



**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. 2025-02

Date:	Time Started:	Time Adjourned:	Venue
14 February 2025	09:22AM	10:20AM	PSA RSSO-X Conference Room, CDOC and Google Meet

**Meeting President:**

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

**Meeting Attended by:**

- Jocelyn G. Padayhag - Member, ROBAC
- Neil Lester A. Gimeno - Member, ROBAC
- Franklin A. Vivares - Alt. Member, ROBAC (via online)
- Jocylane Mae C. Dinopol - End-User (via online)
- Apple Sweet S. Cempron - Member, TWG
- Elaine Claire D. Alalong - Member, TWG
- Genelyn B. Laspobres - Head, Secretariat
- Margie Mae L. Pino - Member, Secretariat
- Joy E. Llido - Member, Secretariat
- Shaine E. Raluto - Member, Secretariat
- Kristine Khaye J. Cartilla - Member, Secretariat (via online)

**Prospective Bidder/s:**

- Michael French B. Cabanday - LCD-VISA Manpower Services
- Sheryl T. Adajar - LOF Consumer Goods
- Gladys P. Escol - Unifire Industrial Ent.

**COA Representative:**

- Cecil F. Dela Peña

**Absent from meeting:**

- Sarah B. Balagbis - Vice Chairperson, ROBAC (On Official Business)
- Cristine T. Gallopin - Member, ROBAC (On Official Business)
- Brenda Lynn M. Castro - Alt. Member, ROBAC (On Official Business)
- Donagay G. Capareda - Alt. Member, ROBAC (On Official Business)
- Adelina P. Mabalod - Alt. Member, ROBAC (On Leave)
- Hensyll R. Cabugsa - Alt. Member, ROBAC (On Official Business)
- Deana Dell B. Pornia - Alt. Member, ROBAC (Supervision - POPCEN-CBMS Saturation)
- Adams Christopher P. Sios-e - Alt. Member, ROBAC
- Jessie C. Luperte - Head, TWG
- Jucris S. Emano - Member, TWG
- Aldemar A. Lagarbe - Member, TWG
- Micah Joy C. Adante - Oppus - Member, TWG (On Official Business)
- Jayvee Cedric A. Agnes - Member, Secretariat (On Official Travel)



ITEMS	TOPIC/DISCUSSION/ACTION
<b>Call to Order Roll Call</b>	<p>The Pre-Bid Conference for the Procurement of Janitorial Services for the Philippine Statistics Authority 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 Chairperson Mr. Jose B. Tuason Jr. while others attended via Google Meet. The Conference started with a roll call facilitated by ROBAC Secretariat, Joy E. Llido. Upon declaration of quorum, the Chairperson called the meeting to order at 09:30AM on 14 February 2025.</p> <p>The Chairperson acknowledged the presence of everyone, especially the prospective bidders.</p>

<b>HIGHLIGHTS OF THE MEETING</b>	
<b>Invitation to Bid</b>	Mr. Jose B. Tuason, Jr., the ROBAC Chairperson, presented the contents of the Bidding Documents.
<b>Procurement Timetable</b>	<p>Mr. Tuason presented the procurement timetable to brief the prospect bidder on the dates of each procurement period. The submission of bids was scheduled for 26 February 2025, at 12:00 noon at the ROBAC Secretariat Office. It was emphasized that late submissions would not be accepted. The opening of bids would take place on the same day at 1:30 PM in the PSA- X Conference Room, with virtual participation accommodated using the same Google Meet credentials.</p> <p>To determine the Lowest Calculated Bid (LCB), the financial evaluation of bids would be conducted from 27 to 28 of February 2025, ranking the bids from lowest to highest. The post-qualification process was scheduled for 05 of March 2025, during which the accuracy of submitted documents and compliance with technical specifications would be verified through the presentation of sample products.</p> <p>Once the Lowest Calculated Responsive Bidder (LCRB) was declared, the procurement process would proceed with the issuance of the Notice of Award and Contract Signing. The Notice to Proceed was expected to be issued by 23 March 2025, and the delivery of goods was set for 01 April 2025 to 31 December 2025.</p>
<b>Scope of Bid</b>	<p>The Procurement Project for Janitorial Services at the Philippine Statistics Authority-X (PSA-X) Field Offices, identified as PB No. 2025-02, is divided into six (6) lots, each with a designated Approved Budget for the Contract (ABC) as follows:</p> <p>Lot 1: Janitorial services for the Regional Statistical Services Office, with an ABC of PHP205,238.30.  Lot 2: Janitorial services for the Province of Bukidnon, with an ABC of PHP205,238.30.  Lot 3: Janitorial services for the Province of Camiguin, with an ABC of PHP199,174.25.  Lot 4: Janitorial services for the Province of Lanao del Norte, with an ABC of PHP205,238.30.  Lot 5: Janitorial services for the Province of Misamis Occidental, with an ABC of PHP205,238.30.  Lot 6: Security services for the Province of Misamis Oriental, with an ABC of PHP205,238.30.</p> <p>(Slide #4 of the Attached PowerPoint presentation)</p>
<b>Eligibility Criteria</b>	<p>Mr. Tuason reminded the prospective bidders of the eligibility criteria:</p> <p>The eligibility criteria for this procurement project state that only bids from bidders who are legally, technically, and financially capable will be evaluated.</p>

