

MINUTES OF THE PRE-BID CONFERENCE

Procurement of Janitorial Services for Philippine Sports Commission Venues – Rebid

3 May 2023, 10:00 AM

Conference Room

PHILIPPINE SPORTS COMMISSION

RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

A. Prospective Bidders

	Name of Representative	Company Name, Address, and Contact Details
1	Hazel Anne Batobato	Front Runners Property Maintenance & General Services - 4B West Road, Barangay Bagong Lipunan ng Crame, Quezon City - frp.maintenance@yahoo.com - 9357932702 / 8724-7272
2	Carmen Amurao	DearJohn Services, Inc. - Unit G DearJohn 2 Building, 27 Presidents Avenue, BF Homes, Parañaque City - info@dearjohnsi.com - 8478-1750 / 09055122414
3	Rollylyn Avila	CMPT Manpower Services - 599 McArthur Highway, Caloocan City - cmptlhyn@yahoo.com.ph - 8365-4618 / 9279289122
4	Jaime Dimaano	Alert General Services Corp. - 403 Japer Place Building, 19 Eisenhower Street, Greenhills, San Juan City - jmdmktg08@gmail.com - 8705-7076

B. BAC Members

	Names	Position
1	Atty. Guillermo B. Iroy, Jr.	Chairman
2	Anna Christine S. Abellana	Vice-Chairperson
3	Abigail Marie V. Rivera	Member
4	Charlie C. Esquivel	Member
5	Julia G. Llanto	Provisional Member

C. BAC Secretariat

	Names	Position
1	Atty. Michelle C. Labajanan	Head
2	Jeanette B. Dinglasan	Member
3	Ariel C. Flores	Member
4	Ma. Luisa Carmela D. Berguia	Member

D. BAC TWG

	Names	Position
1	Engr. Lady Jean N. Bujawe	Member
2	Atty. Diomarie DC. Pedrozo	Member
3	Roselle Z. Destura	Member

E. Observers

	Name	Position
1	George Roman Lozano	Resident Auditor, Commission on Audit

F. Other Officers

	Name	Position
1	Ethel M. Goh	Procurement Head

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project **Procurement of Janitorial Services for Philippine Sports Commission Venues – Rebid**, with an Approved Budget for the Contract of **Forty-Seven Million Six Hundred Twenty-Three Thousand Six Hundred Fifty-Six Pesos & 50/100 (Php47,623,656.50)**.

The BAC Chairman acknowledged the presence of the Members of the BAC, Secretariat, TWG, the head of the Procurement Office, and the representative from the Commission on Audit. No representatives from the Philippine Chamber of Commerce and Industry and Philippine Institute of Supply and Management were present despite prior notice.

The BAC Chairman likewise acknowledged the presence of the prospective bidders (*the company name, its address and representative as listed above were mentioned*).

BUSINESS MATTERS TAKEN AND DISCUSSED

A. Clarification and discussion of the project:

The BAC Chairman started with discussing the requirements under the rules and regulations of R.A. No. 9184. All instruction to bidders must strictly be adhered to otherwise would be considered ineligible.

Prior to the discussion of the requirements for competitive bidding, prospective bidders are reminded that the Bids and Awards Committee will evaluate the submitted bids using the pass/fail criteria pursuant to the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184. In addition, prospective bidders are reminded to ensure that submitted bids are in order and in compliance with the requirements as stated in the Bid Documents.

The Bid Documents is downloadable in the PhilGEPS and the PSC website and those who paid the Bid Documents are provided with a printed copy. Bidders must read through and follow the Instructions to Bidders and the Bid Data Sheet (BDS) as provided in the Bid Documents to ensure that all submissions during the Opening of Bids are in order and in accordance with the Bid Documents. The requirements are included in the checklist and discussed.

B. The Technical Component Envelope, Financial Component Envelope of the bid, and Instructions to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated in the checklist, were then deliberated, and discussed:

The Checklist of Technical and Financial Documents must state the name of the bidder, office address, telephone no, fax no., email address, authorized managing officer, citizenship, position and/or designation, type of organization whether sole proprietorship, partnership or corporation.

