



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

**Project: Procurement of Janitorial Services of Seventeen (17) Janitors of USEP
Obrero Campus**

Contract No. 2018-25/Goods

October 08, 2018 at 10:00 am

Venue: USEP Dormitory Conference Room,

Obrero Campus, Davao City

ABC: PhP. 3,200,000.00

Present:

Bids and Award Committee:

Dr. Marlyn D. Biton	-	Chairperson
Dr. Annweda C. Mina	-	Vice Chairperson
Dr. Reynilo Garcia	-	Member
Dr. Emilia P. Pacoy	-	Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Restituta D. Macarayo	-	Member
Ms. Ma. Luz Serafica	-	Member
Ms. Melanie Pagkaliwagan	-	Member
Ms. Emmele L. Embat	-	Member

BAC Staff:

Ms. Xyril Grace Bete	-	BAC Staff
Ms. Paulene Rose Pama	-	BAC Staff
Mr. Teodorico C. Tinaco	-	BAC Staff
Mr. Alfred B. Torre	-	BAC Staff

Procurement:

Ms. Nora Dela Vifia - Procurement Head

TWG:

Ms. Melanie C. Pagkaliwagan - TWG Janitorial

Observer:

Mr. Ricardo L. Atangan Jr. - Observer/COA

Bidder:

Mr. Marco G. Cenojas - Atwork M.P. & Gen. Serv.
Ms. Jocelyn L. Barrientos - Atwork M.P. & Gen. Serv.
Ms. Suzette P. Supe - LBP Serv. Corp.

A. Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order with three (3) BAC members attended at 10:00 o'clock in the morning. She also acknowledged the presence BAC Secretariat Members, TWG and the end-users.

B. Reading of Minutes

Dr. Biton read the minutes of the previous meeting pre-procurement conference for the Procurement of Janitorial Services of Seventeen (17) Janitors. Dr. Pacoy moved for the approval of minutes and seconded by Dr. Garcia.

C. Rationale :

BAC Chair, Dr. Biton, informed the body that the BAC conducted the pre-bid conference for the project Procurement of Janitorial Services of Seventeen (17) Janitors with an Approved Budget for the Contract (ABC) of PhP 3,200,000.00 project duration of two years contract renewable yearly.

Dr. Biton discussed on the importance of the pre-bid conference, she reiterated that it is important that responsible and knowledgeable officials shall attend the conference. The persons who actually formulated the scope of work, plans and technical specifications for the project should be present and among those representing the Procuring Entity. Prospective bidders, on the other hand, should be encouraged to send representatives who are legally and technically knowledgeable about the requirements of the procurement at hand. It is also important that the prospective bidders are given ample time to review the bidding documents prior to the pre-bid conference.

D. PACKAGING (SEALING AND MARKING OF BIDS)

Dr. Biton informed the bidders regarding the Eligibility Requirements:

The eligibility requirements or checklist can be found in the bidding documents that the bidder purchased. All submitted documents, including *copy 1 and 2 should be duly authenticated or stamped as "Certified True Copy from the Original" by the company head otherwise the bidder will be automatically disqualified.* It would also be advisable if the bidder will bring the original copies of the documents submitted. Likewise, any missing documents as required in the checklist is a ground for rejection of the bid

Bidders Responsibilities 6.2(f)

"ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete and all statements and information provided therein are true and correct"

Dr. Biton reminded the prospective bidders that the acceptable packaging of the bidding documents must be in a manner that the Technical Component of the Bid (First Envelope), and the Financial Component of the Bid (Second Envelope) is and arranged according to the checklist and with corresponding tabs/ear-tags. The earlier-mentioned documents must be secured in a sealed envelope marked "TECHNICAL COMPONENT OF THE BID (FIRST ENVELOPE)" and "FINANCIAL COMPONENT OF THE BID (SECOND ENVELOPE)" and must be contained in one sealed envelope marked "ORIGINAL COPY".