	<p>Bidders must have completed, within the last three years—starting from 26 February 2022, up to the date of bid submission and receipt—a contract similar to the project. Additionally, bidders must have a Single Largest Completed Contract (SLCC) that is at least one similar contract, with a value adjusted to current prices using the PSA's CPI, amounting to at least 50% of the Approved Budget for the Contract (ABC).</p> <p>The NFCC must be sufficient for the total ABCs of all the lots or items the bidder intends to participate in. Alternatively, if the bidder submits a committed line of credit, it must be at least 10% of the total ABCs for all the lots or items they are bidding for.</p> <p>Subcontracting is strictly not allowed.</p> <p>For any clarifications, inquiries must be submitted in writing and received at the Procuring Entity's (PE) address or via email at least ten (10) calendar days before the deadline for bid submission, which is on 16 February 2025.</p> <p>(Slide #5-6 of the Attached PowerPoint presentation)</p>
<p><b>Technical and Financial Documents</b></p>	<p>Mr. Tuason shared with the respective prospective bidders that the eligibility documents form part of the technical component of the bid. These required documents include:</p> <p>Valid PhilGEPS Registration Certificate (Platinum Membership) – The certificate must include all pages and comply with Section 8.5.2 of the Implementing Rules and Regulations (IRR). It is important to note that if a prospective bidder fails to update its PhilGEPS Certificate of Platinum Registration and Membership with the current Class “A” Eligibility Documents, as required by Section 8.5.2 of the 2016 revised IRR of RA 9184, the validity of the certificate will be automatically suspended. This may result in the bidder's ineligibility to participate in the bidding process.</p> <p>Statement of all ongoing government and private contracts – The prospective bidder must submit a statement of all its ongoing contracts, including awarded contracts not yet started, whether or not they are similar in nature and complexity to the contract being bid. A template has been provided for this statement, and bidders must strictly follow the prescribed format when submitting their technical documents. Additionally, supporting documents, such as the Notice of Award (NOA) or Purchase Order (PO), must be attached to this statement.</p> <p>Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid – The SLCC refers to the largest completed project within the period from 26 February 2022 to 26 February 2025. Supporting documents, such as an End- User Acceptance Certificate, Official Receipt, or Sales Invoice, must be included as attachments.</p> <p>Original copy of Bid Security – If the Bid Security is in the form of a Surety Bond, the bidder must also submit a certification issued by the Insurance Commission. Alternatively, the bidder may submit an original notarized Bid Securing Declaration. Since partial bidding is allowed, prospective bidders are required to submit separate Bid Securities for each lot they intend to bid on.</p> <p>Prospective bidders are reminded to duly accomplish Section VII of the Bid Document by indicating either "comply" or "not comply" for each specification. The Statement of Compliance may be supported by evidence included in the Bidder's Bid and should be cross-referenced accordingly. Additionally, the Statement of Compliance must be signed by the authorized representative on all pages. Failure to provide complete signatures will render the Statement of Compliance with the Technical Specifications invalid.</p>