B.1. Technical Component Envelope

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (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. For government contracts, the bidder must attach copies of the Notice of Award, Contract and Notice to Proceed. For private contracts, the bidder must attach copies of the Contract; and
- (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. For government contracts, the bidder must attach a copy of the Notice of Award, Contract and Notice to Proceed. For private contracts, the bidder must attach a copy of the Contract; and

Single Largest Contract is fifty percent (50%) of the Approved Budget for the Contract or Php23,811,828.25. The similar contract as stated in ITB Clause 5.3 Procurement of Janitorial Services and must have been completed within three (3) years prior to the deadline for the submission and receipt of bids.

- (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; and

The Bid Security may be in the following forms:

- g.1. Cash, Check, Cashier's Check, Manager's Check – 2% of the ABC or Php952,473.13;
 - g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php952,473.13;
 - g.3. Surety Bond – 5% of the ABC or Php2,381,182.82, must be valid 120 days from the date of the Opening of Bids, stating therein the company, its telephone number, Official Receipt Number, validity period, callable upon demand and accompanied by an Insurance Commission Certificate stating that the surety and/or insurance company is authorized to issue such security.
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
 - (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.

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Net Financial Contracting Capacity (NFCC) must be at least equal to the ABC. The Committed Line of Credit must be at least equal to ten percent (10%) of the ABC or Php4,762,365.65.

Class "B" Documents

- (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.

Other documentary requirements under RA No. 9184 (as applicable)

- (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.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

B.2. Additional Requirements to be included in the Technical Component Envelope

- (k) Certificate of Site Inspection for RMSC, Philsports, Baguio and other venues issued by the Chief of Sports Facilities Division.
- (l) Certificate of Registration issued by the Department of Labor and Employment (DOLE).
- (m) Sworn statement stating that the Company has not been finally adjudged by any court of competent jurisdiction or Government Agency (i.e. NLRC) to have violated any labor law or social legislation law.
- (n) SSS, PHILHEALTH, and PAG-IBIG certification of no delinquency of monthly premium payments for both the employer and employees of the janitorial agency concerned from January to March 2023. The certification must be secured where the principal place of business of the prospective bidder is located, and must be dated after the scheduled Pre-Bid Conference.
- (o) Sworn Statement that the cleaning materials/solutions supplies that the bidder is going to use for janitorial services in the PSC have been approved by the Food and Drug Administration (FDA) and is included in the list/notified products of FDA.
- (p) Certificate of Commendation of Satisfactory Performance issued by clients and/or End-User's Certificate or Performance Evaluation issued by PSC for bidders who have contract/s with PSC to be issued by the Chief of Sports Facilities Division. The Certificate must be dated after the scheduled PreBid Conference.
- (q) Company Profile and Company Operations Manual
- (r) Organizational Chart.
- (s) Duly signed and notarized statement of availability of key personnel for RMSC, Philsports, Other Venues & Baguio that may be used for the Contract, supported with a list, to include names of the janitors.
- (t) Duly signed and notarized statement of availability of equipment, owned, under lease; or a purchase agreement that may be used for the contract supported by a list of said equipment together with proof of ownership or contract of lease and list of other equipment that will be used in the contract.

B.3. Financial Component Envelope

- (a) Original of duly signed and accomplished Financial Bid Form; and
- (b) Original of duly signed and accomplished Price Schedule(s)/Cost Distribution Schedule.

The BAC Secretary reminded the prospective bidders that the template for Cost Distribution to be included in the Financial Component Envelope is provided in the Bidding Documents of the subject project and will be provided to the bidders upon the purchase of the Bidding Documents.

B.4. Additional Requirements to be submitted during Post-Qualification

- (a) Registration certificate from Securities and Exchange Commission (SEC) [Certificate of Incorporation, Articles of Incorporation and ByLaws], Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent Document.
- (b) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
- (c) Tax clearance per E.O. No. 398,s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- (d) 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.

The BAC Secretary reminded the prospective bidders that the minimum number of years of experience of the bidder must be at least five (5) years as indicated in ITB Clause 21.2 of the Bidding Documents.