Dr. Biton continued that the FIRST ENVELOPE and the SECOND ENVELOPE shall each have two duplicate copies marked "Copy-1" and "Copy-2". Copy-1 of the FIRST ENVELOPE and Copy-1 of the SECOND ENVELOPE shall be packaged together in another envelope marked "FIRST DUPLICATE COPY" while Copy-2 of the FIRST ENVELOPE and Copy-2 of the SECOND ENVELOPE shall be packaged together also in another envelope marked "SECOND DUPLICATE COPY". The ORIGINAL COPY, FIRST DUPLICATE COPY, and SECOND DUPLICATE COPY sealed envelopes must be packaged in one sealed mother envelope/package

Philgeps Certificate of Registration and Membership

Section 8.5.2 - All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):
Registration Certificate;

Mayor's/Business Permit or its Equivalent Document;

Tax Clearance;

Audited Financial Statements.

For foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, they shall submit their eligibility documents under Section 23.1, 2016 IRR of RA 9184.

E. Eligibility Requirement for Infra under:

Class A Documents

1. DTI/SEC/Cooperative Development Authority (CDA) Registration
2. Mayor's permit *or equivalent document for Exclusive Economic Zones or Areas*
3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR.
4. Statement of ongoing contracts.
5. Statement of SLCC (*Single Largest Completed Contract*)
6. NFCC*

Mayor's Permit allows an entity to legally perform the requirements and obligations of the project and the resultant contract.

Recently expired Mayor's/Business permit shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, that the renewed permit shall be submitted as a post-qualification requirement in accordance with Sec. 34.2 of the 2016 IRR of RA 9184

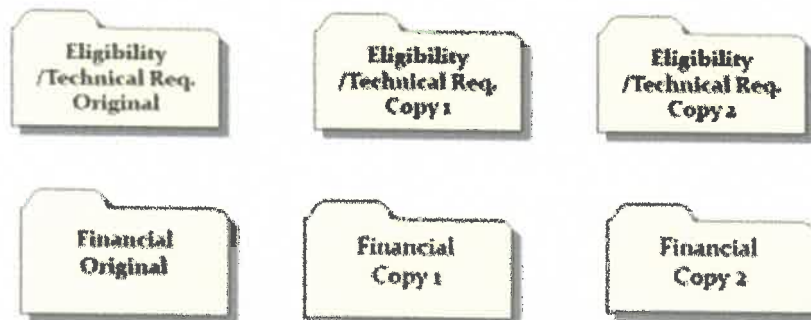
The BAC will be using the non-discretionary "pass/fail" criteria in the eligibility check/screening. The bid should be accompanied with a bid security in the following amount: if the bid security is in cash, cashier's check/manager's check, bank draft/guarantee or irrevocable letter of credit, the amount should be **2%** of the ABC or in an equivalent amount of **PhP 64,000.00**, if the bid security is in the form of a Surety Bond, it should be **5% of the ABC** or in an equivalent amount of **PhP 160,000.00**

And if it is a combination of the foregoing, it should be proportionate to share of form with respect to total amount of security. The bidder may also opt to submit a Bid Securing Declaration. The validity period of the bid security should be 120 days from the date of opening of bids.

There are additional documents required under the checklist, however, these documents can be submitted during the post-qualification process, when the bidder with the "LOWEST CALCULATED AND RESPONSIVE" Bid had already been determined.

SEALING AND MARKING OF BIDS

- The bidder shall submit **three copies** of their eligibility, technical and financial documents – the original, copy 1 and copy 2 in separate folders.

