

**MINUTES OF THE MEETING**  
**HELD BY THE BIDS AND AWARDS COMMITTEE (BAC) 1**  
**ON SEPTEMBER 10, 2020, THURSDAY, 2:45 P.M.**  
**AT CORPORATE LOUNGE, SIXTH (6<sup>TH</sup>) FLOOR, PAGCOR EXECUTIVE OFFICE,**  
**NEW COAST HOTEL**

AGENDA : **PRE-BID CONFERENCE**  
RENTAL OF SERVICES OF LIVE INDOOR PLANTS FOR  
PAGCOR 3 CORPORATE SITES FOR A PERIOD OF THREE (3)  
YEARS UNDER ITB NO. PB20-08-044COR

PRESENT : Roderick R. Consolacion Chairperson, LG  
Jerry Ador G. Tarrobal Member, SSD-SG  
Carlos C. Canlas Member, TD-FG  
Ian Lester D. Baldos Alternate Provisional Member, FMED-  
ESG

Jimcel O. Besa PO1, PD-ESG

Also Present : Mark Allen Buenaventura Rep., Green World Business,  
Maintenance & Agri-Business, Inc.  
Wilhelmina Galvez Rep., Joshua & Joshua, Inc.

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**1.0 CERTIFICATION OF QUORUM**

The Procurement Department (PD), acting as the BAC Secretariat, certified that there is a quorum.

**2.0 CALL TO ORDER**

The Bids and Awards Committee (BAC) 1 Chairperson, Atty. Roderick R. Consolacion, called the meeting to order at 2:45 p.m.

**3.0 PURPOSE**

3.1 To explain the following:

- a) Salient procedures of the bidding process;
- b) Important provisions of the Bidding Documents;
- c) Schedule of Requirements; and
- d) Technical Specifications.

3.2 To reply to queries of the bidders relative to the bidding documents.

## 4.0 INTRODUCTION

The Chairperson acknowledged the presence of the representatives of the two (2) prospective bidders, namely:

1. Green World Business, Maintenance & Agri-Business, Inc.; and
2. Joshua & Joshua, Inc.

## 5.0 DISCUSSION

5.1 The BAC 1, with the assistance of the representatives of the Facilities Management and Engineering Department (FMED), and the PD, discussed the salient provisions of the Bidding Documents, the documentary requirements to be submitted by the prospective bidders for the eligibility, technical and financial components and the conduct of the bidding process. Attached hereto as Annex "A" were copies of the slide presentation.

5.2 In addition to the slide presentation, the following were also mentioned:

1. The pre-screening of documents on September 17, 2020 is open only to those prospective bidders who have bought the bid documents. Interested bidders may look for Ms. Loraine D. Delos Reyes;
2. During the pre-screening of bids, the PD will check the documents prepared by the bidders and will give guidance in the preparation of the other contents of the First and Second Bid Envelopes;
3. Queries and clarifications after the pre-bid conference should be in writing and should be submitted to the BAC 1 not later than 10 calendar days from the date of Submission and Opening of Bids. The reply of the BAC 1 will be through a Bid Bulletin;
4. Bid Bulletins shall be posted at the PhilGEPS and PAGCOR websites and shall be sent through fax or email to the prospective bidders who have bought the bid documents;
5. In the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, only the Bid Form and Schedule of Prices are required to contain the signature/initials of the authorized representative of the bidder on each and every page;
6. For easier preparation of the bids, templates for the Statement of On-going and Single Largest Completed Contract and NFCC computation were also provided in the bidding documents in

addition to the templates for the Omnibus Sworn Statement and Bid Securing Declaration;

7. The Notice as the Single/Lowest Calculated Responsive Bid (S/LCRB) shall be issued to the winning bidder once the BAC has recommended the award of the contract. The winning bidder will be required to prepare the Performance Security for submission after receipt of the Notice of Award, in order to expedite the signing of the contract.
8. The Schedule of Prices was also presented to the bidders.

## 6.0 OPEN FORUM

6.1. During the open forum, the following queries were raised and the reply of the BAC 1 and the end-user, FMED, were as follows:

- a. Whether the bidder should deploy personnel for the maintenance of the plants.
  - Not necessarily but the bidders were referred to the provision regarding maintenance of the plants (letter (c) and (d) under Section VII (Technical Specifications) of the Bidding Documents).
- b. The bidder inquired if they are allowed to submit their ongoing contract with PAGCOR as the Single Largest Completed Contract
  - If the contract with PAGCOR is still on-going, then it is not acceptable. The bidder was referred to the ITB Clause 5.4 under Section III (Bid Data Sheet) of the Bidding Documents, which states the following:

*“The bidder must have completed, within three (3) years from the deadline for the Submission and Receipt of Bids, a single contract that is similar to this Project, xxx...xxx...xxx”*

## 7.0 ADJOURNMENT

There being no further matters to discuss, Atty. Consolacion adjourned the meeting at 3:10 p.m.

Prepared By:

Noted by:

**(sgd)**  
**LORAIN D. DELOS REYES**  
Procurement Officer 1, PD

**(sgd)**  
**MARINEL M. PUNZALAN**  
Sr. Procurement Officer, PD

ATTESTED BY:

**(sgd)**

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**RODERICK R. CONSOLACION**  
Chairperson, LG

**NOT PRESENT**

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**WILZA S. MAGPUSAO**  
Vice-Chairperson, ED-SSG

**NOT PRESENT**

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**ALIAH M. COMAGUL**  
Member, LG

**(sgd)**

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**JERRY ADOR G. TARROBAL**  
Member, SSD-SG

**NOT PRESENT**

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**ANNA MARIE S. CALUAG**  
Member, HROD-HRDG

**(sgd)**

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**CARLOS C. CANLAS**  
Member, TD-FG

**(sgd)**

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**IAN LESTER D. BALDOS**  
Alternate Provisional Member,  
FMED-ESG