

MINUTES OF THE PRE-BID CONFERENCE

Re-bidding of Janitorial Services
1 February to 31 December 2020
PhilGEPS Reference No. 6772817

DATE : 3 January 2020
TIME : 2:00 p.m.
VENUE : FSI Conference Room
5/F DFA Building, Roxas Blvd., Pasay City

Attendees:

Bids and Awards Committee:

1. Carmelita S. Marasigan - Chairperson
2. Rhodora M. Joaquin - Vice-Chairperson
3. Sonia D. Diaz - Member

BAC Secretariat:

1. Hope B. Tornilla - Head
2. Zenaida C. Bautista - Member

Prospective Bidder's Representative

1. Peter G. Jayco - Cancu Enterprises & General Services, Inc.
2. Elvin F. Rubiso - D'Triumph Cleaners and Allied Services, Inc.

Minutes of the Proceedings

- Ms. Carmelita S. Marasigan, Chairperson of the Bids and Awards Committee presided and call the Pre-Bid Conference in order at 2:20 p.m.
- Invited observers from COA, NGO, and CSO were not able to send their respective representatives.
- Two (2) prospective bidders, Cancu Enterprises and General Services, Inc. and D'Triumph Cleaners and Allied Services, Inc., were able to attend the Pre-Bid Conference.
- The following items were discussed during the meeting:

Query	Clarifications
Invitation to Bid	Reiteration of the provision in paragraph 9 of the Invitation to Bid which states that <i>"In the event that the FSI proceeds with its relocation due to the retrofitting of the DFA Building, the FSI has the right to reduce the number of janitorial personnel and the corresponding supplies and equipment without any changes in the rate (per janitorial personnel) submitted by the winning bidder."</i>

Instructions to Bidders	
12.1(ii.6) Statement of Ongoing Contracts	Prospective bidders shall submit only a matrix for its Certification of Ongoing Projects. Copy of the contracts will be required during the post qualification.
Bid Data Sheet	
General Conditions of the Contract	
Special Conditions of the Contract	
Schedule of Requirements	
Technical Specifications	
Janitorial Supplies and Materials	The BAC Chairperson reiterated the list of Supplies and Equipment needed for the procurement project.
Administrative Fee	Administrative Fee equivalent to 10% is required.
Increase in the Philhealth contribution	Portions of the bidding documents specifically the Technical Requirements with regard to the new contribution schedule of Philhealth premium, as well as the composition of the janitorial personnel will be amended.
Composition of Janitorial Personnel	
Bidding Forms	
Others	The possibility of absorbing the existing janitors if requested by the Foreign Service Institute. Assurance from the prospective bidders that relievers will be provided in case of absences of any janitorial person

There having no other matters to discuss, the meeting was adjourned at 3:04 p.m.

Prepared by:


ZENAIDA C. BAUTISTA
Member, BAC Secretariat

Noted by:


HOPE B. TORNILLA
Head, BAC Secretariat

Approved by:


CARMELITA S. MARASIGAN
BAC Chairperson