The Technical Specifications and Schedule of Requirements were discussed.

Technical Specifications—

Item	Specification
1	Logistics – Annex A
2	Scope of Work – Annex B
3	Manpower – Annex C
4	Tools and Equipment Requirement – Annex D
5	Schedule of Supplies – Annex E
6	Daily, Weekly, Monthly Operations – Annex F
7	PSC Performance Criteria – Annex G

The bidders should state either "Comply" or "Not Comply" against each of the individual parameters of each Specification including its Annexes to manifest their compliance with the requirements. For example, each item of Annex A of the TOR – Logistics – must have a statement of either "Comply" or "Not Comply." The Statement of Compliance in Section VII. Technical Specifications is not sufficient, each item in the Annexes must also state either "Comply" or "Not Comply." Otherwise, the bid proposal will be considered as non-complying.

Schedule of Requirements—

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
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1	Procurement of Janitorial Services	149 Janitors	149 Janitors	The Contract shall be for a period of 2 years from receipt of the Notice to Proceed
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C. Instruction to Bidders

1. Bid should be properly marked, signed and sealed.
2. Bid should be in chronological order and signed by the authorized representative.
3. Request for clarifications on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC at least 10 calendar days before the deadline for submission and receipt of bids (Sec. 25.5.1, IRR, RA No. 9184; ITB Clause 9).
4. Supplemental Bid Bulletin will be issued to reflect the changes, if warranted.
5. All pages of the bid should be signed by the authorized representative.
6. All original copies of documents should be presented during the Opening of Bids.
7. Bidders shall put "Comply" or "Not Comply" in each of the technical specification to manifest that the same has been complied with.
8. A photocopy of the signatory's government issued ID must be attached to each notarized document.
9. Opening of Bids is on 16 May 2023, 10:00 AM at RMSC.
10. Bidders are required to use the envelope label to be provided by the BAC upon purchase and issuance of the bidding documents.
11. Envelopes must be brown in color. Bidders are free to improvise but must strictly comply with the color. All envelopes SHALL:
 - a. Contain the name of the contract to be bid in capital letters;
 - b. Bear the name of and address of the bidder in capital letters;
 - c. Be addressed to the Procuring Entity's BAC in accordance with ITB;
 - d. Bear the specific identification of this bidding process indicated in the ITB; and
 - e. Bear a warning "DO NOT OPEN ON OR BEFORE..." the date and time of the Opening of Bids, in accordance with ITB.

The BAC Secretary reminded the prospective bidders that the site inspection schedule shall be coordinated with the BAC Secretariat and the Sports Facilities Division.

The actual sample of the envelopes was presented to the prospective bidders.

The BAC Secretary reminded the prospective bidders to use the exact envelopes provided by the BAC Secretariat upon the purchase of Bidding Documents.

The BAC Secretary reminded the prospective bidders that they shall submit two copies, one original and one duplicate copy of the first and second components of its bid. Original Technical and Financial Component Envelopes shall be enclosed in Original Bid, while the Copy 1 of Technical and Financial Component Envelopes shall be enclosed in Copy 1. Both Original Bid and Copy 1 shall be placed in one mother envelope which is the Bid Proposal, as indicated in ITB Clause 21.2.

The BAC Secretary reminded the prospective bidders to strictly comply with the color requirement which is brown. Bidders are allowed to improvise but must strictly comply with the said color requirement.

The BAC Secretary reminded the prospective bidders to strictly comply with the marking, signing, and sealing of bids as provided and presented during the Pre-Bid Conference. Bidders must mark their envelopes by indicating the label "Do not open on or before May 16, 2023, 10:00 AM...", seal by transparent or brown tape, and sign at the flap of the envelopes.

The BAC Secretary reminded the prospective bidders that the purchase of bidding documents will only be done in person at the Bids and Awards Committee Secretariat located at the Ground Floor of the PSC Administration Building, Rizal Memorial Sports Complex. Bidders should inform the guard at the gate that they will purchase Bidding Documents and the latter will coordinate to the BAC Secretariat. The bidders will pay for the Bidding Documents Fee at the Cashier's Office. The Bidding Documents will be issued to the bidder at the BAC

Secretariat. The BAC Secretariat will guide bidders on the proper marking and sealing of bid proposal upon the purchase of the Bidding Documents.

