Financial Statements stamped "received" by the Bureau of Internal Revenue. In lieu of the NFCC, the bidder can submit a committed line of credit (CLC) issued by a universal or commercial bank whose value must be ten percent (10%) of the Approved Budget for the Contract (ABC).
	Joint Venture Agreement (JVA)	The form for the JVA can be found in Annex "G" of the Bidding Documents.

	Bid Security	<ul style="list-style-type: none"> • Cash, Cashier's/Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit (2% of the ABC) - Php439,856.64 • Surety Bind callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5% of the ABC) - Php1,099,641.60 Bid Securing Declaration pursuant to Government Procurement Policy Board (GPPB) Resolution No. 03-2012
	Competent Evidence of Identity per Amended Section 12 (a) of Rule II of the 2004 Rules of Notarial Practice	The Bidder should be presenting one (1) current identification document issued by an official agency bearing the photograph and signature of the individual. The Community Tax Certificate/Cedula is not acceptable.
	Documents required during the Bid Opening	<p>First Envelope</p> <ol style="list-style-type: none"> 1. Authority of Signatory 2. PhilGEPS Certificate; 3. Statement of Single Largest Completed Contracts; 4. Statement of All On-Going including Awarded but not yet Started Contracts; 5. NFCC or Credit Line; 6. JVA if applicable; 7. Bid Security; 8. Statement of Compliance with the Delivery Schedule; 9. Statement of Compliance with the Technical Specifications; and 10. Bidder's Omnibus Statement. <p>Second Envelope</p> <ol style="list-style-type: none"> 1. Financial Bid Form
	Omnibus Sworn Statement	The form specified in the Bidding Documents should be used and to be accompanied with the Board Secretary's Certificate granting power to representative/s.
	Copy of the official receipt for the purchase of the bidding documents	This is required to give essence to the basic rule that only bidders who bought bidding documents shall be eligible to participate in the process.
	Marking and Packaging Suggestions	There will be one (1) original and three (3) copies of the first and second components of the bid. The copies must contain the same documents of the original set. However, if the bid

		<p>security is in a form of cash or manager's check, there is no need to attach another set to the copies of the Bidding Documents. Any omission of document in the copies shall be a ground for the bidder's disqualification or ineligibility to bid.</p> <p>The Bidding Documents of the Bidder has to be packed in one (1) envelope or one (1) package.</p>
	Documents to be submitted by the Lowest Calculated Bidder (LCB) for post-qualification purposes	<p>The BAC shall issue a notice to the bidder which tendered the LCB to submit the following additional documents:</p> <ul style="list-style-type: none"> • Other appropriate licenses and permits; • Samples, if required; • Brochures, if required; • Proof of Largest Single Contract; • Latest Income Tax Return for 2017; • Value Added Tax Returns or Percentage Tax Returns covering the previous six (6) months; • Eligibility Documents under Annex "A" of the PhilGEPS Certificate of Registration; and • Clearances from NLRC, DOLE, SSS, PhilHealth and Pag-IBIG Fund.
	Common reasons for Disqualification observed during bid opening	<ul style="list-style-type: none"> • Late Submission; • Incomplete Submission; • Non-compliance with Notarial Rules; • Number of Bid Copies; • Failure to sign relevant documents; and • Surety Bond/Bank Guarantee does not include some/all "Conditions for Bid Security Forfeiture".
	Common reasons for Disqualification observed during submission of additional documents by the LCB	<ul style="list-style-type: none"> • Failure to submit the required additional documents; • Failure to submit required sample; and • Late submission of additional documents/sample.
	Common reasons for Disqualification observed during post-qualification	<ul style="list-style-type: none"> • Failure to pass sample testing criteria; • Expired license/permits; and • False information.

<p>PRESENTATION OF THE TECHNICAL WORKING GROUP (TWG)</p>	<p>Ms. Armela B. Gutierrez discussed the following items:</p> <ol style="list-style-type: none"> 1. Project Title 2. Contract Duration 3. Manpower Requirement 4. Approved Budget for the Contract 5. Scope of Responsibilities 6. Janitorial Requirements 7. Supplies of Equipment & Materials
<p>SECTION VI. SCHEDULE OF REQUIREMENTS</p>	<p>Ms. Dela Rama reminded the prospective bidder to sign the Schedule of Requirements located on page 75 of the bidding documents by the Authorized Representative of the bidder. However, each and every page of the Bidding Documents should also be initialed by the Authorized Representative of the bidder. Failure to sign will mean automatic disqualification of the bidder.</p>
<p>SECTION VII. TECHNICAL SPECIFICATIONS</p>	<p>Ms. Dela Rama stressed that the bidder must fill out each column of the Statement of Compliance. She also reiterated that the Authorized Representative of the bidder shall certify the statement of compliance by affixing his/her signature over printed name. Thus, each and every page of the Bidding Documents shall also be initialed by the Authorized Representative of the bidder. Failure to sign shall be ground for disqualification of the bidder. Likewise, the bidding will be conducted through an open competitive bidding procedures using a non-discretionary "pass"/"fail" criterion.</p>
<p>SOURCE OF FUND</p>	<p>The Government of the Philippines (GOP) through the 2019 General Appropriations Act (GAA) for the Technical Education and Skills Development Authority.</p>
<p>CLARIFICATIONS</p>	<ul style="list-style-type: none"> • D' Triumph Cleaners & Allied Services, Inc. inquired about the PhilGEPS Certificate of Registration in Platinum Membership as attachment to the Bidding Documents. <i>The BAC replied during the bid opening the committee will be requiring the Platinum Service Fee as proof of payment, however, the formal or written Certificate is required during the post qualification.</i> • D' Triumph Cleaners & Allied Services, Inc. asked on the Statement of Ongoing Projects if matrix is allowed to submit. <i>The BAC responded to follow the instructions and it should be in the form of Statement.</i> • D' Triumph Cleaners & Allied Services, Inc. asked if the minimum requirement for the administrative cost is 10%. <i>The BAC replied yes, this is the minimum requirement as provided by the agency.</i> • D' Triumph Cleaners & Allied Services, Inc. asked on the effect of the wage increase in the ABC. <i>The BAC responded under tripartite agreement it clearly states whatever increase resulting to the statutory wage order shall be allowed as indicated in the contract.</i> • D' Triumph Cleaners & Allied Services, Inc. asked if Sections VI and VII are all original signatures. <i>The BAC answered yes. The copy that the bidder would be submitting should be original. For the other duplicate copies, it should be stamped as certified true copy on all pages.</i>

	<ul style="list-style-type: none"> • The BAC Secretariat reminded the bidders for any statement issued shall not modify the terms, unless in writing and issued through Supplemental or Bid Bulletin. • The BAC stated that they will be issuing Bid Bulletin for the typographical error made on the cover page and modification of its identification number.
BID OPENING	The BAC reminded that the closing date for the submission of bids is on 18 th of 2018 before 09:00 a.m. Philippine Standard time as indicated in the Bidding Documents. The opening would be on the same day at 9:15 AM at CSA Conference Room, 2nd Floor, TESDA Complex, Taguig City.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:05 a.m.
CERTIFICATION	We certify that the foregoing is the true account of the pre-bid conference conducted on Wednesday, December 5, 2018.
PREPARED BY	 MELISANDE CAÑON CENTENO Minutes Officer
REVIEWED BY	 ARCADIA CRESELDA P. BALINAS Member, BAC Secretariat
NOTED BY	 MARIA GRACIA P. DELA RAMA Head, BAC Secretariat
CERTIFIED CORRECT	 CONRADO G. BARES BAC Chairperson