



MINUTES OF THE MEETING

Title/Description:

Hybrid Opening of Bids for the Procurement of Janitorial Services for the Philippine Statistics Authority-X (PSA-X) Field Offices (Early Procurement Activity FY 2025) PB No. 2024-05

Date:	Time Started:	Time Adjourned:	Venue
09 December 2024	02:02PM	03:07PM	PSA RSSO-X Training 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. Jocelyn G. Padayhag - Member, ROBAC
2. Neil Lester A. Gimeno - Member, ROBAC
3. Cristine T. Gallopin – Member, ROBAC
4. Jucris S. Emano - Member, TWG
5. Aldemar A. Lagarbe – Member, TWG
6. Micah Joy C. Adante – Oppus – Member, TWG
7. Elaine Claire D. Alalong - Member, TWG (via online)
8. Alvin Q. Pequiro – End-User (via online)
9. Genelyn B. Laspobres - Head, Secretariat
10. Margie Mae L. Pino - Member, Secretariat
11. Jayvee Cedric A. Agnes - Member, Secretariat
12. Kristine Khaye J. Cartilla - Member, Secretariat
13. Joy E. Llido – Member, Secretariat
14. April Nicolette T. Eduria - Member, Secretariat
15. Shaine E. Raluto - Member, Secretariat

Prospective Bidders:

1. Jb De Guzman – LCD-VISA Manpower Services
2. Dennis M. Saberón – LCD-VISA Manpower Services
3. Chrislie A. Rabadan – LCD-VISA Manpower Services

Absent from meeting:

1. Sarah B. Balagbis – Vice Chairperson, ROBAC (On Official Business)
2. Brenda Lynn M. Castro – Alt. Member, ROBAC (On Official Business)
3. Donagay G. Capareda – Alt. Member, ROBAC (On Official Business)
4. Gregorio M. Violeta – 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 (On Official Business)
9. Adams Christopher P. Sios-e – Alt. Member, ROBAC
10. Jessie C. Luperte – Head, TWG
11. Apple Sweet S. Cempron – Member, TWG
12. COA Representative



ITEMS	TOPIC/DISCUSSION/ACTION
<p>Call to Order Roll Call</p>	<p>The Opening of Bids for the Procurement of Janitorial Services for the Philippine Statistics Authority-X (PSA-X) Field Offices (Early Procurement Activity FY 2025) PB No. 2024-05 was conducted in a hybrid format. Face-to-face conference was held at PSA RSSO-X Training Room while the presiding officer, ROBAC Chairperson Mr. Jose B. Tuason Jr., presided the meeting via Google Meet.</p> <p>The Conference started with a roll call facilitated by ROBAC Secretariat, Joy E. Lido. Upon declaration of quorum, the Chairperson called the meeting to order at 02:08PM on 09 December 2024.</p> <p>The Chairperson acknowledged the presence of everyone, especially the prospective bidders.</p>

HIGHLIGHTS OF THE MEETING																
<p>Opening of Bids for the Procurement of Janitorial Services for the Philippine Statistics Authority-X (PSA-X) Field Offices (Early Procurement Activity FY 2025) PB No. 2024-05</p>	<p>The ROBAC received one (1) bid from LCD-VISA Manpower Services.</p> <p>The opening of bids started with the documents submitted by LCD-VISA Manpower Services. For the eligibility check of the lone bidder, the BAC members who were present on-site carefully deliberated the submitted requirements. The following documents were presented and checked during the meeting.</p> <table border="1" data-bbox="414 1041 1530 2092"> <thead> <tr> <th colspan="3" data-bbox="414 1041 1530 1086">LCD-VISA MANPOWER SERVICES</th> </tr> <tr> <th data-bbox="414 1086 782 1108">REQUIREMENT</th> <th data-bbox="782 1086 1149 1108">FINDINGS</th> <th data-bbox="1149 1086 1530 1108">REMARK</th> </tr> </thead> <tbody> <tr> <td data-bbox="414 1108 782 1310">(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR.</td> <td data-bbox="782 1108 1149 1310"> <p><i>Platinum Membership Valid until: 18 March 2025</i></p> <p>FINDINGS: PASSED</p> </td> <td data-bbox="1149 1108 1530 1310"></td> </tr> <tr> <td data-bbox="414 1310 782 1646">(b) Statement of the prospective bidder 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.</td> <td data-bbox="782 1310 1149 1646"> <p><i>Total Number of Projects: 7 Number of Projects On-Going: 7 Number of Projects Not Yet Started: 0</i></p> <p>FINDINGS: PASSED</p> </td> <td data-bbox="1149 1310 1530 1646"></td> </tr> <tr> <td data-bbox="414 1646 782 2092">(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents.</td> <td data-bbox="782 1646 1149 2092"> <p><i>SLCC Amount: PhP14,162,054.40 (check if more than 50% of ABC)</i></p> <p>FINDINGS: PASSED</p> </td> <td data-bbox="1149 1646 1530 2092"></td> </tr> </tbody> </table>	LCD-VISA MANPOWER SERVICES			REQUIREMENT	FINDINGS	REMARK	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR.	<p><i>Platinum Membership Valid until: 18 March 2025</i></p> <p>FINDINGS: PASSED</p>		(b) Statement of the prospective bidder 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.	<p><i>Total Number of Projects: 7 Number of Projects On-Going: 7 Number of Projects Not Yet Started: 0</i></p> <p>FINDINGS: PASSED</p>		(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents.	<p><i>SLCC Amount: PhP14,162,054.40 (check if more than 50% of ABC)</i></p> <p>FINDINGS: PASSED</p>	
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	<p>(d) 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.</p>	<p><i>Date Notarized:</i> 06 December 2024</p> <p>FINDINGS: PASSED</p>	<p>Presented notarized Bid Security Declaration for all lots.</p>
	<p>(e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable.</p>	<p><i>(Presented or Not Presented)</i></p> <p><i>presented and complied</i></p> <p>FINDINGS: PASSED</p>	
	<p>(f) Original duly signed Omnibus Sworn Statement (OSS); 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.</p>	<p><i>Date Notarized:</i> 06 December 2024</p> <p>FINDINGS: PASSED</p>	
	<p>(g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) with attached Audited Financial Statement or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation; and (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 from the date of bid submission)</p>	<p><i>NFCC Amount:</i> <i>PhP409,587,557.95</i></p> <p><i>Stamped Received Dates:</i> <i>(Year 1) 25 April 2024</i> <i>(Year 2)</i></p> <p>FINDINGS: PASSED</p>	