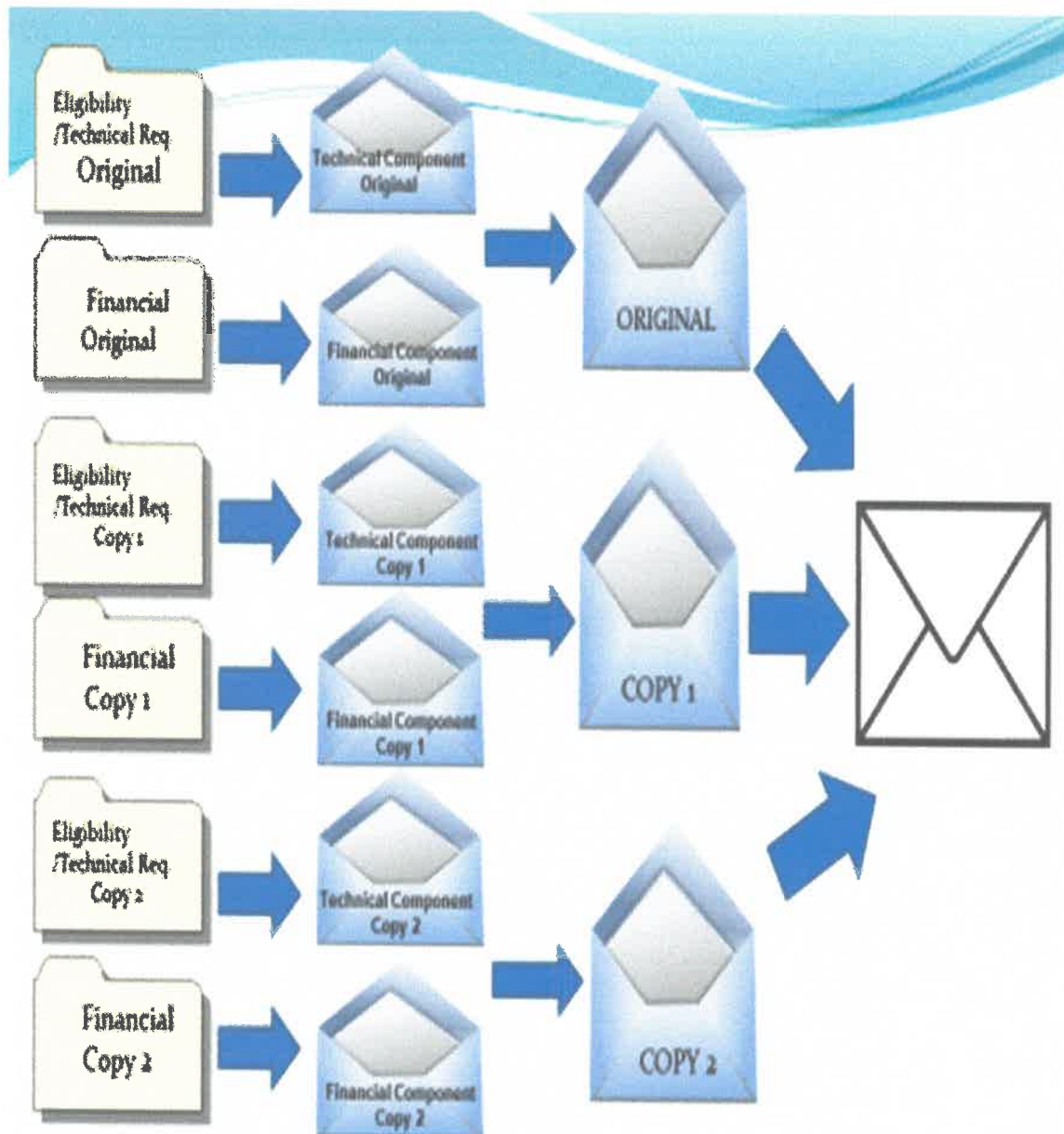


- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/marking. The technical component should be separately fastened from the financial component.



The folder containing the original bid of the technical component should be marked as "ORIGINAL – TECHNICAL COMPONENT" and the financial component should be marked as "ORIGINAL – FINANCIAL". These two folders should then be enclosed in a sealed envelope marked as "ORIGINAL BID"

The same is done to copy 1 and copy 2.



All envelopes shall :

***CONTAIN THE NAME OF THE CONTRACT TO BE BID IN CAPITAL LETTERS;
BEAR THE NAME AND ADDRESS OF THE BIDDER IN CAPITAL LETTERS;
SHOULD BE ADDRESSED TO THE PROCURING ENTITY'S BAC IN
ACCORDANCE WITH ITB CLAUSE 1.1;
BEAR THE SPECIFIC IDENTIFICATION OF THE BIDDING PROCESS
INDICATED IN ITB CLAUSE 1.2 AND
BEAR A WARNING 'DO NOT OPEN BEFORE.... "THE DATE AND TIME FOR
THE OPENING OF BIDS", IN ACCORDANCE WITH ITB CLAUSE 21.***

If bids are not properly marked and sealed as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid. Moreover, failure to comply with the required sealing and marking of bids shall be a ground for ***disqualification***.