	<p>Required Documents:</p> <ol style="list-style-type: none"> <li>1. Original duly signed Omnibus Sworn Statement (OSS) – If applicable, bidders must also submit the Original Notarized Secretary’s Certificate in the case of a corporation, partnership, or cooperative. For joint ventures, an Original Special Power of Attorney must be submitted, granting full authority to an officer to sign the OSS and act on behalf of the bidder.</li> <li>2. Net Financial Contracting Capacity (NFCC) Computation - The prospective bidder must submit either: <ul style="list-style-type: none"> <li>● A computation of Net Financial Contracting Capacity (NFCC), or</li> <li>● A committed Line of Credit from a Universal or Commercial Bank, as an alternative to the NFCC computation. A template for the NFCC computation is provided in Section IX of the Bid Document for bidders to adopt in their submission. The entries in the NFCC computation must align with the Audited Financial Statements (FS) and the Statement of All Ongoing Projects.</li> </ul> </li> <li>3. Audited Financial Statements (AFS) – Bidders must submit audited financial statements, which must include details of the supplier’s total and current assets and liabilities. These must be stamped "received" by the Bureau of Internal Revenue (BIR) or an accredited and authorized institution. The audited financial statements should be for the preceding calendar year and must not be earlier than two (2) years from the bid submission date (the earliest audited FS should be for the year 2022).</li> </ol> <p>Additional Reminders:</p> <ul style="list-style-type: none"> <li>❖ All documents that form part of the Technical Bid must be enclosed in a single envelope and clearly marked as "TECHNICAL COMPONENT".</li> </ul> <p>(Slide #7-8 of the PowerPoint Presentation)</p>
<p><b>Further instructions to bidders</b></p>	<p>Mr. Tuason discussed the financial component of the bid, emphasizing that prospective bidders must submit the original duly signed and accomplished financial bid, following the template provided in Section IX of the Bid Document. He also highlighted the requirement for the original duly signed and accomplished price schedule, which must adhere to the template in Section IX. Furthermore, he emphasized that all pages of the financial bid must be duly signed by the proprietor or an authorized representative, accompanied by written authority.</p> <p>Ms. Tuason further explained that financial bid forms must be prepared and sealed separately for each lot. He reminded that all documents that form part of the Financial bid shall be enclosed in one envelope and duly marked as “FINANCIAL COMPONENT”.</p> <p>Mr. Tuason stated that bidders must submit a Bid Securing Declaration, with a template provided in Section IX of the bid document. Alternatively, they may submit any other form of bid security, with the required amounts specified in ITB Clause 14.1 of the Bid Data Sheet. He detailed the bid security amounts in cash, cashier’s/manager’s check, bank draft guarantee, or irrevocable letter of credit, as follows:</p> <ul style="list-style-type: none"> <li>❖ Lot 1: PHP4,104.77</li> <li>❖ Lot 2: PHP4,104.77</li> <li>❖ Lot 3: PHP3,983.49</li> <li>❖ Lot 4: PHP4,104.77</li> <li>❖ Lot 5: PHP4,104.77</li> <li>❖ Lot 6: PHP4,104.77</li> </ul>

He mentioned that the bid security shall be valid until 28 May 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. For bid security in the form of a surety bond (5%), the corresponding amounts are:

- ❖ Lot 1: PHP10,261.92
- ❖ Lot 2: PHP 10,261.92
- ❖ Lot 3: PHP 9,958.71
- ❖ Lot 4: PHP 10,261.92
- ❖ Lot 5: PHP 10,261.92
- ❖ Lot 6: PHP 10,261.92

Regarding sealing and marking of bids, Mr. Tuason explained that each bidder must submit one envelope containing two sub-envelopes with the original copies of the first and second components of the bid. These sub-envelopes must be clearly marked as the Technical Component and Financial Component. The Financial Bid Proposal sub- envelope must contain separately sealed documents in a white envelope, properly labeled with the lot number for which the bidder is participating.

On bid evaluation, Mr. Tuason clarified that partial bidding is allowed, meaning bidders may submit proposals for any of the lots. The evaluation process will be conducted on a per-lot or per-item basis, as applicable. The Procuring ROBAC will immediately conduct a detailed evaluation of all bids that have passed the initial screening, using a non-discretionary pass/fail criterion. In cases where clarifications are needed, the ROBAC will communicate with bidders in writing through the Secretariat, and all responses must also be submitted in writing.

For clarifications and amendments to the bid document, she reminded bidders that clarification requests must be submitted in writing and received at the Procuring Entity's address or via email at least ten (10) calendar days before the deadline for submission and receipt of bids. He also reminded that subcontracting is not allowed.

Regarding bid payment, she explained that payment for bid documents can be made at the Procuring Entity's designated address or via bank transfer to the following account:

- ❖ Account Name: PSA Trust Fund
- ❖ Account Number: 2412102811
- ❖ Bank: Land Bank of the Philippines, Velez Branch

In the case of bank transfers, bidders must notify PSA 10 by sending a copy of the bank transfer form to [rssso10bac@psa.gov.ph](mailto:rssso10bac@psa.gov.ph).