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	<p>(h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.</p>	<p><i>Not Applicable</i></p>	
	<p>(i) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.</p>		
	<p>(j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.</p>		

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After the deliberation of the submitted requirements for eligibility checking, LCD-VISA Manpower Services passed for the technical documents. Thus, the members of the BAC proceeded in opening of the second envelope – Financial Bid Components submitted by the eligible lone bidder. The offer was read as follows:

LOT	DESCRIPTION	APPROVED BUDGET FOR CONTRACT (ABC) IN PHP	BID AMOUNT
LOT 1	Janitorial Services for the Regional Statistical Services Office X (Cagayan de Oro City)	One Hundred Eighty-Eight Thousand Four Hundred Fifty-Five Pesos and 21/100 Only (PhP188,455.21)	One Hundred Eighty-Eight Thousand Four Hundred Thirty-Six Pesos and 12/100 Only (PhP188,436.12)
LOT 2	Janitorial Services for the Province of Bukidnon (Malaybalay City)	One Hundred Eighty-Eight Thousand Four Hundred Fifty-Five Pesos and 21/100 Only (PhP188,455.21)	One Hundred Eighty-Eight Thousand Four Hundred Thirty-Six Pesos and 12/100 Only (PhP188,436.12)
LOT 3	Janitorial Services for the Province of Camiguin (Mambajao)	One Hundred Eighty-One Thousand Eight Hundred Sixty-Nine Pesos and 50/100 Only (PhP181,869.50)	One Hundred Eighty-One Thousand Eight Hundred Ten and 44/100 Only (PhP181,810.44)
LOT 4	Janitorial Services for the Province of Lanao del Norte (Iligan City)	One Hundred Eighty-Eight Thousand Four Hundred Fifty-Five Pesos and 21/100 Only (PhP188,455.21)	One Hundred Eighty-Eight Thousand Four Hundred Thirty-Six Pesos and 12/100 Only (PhP188,436.12)
LOT 5	Janitorial Services for the Province of Misamis Occidental (Ozamiz City)	One Hundred Eighty-Eight Thousand Four Hundred Fifty-Five Pesos and 21/100 Only (PhP188,455.21)	One Hundred Eighty-Eight Thousand Four Hundred Thirty-Six Pesos and 12/100 Only (PhP188,436.12)
LOT 6	Janitorial Services for the Province of Misamis Oriental (Cagayan de Oro City)	One Hundred Eighty-Eight Thousand Four Hundred Fifty-Five Pesos and 21/100 Only (PhP188,455.21)	One Hundred Eighty-Eight Thousand Four Hundred Thirty-Six Pesos and 12/100 Only (PhP188,436.12)

After determining all the offered amounts and finding out that these were not more than the ABC, the bid was declared as passed.

The ROBAC Chairperson mentioned that the bid proposals declared passed will be subjected to bid evaluation on 10-11 December 2024.

The ROBAC members agreed to move the time of post-qualification from 9:30AM on 13 December 2024 to 1:30PM on 13 December 2024 instead.

Having no other matters to discuss, the Opening of Bids adjourned at 03:07PM.

Prepared by:


SHAINÉ E. RALUTO
 ROBAC Secretariat Member

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Reviewed by:

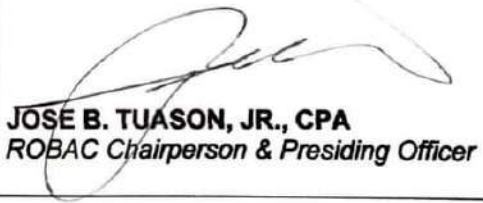


GENELYN B. LASPOBRES
ROBAC Secretariat Head



NEIL LESTER A. GIMENO
Member, ROBAC

Approved by:



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