The BAC Secretary reminded the prospective bidders that the bid submission shall be done in person on or before 16 May 2023, 10:00 AM at the BAC Bidding Room, RMSC. Only one (1) representative is allowed, must be fully vaccinated, and shall present their vaccination cards upon entry at the RMSC.

The BAC Secretary reminded the prospective bidders to submit their bids early on the Opening of Bids because bid proposals must be received by the BAC Secretariat on or before 10:00 AM. Bidders should allow the BAC Secretariat to check their Vaccination Cards. Hence, bidders should come earlier to avoid issues on the timing of their bid submission.

The BAC Chairman reminded all the attendees that the no-contact rule whether to the members of the BAC and TWG, will be fully implemented after the Pre-Bid Conference, hence, all queries from the prospective bidders shall be in writing.

The BAC Chairman reiterated that for the site inspection schedule, the prospective bidders are required to coordinate with the BAC Secretariat and the Sports Facilities Division.

The BAC Chairman made a clarification on the requirement of certification from SSS, PHILHEALTH, and PAG-IBIG of no delinquency of monthly premium payments. The BAC Chairman clarified that although the requirement covers only the period from January 2023 to March 2023, bidders must have no arrears from the SSS, PHILHEALTH, and PAG-IBIG in the previous years. A Supplemental Bid Bulletin will be issued for the said clarification.

The following queries were asked during the Pre-Bid Conference:

1. Ms. Avila of CMPT Manpower Services inquired if the Approved Budget for the Contract is for a contract period of one (1) year or two (2) years. The BAC Vice-Chairperson responded that the Approved Budget for the Contract is for a period of one (1) year. Ms. Rivera stated that it should be clarified that the Approved Budget for the Contract is for a period of one (1) year and that the contract is good for two (2) years. A Supplemental Bid Bulletin will be issued to address the same.
2. Ms. Amurao of DearJohn Services, Inc. inquired if the Administrative Fee will be based on the DOLE Department Order No. 150-16 or on the GPPB rules on Administrative Fee. The BAC Chairman responded that the Administrative Fee will be based on the GPPB rules on Administrative Fee. A Supplemental Bid Bulletin will be issued to address the same.
3. Ms. Amurao of DearJohn Services, Inc. inquired whether they could use the format of no delinquency of monthly premium payments from the SSS, PhilHEALTH, and PAG-IBIG as is or they must alter the same. The BAC Chairman responded that the formats from the SSS, PhilHEALTH and PAG-IBIG must be used as is.
4. In relation to the clarification made by the BAC Chairman, Ms. Amurao of DearJohn Services, Inc. inquired whether they are allowed to submit the previous clearances from the SSS, PHILHEALTH, and PAG-IBIG to prove that they had no arrears in the previous years. The BAC Chairman responded that the certifications from the SSS, PHILHEALTH, and PAG-IBIG as proof that the bidders had no arrears in the previous years must be secured after the 3 May 2023 Pre-Bid Conference.
5. Mr. Dimaano of Alert General Services Corp. raised his concern as to the issuance of PAG-IBIG certification of no delinquency of monthly premium payments. Per Mr. Dimaano, PAG-IBIG issues certificate of no delinquency of monthly premium payments that is valid for 1 year and unless the validity is consumed, PAG-IBIG does not issue another certification. The BAC Chairman responded that it should be indicated upon the request that the certification is for bidding purposes.

The BAC Vice-Chairperson stated that the rates of non-NCR venues should also be clarified in the Bidding Documents.

6. Mr. Dimaano of Alert General Services Corp. inquired on the prevailing rates of non-NCR venues. The BAC Chairman responded that a Supplemental Bid Bulletin to address the concern.

The Pre-Bid Conference was adjourned at 11:00 AM.

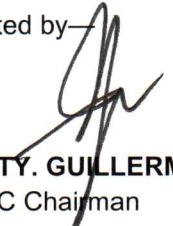
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