



MINUTES OF THE MEETING

Title/Description:

Hybrid Pre-Bid Conference for the Procurement of Janitorial Services for the Philippine Statistics Authority Field Offices FY 2025 BP No. 2024-05

Date:	Time Started:	Time Adjourned:	Venue
27 November 2024	02:22PM	03:38PM	PSA RSSO-X Conference Room, CDOC and Google Meet

Meeting Presider:

Jose B. Tuason, Jr., CPA – Chairperson, Regional Bids and Awards Committee (ROBAC), via online

Meeting Attended by:

1. Cristine T. Gallopin - Member, ROBAC
2. Neil Lester A. Gimeno - Member, ROBAC
3. Gregorio M. Violeta - Alt. Member, ROBAC (via online)
4. Jucris S. Emano - Member, TWG (via online)
5. Apple Sweet S. Cempron - Member, TWG (via online)
6. Micah Joy C. Adante-Oppus - Member, TWG (via online)
7. Alvin Q. Pequiro - End-User (via online)
8. Margie Mae L. Pino - Member, Secretariat
9. Jayvee Cedric A. Agnes - Member, Secretariat
10. Joy E. Llido - Member, Secretariat (via online)
11. April Nicolette T. Eduria - Member, Secretariat
12. Shaine E. Raluto - Member, Secretariat

Prospective Bidder/s:

1. Michael French B. Cabanday – LCD-VISA Manpower Services

Absent from meeting:

1. Sarah B. Balagbis - Vice Chairperson, ROBAC
2. Jocelyn G. Padayhag – Member, ROBAC (On Official Travel)
3. Brenda Lynn M. Castro - Alt. Member, ROBAC
4. Donagay G. Capareda - Alt. Member, ROBAC
5. Adelina P. Mabalod - Alt. Member, ROBAC
6. Hensyll R. Cabugsa - Alt. Member, ROBAC
7. Deana Dell B. Pornia - Alt. Member, ROBAC
8. Franklin A. Vivares - Alt. Member, ROBAC
9. Adams Christopher P. Sios-e - Alt. Member, ROBAC
10. Jessie C. Luperte - Head, TWG
11. Aldemar A. Lagarbe - Member, TWG
12. Elaine Claire D. Alalong - Member, TWG
14. Kristine Khaye J. Cartilla - Member, Secretariat (On Official Travel)
15. COA Representative



ITEMS	TOPIC/DISCUSSION/ACTION
Call to Order Roll Call	<p>The Pre-Bid Conference for the Procurement of Janitorial Services for the Philippine Statistics Authority Field Offices FY 2025 BP No. 2024-05 was conducted in a hybrid format. Face-to-face conference was conducted at PSA RSSO-X Conference Room while the presiding officer, ROBAC Chairperson Mr. Jose B. Tuason Jr., presided the meeting via Google Meet. The Conference started with a roll call facilitated by ROBAC Secretariat, Jayvee Cedric A. Agnes. Upon declaration of quorum, the Chairperson called the meeting to order at 02:28PM on 27 November 2024.</p> <p>The Chairperson acknowledged the presence of everyone, especially the prospective bidder.</p>

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Invitation to Bid	Mr. Jose B. Tuason, Jr., the ROBAC Chairperson, requested his fellow member of the ROBAC, Mr. Neil Lester A. Gimeno, to present the contents of the Bidding Documents.
Procurement Timetable	Mr. Gimeno presented the procurement timetable to brief the prospect bidder on the dates of each procurement period. He again reminded the prospect bidder that the Recommending Award / NOA, Contract Preparation and Signing and Issuance of Notice to Proceed in the presentation (slide #3 of the attached PowerPoint presentation), were marked red awaiting for the enactment of General Appropriations Act (GAA) for 2025 by the President Ferdinand Marcos Jr.
Scope of Bid	The procurement project has six (6) lots with ABCs presented in Slide 5 of the attached PowerPoint presentation.
Eligibility Criteria	<p>Mr. Gimeno reminded the prospective bidders of the eligibility criteria:</p> <ul style="list-style-type: none"> ❖ Bidders should have completed, within the last three (3) years (earliest project: 03 December 2021) from the date of submission and receipt of bids, a contract similar to the Project. ❖ The Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC. ❖ The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder (equal to the ABC of the lots to be bid). ❖ For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder. <p>He also emphasized that subcontracting is not allowed, and clarifications must be in writing and received at the PE's address or via email, at least ten (10) calendar days (7 December 2024) before the deadline set for the submission and receipt of bids.</p> <p>(Slide #6-7 of the Attached PowerPoint presentation)</p>
Technical and Financial Documents	<p>Mr. Gimeno also reminded the prospective bidder that the Bid Document includes a checklist of the technical and financial documents (Section VIII) as a reference for the prospective bidder.</p> <p>Mr. Gimeno also reminded the prospective bidder on the statement of the prospective bidders of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid with attached Purchase Order or Contract and must adhere the prescribed template.</p> <p>On the statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided in Sections 23.4.1.3 and 23.4.2.4 of</p>

