**Minutes of the Bids and Awards Committee (BAC) meeting held on November 11, 2019 at the 5/F LAO Conference Room, DOF Building**

**ATTENDANCE**

|  |  |
| --- | --- |
| BAC Members | Asec. Danielle Marie S. Rieza-Culangen  Dir. Sheila N. Castaloni  Dir. Alvin P. Diaz |
| End User | Engr. Richard G. Manzano |
| BAC-TWG | Dir. Lilia R. Tan |
| BAC Secretariat | Ms. Eusebia P. Guevarra  Mr. Dave Renand D. Guimod |
| Observer | Ms. Norailah M. Golgol |
| Participating Bidders | **Janitorial Services**  Ms. Bretty Mae B. Manibag (LSERV Corporation)  Mr. Alvin Empig (Extra Ordinaire)  Mr. Jose M. Mabalot (Manila Allied Mngt. Services Coop.)  Mr. Roger Joaquin (Manila Allied Mngt. Services Coop.) |
| **Security Services**  Mr. Ruel Biscayno (Nonagon Security Services, Inc.)  Ms. Ma. Neressa Dura (Nonagon Security Services, Inc.)  Mr. Jose G. de Leon (DBPSC Security) |
| **Rental of Photocopying Machines**  Mr. Paul Ryan Caringal (Otus Copy Systems) |

**Agenda:** Pre-Bid Conference for the following Early Procurement Activities:

1. Provision of Janitorial Services in the DOF for CY 2020, 2 pm
2. Provision of Security Services in the DOF for CY 2020, 2:45 pm
3. Rental of Photocopying Machines in the DOF for CY 2020, 3:30 pm
4. **Highlights of the Meeting**
5. **Provision of Janitorial Services in the DOF for CY 2020**

* After determination of a quorum, Assistant Secretary Danielle Marie S. Rieza - Culangen, BAC Vice Chairperson, called the meeting to order at 2:15 PM and presided over the said meeting.
* Approved Budget for the Contract (ABC): PhP 15,200,000.00
* BAC Secretariat presented the project’s ABC, schedule of activities, requirements for the eligibility, technical and financial component, marking and sealing of bids, schedule of requirements, and the technical specifications.
* PhilGEPS Certificate that will expire prior to the deadline for bid submission must be renewed and submit documents that will show the proof of renewal during the bid opening. BAC will look at the validity of submitted documents during the opening of bids.
* The Statement of all its Ongoing Government and Private Contracts does not require attachment of a copy of a contract for each project. The bidder is only required to submit the list of contracts with complete details as stated in the bidding documents.
* The breakdown of rates for the Supervisor, Janitors and Personal Administrative Manager will be posted through the issuance of a Supplemental Bid Bulletin.
* Regarding the minimum 10% administrative cost, the BAC reiterated to strictly follow all the applicable rules and regulations for the project and that all bidders should be responsible to comply with all those existing rules and regulations because it’s actually one of the conditions in the contract.
* There being no other matter to discuss, the meeting was adjourned at 2:36 PM.

1. **Provision of Security Services in the DOF for CY 2020**

* After determination of a quorum, Assistant Secretary Danielle Marie S. Rieza - Culangen, BAC Vice Chairperson, called the meeting to order at 2:45 PM and presided over the said meeting.
* Approved Budget for the Contract (ABC): PhP 27,000,000.00
* BAC Secretariat presented the project’s ABC, schedule of activities, requirements for the eligibility, technical and financial component, marking and sealing of bids, schedule of requirements, and the technical specifications.
* As stated in the bidding documents, the winning bidder must provide a stand-by motor vehicle for emergency purposes.
* All required list in the Technical Specifications (e.g. list of licensed firearms, list of all NTC licensed communication equipment, etc.) should be submitted together with the technical documents subject for verification during the post qualification evaluation.
* The Statement of all its Ongoing Government and Private Contracts do not require attachment of the copy of contracts for each project. The bidder will only submit the list with complete details as stated in the bidding documents.
* ITB Clause No. 32.4(f) of the Bid Data Sheet, requires four (4) additional documents. According to one of the participating bidders, two (2) of them, namely, (a) Certificate of Compliance on Occupational Safety and Health Standards and (b) Certificate of Compliance on General Labor Standards are no longer issued by DOLE. BAC will issue a Supplemental Bid Bulletin after verification with the said agency.
* Regarding DOLE Circular 150-16, one of the participating bidder asked if they are going to comply particularly on the minimum administrative cost of 20%. BAC will consult DOLE on the matter for guidance. The BAC will issue a Supplemental Bid Bulletin for whatever decision they will make.
* There being no other matter to discuss, the meeting was adjourned at 3:15 PM.

1. **Rental of Photocopying Machines in the DOF for CY 2020**

* After determination of a quorum, Assistant Secretary Danielle Marie S. Rieza - Culangen, BAC Vice Chairperson, called the meeting to order at 3:30 PM and presided over the said meeting.
* Approved Budget for the Contract (ABC): PhP 2,000,000.00
* BAC Secretariat presented the project’s ABC, schedule of activities, requirements for the eligibility, technical and financial component, marking and sealing of bids, schedule of requirements, and the technical specifications.
* The speed of the machines was requested by the participating bidder to be adjusted to 35 – 75 copies per minute from the specification requirement of 60 - 75 copies per minute as posted in the bidding documents. According to the bidder, the faster the machine, the more expensive considering the tight ABC. The end user explained that the budget was reduced due to the requirement of remanufactured machines unlike with the previous bidding that required brand new machines. A Supplemental Bid Bulletin will be issued if changes will be made on the specification requirement.
* Based on the existing market rate for the colored photocopying machines, the rental rate of ninety-five cents (PhP 0.95) per copy as stated in the Special Conditions of Contract is not feasible according to the bidder and suggested seven pesos (PhP 7.00) per copy instead.
* BAC requested the end user to explore the possibility of bidding for black and white machines only for the meantime.
* There being no other matter to discuss, the meeting was adjourned at 4:00 PM.

Prepared by: Noted by:

**DAVE RENAND D. GUIMOD EUSEBIA P. GUEVARRA**

Member Officer-in-Charge

BAC Secretariat Procurement Management Division

Approved by:

**RICHARD G. MANZANO SHEILA N. CASTALONI ALVIN P. DIAZ**

Provisional Member BAC Member BAC Member

**DANIELLE MARIE S. RIEZA-CULANGEN GIL S. BELTRAN**

BAC Vice Chairperson BAC Chairperson