F. Deadline for Submission and Opening of Bids

Dr. Biton announced that the schedule for the deadline of submission and opening of bids is scheduled on **29th of October, 2018**. The sealed bids must be submitted to the BAC Secretariat on or before the set time at **11:00 AM**, opening shall shortly follow.

The Technical Working Group representative presented the details and scope of the Procurement of Janitorial Services of Seventeen (17) Janitors of USep Obrero Campus to be procured.

G. TWG Presentation

Ms. Pagkaliwagan (TWG) presented the technical specifications of the for the Procurement of Janitorial Services Seventeen (17) Janitors to be procured.

For Bidders Statement of Compliance:

Bidders must state here either "Comply" or "Not Comply" Against each of the individual parameters of each specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply".

Must be supported by evidence in a Bidders Bid and Cross referenced to that evidence. Evidence shall be in the form of manufacturer's and amended sales literature, unconditional statements of specifications and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation

or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and or GCC Clause 2.1 (a)(ii)

Technical Specifications (Project: Supply of 17 janitors)

H. Stability

- I. Years of Experience
- J. Liquidity of the Contractor
- K. Organizational Set Up
- L. No. of Janitors and Supervisors
- M. Recruitment and Selection Criteria
- N. Training Plan On:
- O. 5S;
- P. Personality Development, and
- Q. Ethics and Values.
- R. Monitoring Officer to Hold Office at Usep General Services Unit – Must Report at Least Twice a Week
- S. Submission of Monthly Performance Monitoring Report to The Administrative Services Division

The service provider/contractor shall maintain a very satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.

The performance criteria to be applied shall include, among others, the following: (i) quality of service delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports.

Before end of each year, the University shall conduct an assessment or evaluation of the performance of the service provider/contractor based on the set of performance criteria prescribed under *Section VII. Technical Specifications*.

Based on its assessment, the University may pre-terminate the contract for failure by the service provider/contractor to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government

Procurement Policy Board under Resolution No.018-2004 dated 22 December 2004.

H. Comments and Suggestions

Ms. Jocelyn L. Barrientos from Atwork manpower and Gen. Services asked the TWG Ms. Melanie regarding “5S training all about”.

Dr. Biton responded that “5S is the way of Housekeeping Technique Productivity and Safety Enhancement Technique. The idea of 5S is to achieve high levels of quality, safety and productivity workers must have a conducive working environment and was developed by the Japanese which emphasized of housekeeping system, help create a better working environment and a consistently high quality process”.

Dr. Biton asked the body on the 5s principles?

Dr. Mina commented that “the 5s principles • seiri – organisation/sort out • seiton – orderliness/systemize • seiso – the cleaning/shining • seiketsu – standardize • shitsuke - sustain/discipline”.

Ms. Jocelyn L. Barrientos asked “if it is necessary that they would attach their training plan together with the requirements for eligibility”.

Dr. Biton answered “Yes and you also have to apply, much better if your proposed training will be held during weekend to avoid conflict of the scheduled time of the employees”.

Dr. Pacoy suggested that if possible training should be conducted in a separate days as prescribed in their training plan and not to be lump in one (1) day in order for the janitors to acquire knowledge that are useful in their daily activities .

Mr. Marco G. Cenojas, also from Atwork manpower and General Services asked regarding the employment of existing janitors if they would be absorbed or be retained as janitors in case there is a winning bidder.

Ms. Melanie suggested that “It depends on the evaluation of individual janitors based on their quality of performance whoever will be qualified would be absorbed as janitors in the agency”.

I. Adjournment:

With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 10:30 AM.

Prepared by:



OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:



DR. MARLYN D. BITON
Chairman, BAC