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the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (part of the statement of the completed government and private contracts). He emphasized again to follow the prescribed template.

Mr. Gimeno also emphasized that the bidder shall submit original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration.

He also remarked that conformity with the Technical Specifications being accomplished with Section VII, each page must be signed, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable. After that, he added Original duly signed Omnibus Sworn Statement (OSS) and mentioned to see Section IX for the template and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

He also reminded that the Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years. He highlighted that the earliest audited FS year would be 2021 from the date of bid submission.

Mr. Gimeno also mentioned that the prospective bidder's computation of Net Financial Contracting Capacity (NFCC) in values in the computation must be consistent with the audited Financial Statements. He continued with a statement, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation. Lastly for the Technical Component of the Bid, he highlighted that all documents that form part of the Technical bid shall be closed in one envelope and duly marked as "TECHNICAL COMPONENT".

Mr. Gimeno pointed out that the original of duly signed and accomplished Financial Bid Form and also the original of duly signed and accomplished Price Schedule(s), all pages of the Financial Bid must be duly signed by the Proprietor or its authorized representative, accompanied with a written authority. He further emphasized that each page must be signed not just the page where in the name or provider's name would appear to avoid disqualification/rated failed during Opening of Bids.

(Slide #8-12 of the PowerPoint Presentation)

Further instructions to bidders

Mr. Gimeno reminded the prospective bidder that the form templates such as Omnibus Sworn Statement (Revised); Price Schedule, Bid Securing Declaration, Bid Form for the Procurement of Goods, NFCC computation, List of All Ongoing Government and Private Contracts Including Contracts Awarded But Not Yet Started and Statement of Single Largest Completed Contract (SLCC) are provided in Section IX of the bid documents. All the forms can be downloaded from <https://tinyurl.com/GPPBForms>.

Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in Bid Data Sheet under ITB Clause No. 14.1. If bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit.

The Bid and bid security shall be valid until 08 April 2025 from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

Mr. Gimeno noticed a discrepancy in the PowerPoint on slide #14 in the PowerPoint presentation which cited that "The Bid and bid security shall be valid until 01 April 2025

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from the date of opening of bids". He asked the ROBAC Secretariat to double check and correct it with "08 April 2025".

For the sealing and marking of bids, Each Bidder shall submit one envelope containing two sub-envelopes bearing the original copies of the first and second components of its Bid. The sub-envelopes must also be duly marked "TECHNICAL COMPONENT" and "FINANCIAL COMPONENT".

Mr. Gimeno emphasized that Partial bid is allowed. The Procuring Regional Office Bids and Awards Committee (ROBAC) shall immediately conduct a detailed evaluation of all Bids rated "passed," using non-discretionary pass/fail criteria. In case of clarifications of the submitted bid, the ROBAC, through the Secretariat, will ask the bidder in writing. All responses to clarification shall be in writing also.

The requirements for the post qualification process were also presented as follows:

- ❖ The Service Agency must be duly registered with DOLE under Department Order No. 174, series of 2017.
- ❖ The Service Agency should have been exercising Fair Labor Practice, that is, salaries of personnel are according to the prescribed rates and labor policies and employees are provided with the mandatory social security benefits.