He then outlined the bid document fees based on the Approved Budget for the Contract (ABC):

- ❖ ABC of ₱500,000 and below: ₱500
- ❖ More than ₱500,000 up to ₱1,000,000: ₱1,000
- ❖ More than ₱1,000,000 up to ₱5,000,000: ₱5,000
- ❖ More than ₱5,000,000 up to ₱10,000,000: ₱10,000

For post-qualification, Mr. Tuason reiterated that, within a non-extendable period of five (5) calendar days, the bidder that has submitted the lowest calculated bid must submit its latest income and business tax returns, which must be filed and paid through the BIR Electronic Filing and Payment System (eFPS), along with other required licenses and permits specified in the Bid Data Sheet.

	<p>The following are the additional requirements during post-qualification process:</p> <ul style="list-style-type: none"> <li>• The Service Agency must be duly registered with DOLE under Department Order No. 174, series of 2017.</li> <li>• 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.</li> </ul> <ol style="list-style-type: none"> <li>1. DOLE certificate of no pending case</li> <li>2. SSS Certificate of Good Standing and Certificate of Good Contribution</li> <li>3. PhilHealth certificate of good standing PAG-IBIG clearance</li> </ol> <p>(Slide #9-15 of the PowerPoint presentation)</p>
<p><b>Conditions of the Contract</b></p>	<p>Mr. Tuason stated the signing of the contract, stating that the winning bidder must post the required performance security and enter into a contract with the procuring entity within ten (10) calendar days from receipt of the Notice of Award. However, he emphasized that the winning bidder is encouraged to submit the signed contract as soon as possible rather than waiting for the allotted ten days, considering the tight timetable of the procurement project.</p> <p>Regarding the performance security, Mr. Tuason stated that within ten (10) calendar days from receipt of the Notice of Award, but not later than prior to the signing of the contract by both parties, the successful bidder must furnish the performance security in any of the forms prescribed under Section 39 of the 2016 Revised IRR of RA 9184.</p> <p>He also discussed the delivery of services, explaining that all deliveries must be made to the project sites of PSA Regional and Provincial Offices, within a timeframe not exceeding one day from the exact time specified in the Notice to Proceed issued to the winning bidder.</p> <p>For the delivery locations, it is shown on Slides 19-20.</p> <p>For the Terms of Payment, Mr. Tuason mentioned 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 SCC.</p> <ol style="list-style-type: none"> <li>1. The PSA shall pay the Service Agency not later than the 30<sup>th</sup> or last calendar day of the following month based on the Statement of Account which should be submitted to the PSA not later than 21<sup>st</sup> of each month for the duration of the contract.</li> <li>2. No escalation of rates is allowed for the duration of the contract, except when required by law. Should there be any law passed increasing the minimum wage or requiring additional compensation in any form, such adjustments shall be allowed and rates shall be automatically adjusted.</li> <li>3. Payments to be made by PSA shall be contained in the Statement of Account accompanied by the following documents:             <ol style="list-style-type: none"> <li>a. Daily time record of the personnel (evidence of actual rendition of services);</li> <li>b. Proof of the remittances made; and</li> <li>c. Copy of the payroll duly signed by the employees' evidencing payment of salaries made.</li> </ol> </li> </ol> <p>Payment shall be suspended in case of incomplete attachment. He added that PSA-X will conduct daily inspection and quarterly evaluation of services rendered.</p>

	(Slide #15-23 in the PowerPoint presentation)	
<b>Schedule of Requirements</b>	Mr. Tuason 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 #24-27 in the PowerPoint Presentation.	
<b>Technical Specifications</b>	Mr. Tuason 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 #28-33.	
<b>Clarifications raised and Agreements</b>	Mr. Tuason together with the ROBAC members discussed the following as per clarifications raised by the prospective bidder:	
	<b>CLARIFICATIONS</b>	<b>RESPONSE</b>
	Mr. Michael Cabanday from LCD-VISA Manpower raised a question asking how much the administrative fee is.	Mr. Tuason answered that the administrative fee is at least 20%.
	Mr. Cabanday raised for clarification on whether bidders need to pay bid documents again since the procurement is being reposted.	Mr. Tuason answered that since it is a new bidding process, bidders have to pay the corresponding bid document fee.

When everyone agreed and no questions and further clarifications were raised, the pre-bid conference then adjourned at 10:20AM.


**Prepared by:**

  
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