



MINUTES OF THE MEETING

Title/Description:

Hybrid Opening of Bids Conference for the Procurement of Janitorial Services for the Philippine Statistics Authority Field Offices from April 2025 to 31 December 2025 PB No. 2025-02

Date:	Time Started:	Time Adjourned:	Venue
26 February 2025	1:44PM	3:03PM	PSA RSSO-X Conference Room, CDOC and Google Meet

Meeting President:

Sarah B. Balagbis – Vice Chairperson, Regional Bids and Awards Committee (ROBAC)

Meeting Attended by:

1. Jose B. Tuason, Jr. – Chairperson, ROBAC (via online)
2. Neil Lester A. Gimeno – Member, ROBAC
3. Adams Christopher P. Sios-e – Alt. Member, ROBAC (via online)
4. Elaine Claire D. Alalong – Member, TWG
5. Apple Sweet S. Cempron – Member, TWG
6. Micah Joy C. Adante-Oppus – Member, TWG
7. Aldemar A. Lagarbe – Member, TWG
8. Genelyn B. Laspobres – Head, Secretariat
9. Margie Mae L. Pino – Member, Secretariat
10. Kristine Khaye J. Cartilla – Member, Secretariat
11. Jayvee Cedric A. Agnes – Member, Secretariat
12. Shaine E. Raluto – Member, Secretariat

Prospective Bidders:

1. JB J. De Guzman – LCD VISA Manpower Services
2. Michael French B. Cabanday – LCD VISA Manpower Services
3. Dennis M. Saberon – LCD VISA Manpower Services

Absent from meeting:

1. Cristine T. Gallopin – Member, ROBAC (On Official Business)
2. Jocelyn G. Padayhag – Member, ROBAC (On Official Business)
3. Deana Dell B. Pornia – Alt. Member, ROBAC (On Official Business)
4. Franklin A. Vivares – Alt. Member, ROBAC (On Official Business)
5. Brenda Lynn M. Castro – Alt. Member, ROBAC (On Official Business)
6. Donagay G. Capareda – Alt. Member, ROBAC (On Official Business)
7. Hensyll R. Cabugsa – Alt. Member, ROBAC (On Official Business)
8. Gregorio M. Violeta – Alt. Member, ROBAC (On Official Business)
9. Adelina P. Mabalod – Alt. Member, ROBAC (On Official Business)
10. Jessie C. Luperte – Head, TWG (On Official Business)
11. Jucris S. Emano – Member, TWG (On Official Business)
12. Joy E. Llido – Member, Secretariat
13. COA Observer



ITEMS	TOPIC/DISCUSSION/ACTION
<p>Call to Order Roll Call</p>	<p>The Opening of Bids Conference for the Procurement of Janitorial Services for the Philippine Statistics Authority-X (PSA-X) Field Offices FY 2025 PB No. 2025-02 was conducted in a hybrid format. Face-to-face conference was conducted at PSA RSSO-X Conference Room and was presided by ROBAC Vice Chairperson Ms. Sarah B. Balagbis while others attended via Google Meet. The Conference started with a roll call facilitated by ROBAC Secretariat, Kristine Khaye J. Cartilla. Upon declaration of quorum, the Vice Chairperson called the meeting to order at 01:44PM on 26 February 2025.</p> <p>The Vice Chairperson acknowledged the presence of everyone, especially the prospective bidders.</p>

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<p>Hybrid Opening of Bids Conference for the Procurement of Janitorial Services for the Philippine Statistics Authority-X (PSA-X) Field Offices FY 2025 PB No. 2025-02</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. The BAC members who were present on-site carefully deliberated the submitted requirements. The following documents were presented and checked during the meeting.</p>		
	<p>LCD VISA MANPOWER SERVICES</p>		
	<p>REQUIREMENT</p>	<p>FINDINGS</p>	<p>REMARK</p>
	<p>(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR.</p>	<p><i>Platinum Membership Valid until: 18 March 2025</i></p> <p>FINDINGS: PASSED</p>	
<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>	<p><i>Total Number of Projects: 8 Number of Projects On-Going: 6 Number of Projects Not Yet Started: 2</i></p> <p>FINDINGS: PASSED</p>		
<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>	<p><i>SLCC Amount: Php14,162,054.40 (check if more than 50% of ABC)</i></p> <p>FINDINGS: PASSED</p>		
<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</p>	<p><i>Date Notarized: 19 February 2025</i></p> <p>FINDINGS: FAILED</p>	<p>Presented Bid Securing Declaration Form does not conform to the GPPB-prescribed template.</p>	

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	Original copy of Notarized Bid Securing Declaration.		
	(e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable.	<p><i>(Presented or Not Presented)</i></p> <p>PRESENTED</p> <p>FINDINGS: PASSED</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><i>Date Notarized:</i></p> <p><i>19 February 2025</i></p> <p>FINDINGS: PASSED</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 <i>(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)</i>	<p><i>NFCC Amount:</i></p> <p><i>Php404,457,376.30</i></p> <p><i>Stamped Received Dates:</i></p> <p><i>15 February 2025</i></p> <p>FINDINGS: PASSED</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	N/A	

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	<p>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) [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>N/A</p>	
	<p>(j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.</p>	<p>N/A</p>	
<p>After the deliberation of the submitted requirements for eligibility checking, LCD VISA Manpower Services was declared FAILED by the ROBAC for the technical documents.</p>			

The ROBAC, through Mr. Neil Lester A. Gimeno, informed the bidder for additional reminders and mentioned that a bidder that was absent during the opening of the bids and was found ineligible or was declared failed has three (3) calendar days from receipt of the Notice of Ineligibility/Failure, within which to file a written request for reconsideration before the BAC. If the bidder was present during bid opening and was duly notified (a verbal notification will suffice in this case) of its ineligibility/failure, it also has three (3) calendar days upon such notice within which to file a written request for reconsideration. Seven (7) calendar days after it receives a letter requesting for reconsideration, the BAC should resolve such request.

Having no other matters to discuss, the Opening of Bids adjourned at 3:03PM.

Prepared by:



JAYVEE CEDRIC A. AGNES
ROBAC Secretariat Member

Reviewed by:



GENELYN B. LASPOBRES
ROBAC Secretariat Head

Approved by:

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SARAH B. BALAGBIS
ROBAC Vice Chairperson & Presiding Officer