

BIDS AND AWARDS COMMITTEE-TESDA Central Office

PRE-BID CONFERENCE PROVISION OF JANITORIAL SERVICES REQUIREMENTS FOR THE TESDA CENTRAL OFFICE FOR FY 2020

22 November 2019, Friday, 9:00 A.M.
AS Conference Room, 2nd Flr, TESDA Admin Bldg.
East Service Road South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City

ATTENDANCE: Attendance Sheet attached (Annex A)

Present:

Bids and Awards Committee:

DDG Mariano Michael M. Velarde, Jr.	Chairperson (ODDG-CLGUS)
Atty. Marichelle D. De Guzman	Member (ODG – TBS)
Mr. Renato L. Geron	Member (TESDA-ACE)
Ms. Armela B. Gutierrez	Provisional Member – Technical Expert (AS)

Technical Working Group:

Mr. Rommel A. De Loria	Chairperson
Ms. Alexandra Nuñez	Member
Mr. Garriel M. Saugon	Member

BAC Secretariat:

Ms. Maria Gracia P. Dela Rama	Head
Ms. Arcadia Creselda P. Balinas	Member
Ms. Jela Mae A. Arcano	Member

Observer/s:

None

Prospective Bidders:

Mr. Jose M. Mabalot	Manila Allied Management Services Cooperative
Ms. Marion M. Maala	D' Triumph Cleaners and Allied Services Inc.
Ms. Florife D. Adanza	D' Triumph Cleaners and Allied Services Inc.

Others:

Ms. Melisande C. Centeno	Procurement Division Staff
Ms. Rosa M. Ponce	Procurement Division Staff
Mr. Jose Ponciano E. Malonzo	ODDG-CLGUS

Absent:

Bids and Awards Committee:

Dir. Ma. Magdalena P. Butad	Member (FMS)
Dir. Adzhar A. Albani	Provisional Member – End-User (AS)

BAC Secretariat:

Atty. Jan Michael P. Jaro	Member
Mr. Joseph Allen L. Simon	Member
Mr. Alric G. Subido	Member

MINUTES OF THE MEETING

A. CALL TO ORDER

The Pre-bid Conference started at 9:25 AM with DDG Mariano Michael M. Velarde, Jr., BAC Chairperson, presiding.

Upon a query from DDG Velarde, Ms. Ma. Gracia Dela Rama, Head, BAC Secretariat, confirmed the presence of a quorum with four (4) out of six (6) members of the BAC in attendance.

DDG Velarde opened the Pre-bid Conference on the Provision of Janitorial Services for TESDA Central Office for FY 2020.

The BAC Secretariat acknowledged the presence of the BAC, the Technical Working Group in attendance for this meeting. The prospective bidder's representatives were also acknowledged from the D' Triumph Cleaners and Allied Services Inc. and Manila Allied Management Services Cooperative.

B. PRESENTATION / DISCUSSION

ISSUES/ CONCERNS	DISCUSSION/ AGREEMENTS
1. Letter to Observers	<p>Ms. Arcadia Creselda Balinas presented the proof of receipt of the invitation letters being sent by five (5) Observers namely:</p> <ol style="list-style-type: none"> 1. Philippine Jesuit Prison Service (November 15, 2019) 2. Philippine Institute for Supply Management (November 15, 2019) 3. Philippine Chamber of Commerce and Industry (November 15, 2019) 4. Real Life Foundation Inc. (November 15, 2019) 5. Commission on Audit (November 15, 2019) <p>The BAC noted the absence of the observers in the pre-bid conference</p>
2. Publication of the Invitation to Bid	<p>Ms. Balinas informed that the Invitation to Bid (ITB) was posted at the PhilGEPS website and TESDA official website on November 14, 2019. Said ITB was also posted on the bulletin board near the TESDA Gate 1, which is the place reserved for the posting of notices and information relative to the procurement activities.</p> <p>Likewise, Ms. Balinas mentioned that there were three (3) interested bidders who viewed the agency postings in PhilGEPS for this procurement:</p> <ol style="list-style-type: none"> 1. Philcare Manpower Services 2. D'Triumph Cleaners and Allied Services, Inc. 3. Manila Allied Management Services Cooperative
4. Presentation of Requirements of the Bidding Documents including the	<p>Ms. Dela Rama explained that the purpose of the pre-bid conference is to clarify and address the bidders' questions on the different aspects of the procurement at hand and for the bidders to fully understand the requirements (Technical and Financial). She highlighted that any statement issued shall not modify the terms indicated in the Bidding</p>