Additional Documents for Post-Qualification:

1. DOLE certificate of no pending case
2. SSS certificate of good standing
3. Philhealth certificate of good standing
4. PAG-IBIG clearance

(Slide #13-17 of the PowerPoint presentation)

Conditions of the Contract

Mr. Gimeno stated that within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

He highlighted that the delivery of materials shall be direct to the project sites as stated in the Special Conditions of Contract. He also included the addresses of delivery with the names of PSA representative as reflected in slide #20-21 in the PowerPoint Presentation.

For the Terms of Payment, Mr. Gimeno reminded that the Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the Special Conditions Contract (SCC).

Payment shall be made within fifteen working days upon complete submission of the following documents:

- A. DTR of all janitorial personnel signed by the duly authorized representative of the AGENCY;
- B. Proof of previous month remittances to SSS, Philhealth and PAG-IBIG together with transmittal sheet with stamped received by the said agencies;
- C. Certified photocopy of the signed payroll of the janitors assigned covering the preceding half-month. It is understood that this measure is to check whether the janitors have been paid for individual services rendered in accordance with the

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stipulation herein agreed upon and to ensure the janitors morale in the performance of their functions.
 D. Invoice of Billing or Statement of Account for the period covered.

Mr. Gimeno also mentioned that the Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, Section IV (Technical Specifications) shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

(Slide #19-26 in the PowerPoint presentation)

Schedule of Requirements

Mr. Gimeno stated that the required services will be delivered at the project areas of the PHILIPPINE STATISTICS AUTHORITY X Regional and Provincial Offices. This includes the addresses and the number of hours per day of each project areas as reflected in slide #27-29 in the PowerPoint Presentation.

Technical Specifications

Mr. Gimeno discussed the technical specifications with corresponding specific requirements and that all should be met or the supplier could offer higher than the stated specifications. See slides #30-35.

Clarifications raised and Agreements

Mr. Tuason together with the ROBAC members discussed the following as per clarifications raised by the prospective bidder:

CLARIFICATIONS	RESPONSE
Mr. Michael Cabanday from LCD-VISA Manpower raised a question asking how much the administrative fee is.	Mr. Gimeno answered that PSA set an amount or the percentage of the administrative fee on 15% and it should not be lower than 15%.
Mr. Cabanday raised for clarification regarding the minimum qualifications for training, asking whether it's the 'one-day' training or NC2.	Mr. Gimeno clarified that both are acceptable whether it's National Certificate type of training or the regular '8-hour' training.
Mr. Cabanday raised for clarification on whether experience can suffice if there's no certificate.	Mr. Gimeno answered No.
Mr. Cabanday raised for clarification on whether the 6 utility workers are still around.	Mr. Gimeno answered 'yes'. Ms. Cristine T. Gallopin, one of the ROBAC member answered that the PSA has an existing contract with the supplier until December 31, 2024.
Mr. Cabanday raised for clarification on how many days will PSA give the manpower agency if the clients/end-users requests to replace on the janitors, as they still need to find a replacement.	Mr. Gimeno mentioned that he took note of the prospective bidder's clarification and that the bidder will be notified upon the posting of the Supplemental Bid Bulletin, as well as the Minutes of Meeting with the Powerpoint presentation. This matter will be discussed thoroughly by ROBAC and its TWG.
Mr. Cabanday raised for clarification on who will provide the cleaning supplies and equipment.	Ms. Margie Mae L. Pino, supply officer and one of the ROBAC Secretariat member, clarified that PSA will provide the cleaning supplies and equipment, while winning bidder only provides janitorial personnel. Mr. Gimeno further added that the winning bidder must provide training to its personnel and conduct random checks to ensure compliance of its staff to the stipulated conditions of the contract.
Mr. Cabanday raised a clarification on whether there is female utility worker or if it is only male.	Mr. Gimeno mentioned that currently, PSA RSSO-X has a combination of male and female

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utility workers, with the only female utility worker stationed in Bukidnon.

When everyone agreed and no questions and further clarifications were raised, the pre-bid conference then adjourned at 03:38 PM.

Prepared by:



SHAIN E. RALUTO
ROBAC Secretariat Member

Reviewed by:



GENELYN B. LASPOBRES
ROBAC Secretariat Head



NEIL LESTER A. GIMENO
ROBAC Member

Approved by:



JOSE B. TUASON, JR., CPA
ROBAC Chairperson & Presiding Officer