<p>Technical Specifications</p>	<p>Documents unless it is in writing and issued through Supplemental Bid Bulletin.</p> <p>Likewise, she emphasized that this procurement proceeding is an early procurement activity of TESDA Central Office with reference to GPPB Circular No. 06-2019 dated July 17, 2019.</p> <p>Ms. Dela Rama explained that although the GAA is usually approved within last week of December which will be effective by January 2 of the succeeding year, there were some cases of late approval. Hence, the need to extend the validity of the bid securities beyond one hundred twenty (120) calendar days prior to their expiration, if the funding source for the procurement project has yet to be approved and made effective.</p> <p>She likewise emphasized that with the pending approval and effectivity of the GAA, the fifteen-day (15-day) period for the HoPE to approve the Resolution of the BAC and the three (3) months period to issue the Notice of Award (NOA) shall be tolled or suspended as provided in Section 37 of the 2016 Revised IRR of RA 9184.</p> <p>Ms. Balinas presented the Schedule of Requirements and Technical Specifications for the Janitorial Services with a manpower requirements of eighty (80) personnel for a contract duration of twelve (12) months (January 1, 2020 to December 31, 2020) with an Approved Budget for the Contract (ABC) amounting to Twenty-One Million Nine Hundred Ninety-Two Thousand Eight Hundred Thirty-Two Pesos (Php 21,992,832.00).</p>
<p>5. Deadlines</p>	<p>Ms. Dela Rama explained that this item on deadlines was intended mainly for the information of the bidders.</p>
<p>a. Submission of Request for Clarification</p>	<p>Any request for clarification on the part of the bidders after this pre-bid conference should be done in writing and submitted to the BAC at least ten (10) calendar days before bid opening. The Bid Opening for this particular procurement is scheduled on December 4, 2019 at 9:00 am.</p>
<p>b. Issuance of Bid Bulletin</p>	<p>Ms. Dela Rama reported that the issuance of bid bulletins, if any, should be at least seven (7) calendar days before bid opening which will fall on November 27, 2019.</p>
<p>6. Question and Answer</p>	<p>DDG Velarde asked the bidders for any questions or clarifications they wished to raise to the members of the BAC.</p> <p>Ms. Marion Maala of D'Triumph Cleaners and Allied Services, Inc. raised a question to clarify the requirements specified under item 5, Section VII Technical Specifications <i>that all eighty (80) personnel must be certified on Housekeeping NC II</i>. As incumbent service provider, she inquired if the certified true copies of the Housekeeping NC II certification of their personnel which were submitted during last year's bidding activity is still valid.</p> <p>Ms. Armela Gutierrez said that the NC validity date is clearly indicated in the certification, thus, if it is still within the validity period, then it is still valid. She further said that the TWG still checks the validity of the said NC Certification with the district / provincial offices of TESDA where the certificate was issued.</p>

Mr. Jose Mabalot of Manila Allied Management Services Cooperative asked if just in case they were declared as the winning bidder, but some of their personnel do not possess yet the NCII Certificates.

Ms. Gutierrez explained that one of the agency requirements as stated under Section VII. Technical Specifications of the Bidding Documents, is that all eighty (80) personnel must be certified on Housekeeping NC II. Hence, whoever will be declared as the winning provider should have a number of personnel with Housekeeping NCII certification at the start of the contract.

Moreover, Mr. Mabalot asked if it would be possible for them to apply their personnel for Housekeeping NC II immediately upon winning the bid.

Ms. Gutierrez reiterated the requirement that once the service provider starts its services, the janitors must already be an NCII holder.

Mr. Mabalot asked in this instance, if it would be possible for them to absorb those existing Housekeeping NCII certified personnel from the existing provider.

Ms. Gutierrez said that it is possible depending on the personnel if they would agree. She further clarified that the arrangement will only be between the winning provider and the housekeeping personnel.

Likewise, to expound on Mr. Mabalot's query, Ms. Gutierrez said that as part of the agency requirement, the prospective bidders should submit already the list of personnel with NCII certificates during bid opening.

On the other hand, Ms. Maala inquired about the financial aspect of the bid. She asked on how the agency will conduct its bid evaluation between D'Triumph Cleaners and Allied Services, Inc. which is a *VAT-registered* entity and Manila Allied Management Services Cooperative which is a *Non-VAT registered* in terms of Procurement of Goods as there will have a big difference for the imposition of Value Added Tax (VAT). She shared her understanding that per ruling for the cooperative, in this case, it must also add the 12% VAT for purposes of the uniformity of bid.

Atty. Marichelle De Guzman declared at this point that the BAC will issue a bid bulletin to address Ms. Maala's clarification on the cost breakdown as attached in the bidding documents at the same time for the information of other potential bidders.

Mr. Mabalot said in view of fairness and for purposes of this bidding, their company normally includes the 12% VAT in the computation of their bid.

Ms. Maala also asked to confirm if the Administrative profit is still 10%.

Ms. Gutierrez replied yes.

DDG Velarde asked the BAC Secretariat if there are still any pending matters for this pre-bid conference that needs to be taken up or any other reminders that they would want to share for the information of the body.


Ms. Balinas announced that a complete set of Bid Documents can be obtained for a non-refundable fee of Php 25,000.00 until December 4,

	2019. It can be purchased at the Procurement Division located at the 3 rd Floor. TESDA Administration Building.
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C. ADJOURNMENT

There being no other matters to be discussed, the meeting adjourned at 10:00 a.m.

Prepared by:


ROSA M. PONCE
Minutes Officer

Reviewed by:


MARIA GRACIA P. DELA RAMA
Head, BAC Secretariat

Approved by:


DDG MARIANO MICHAEL M. VELARDE, JR.
BAC Chairperson