

**MINUTES OF THE MEETING
BRANCH BIDS AND AWARDS COMMITTEE (BBAC) CF-OLONGAPO
PRE-BID CONFERENCE
JULY 28, 2021 (WEDNESDAY), 1:00 P.M.
SBAM'S OFFICE, CASINO FILIPINO-OLONGAPO
#580 JB RICHWELL BLDG. RIZAL AVENUE, EAST TAPINAC, OLONGAPO**

AGENDA : **PRE-BID CONFERENCE
PROCUREMENT OF JANITORIAL
SERVICES FOR THREE (3) YEARS AND SATELLITES
UNDER ITB NO. PB21-07-002OLO
Approved Budget for the Contract (ABC)
Per annum is ₱6,792,742.80
For Three (3) years is ₱20,378,228.40
VAT-Exclusive, Zero-Rated Transaction**

PRESENT :

Ruben M. Racelis Jr.	Chairman, SBAM-PLFM
Erlinda M. Yenke	Member, SBAM, A/F
Cherryl P. Dacua	Member, SBAM, M/E
Jovito Y. Bautista Jr.	Member, SM
Zenaida P. Domingo	End-user, A/SFMO
Johnelle M. Balisi	TWG, SO I
Jasmin M. Rondon	TWG, CA II
Allan D. Ocampo	A/ Procurement Officer I
Domingo A. Celle III	Procurement Staff II

BIDDER PRESENT: Ma. Luz A. Rullan Mckleene Premium Products inc.
(via Zoom Video Conference)

1.0. CERTIFICATION OF QUORUM:

The Procurement Section (PS), acting as the Branch Bids and Awards Committee (BBAC) Secretariat, certified that there is a quorum.

2.0. CALL TO ORDER:

The meeting was called to order at 1:00 p.m. by the BBAC Chairman, Mr. Ruben M. Racelis, Jr.

3.0. PURPOSE:

- 3.1. To explain in detail the contents of the Bidding Documents for the project to be provided to the bidders.

- 3.2. To answer queries the bidders want to clarify relative to the documents issued to them.

4.0. **INTRODUCTION:**

- 4.1. The Chairman acknowledged the presence of the prospective bidder present via Zoom Video Conferencing as well as all BBAC members and participants in the Pre-bid Conference.
- 4.2. He also welcomed any clarifications/queries the prospective bidder may ask relative to the project so that any issues raised may be immediately settled.

5.0. **DISCUSSION:**

The following were given emphasis by the BBAC Secretariat:

- a. The bidders shall not submit a bid beyond the Approved Budget for the Contract amounting to Twenty Million Three Hundred Seventy-Eight Thousand Two Hundred Twenty-Eight Pesos and 40/100 (₱20,378,228.40) VAT-Exclusive, Zero -Rated Transaction.
- b. The bidders shall submit bids in two (2) separate sealed bid envelopes. The first (1st) envelope shall contain the Eligibility Documents and Technical Component of the bid while the second (2nd) envelope shall contain the Financial Component of the bid. Each component shall be in four (4) sets properly marked as “original” / “copy no. 1” / “copy no. 2” / “copy no. 3”. Each set shall be sealed in separate envelopes. The envelopes of the original copy of the Technical Components and Financial Components should be sealed in an outer envelope marked as “**ORIGINAL BID**”; the envelopes of Copy No. 1 of both components should also be sealed in an outer envelope marked as “**COPY NO. 1**”, Copy No. 2 and Copy No. 3. The envelopes containing the original and copies shall then be enclosed in one single envelope.
- c. The appropriate forms/ templates provided in Section IX Bidding Forms must be followed/ used **without any alterations to their format, and no substitute form shall be accepted**. All blank spaces shall be filled in with the information requested. The bid, except for un-amended printed literature, shall be signed, and each and every page thereof shall be initialled, by the duly authorized representative/s of the Bidder. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the duly authorized representative/s of the bidder.
- d. Late bids will not be accepted.
- e. Modification and withdrawal of bids is not allowed after the deadline for the submission and receipt of bids.
- f. All financial proposals must be VAT- Exclusive, Zero-Rated Transaction.
- g. During the opening of bids, all documents shall be checked against a checklist of required documents to ascertain if they are all present, using a Non - discretionary “pass/fail” criterion. If a bidder submits the required document, it shall be rated as “Passed” for that particular requirement. Failure

to include any requirement or incomplete or patently insufficient shall be considered as “Failed.”

- h. A Bid Bulletin shall be issued in case there are changes in any of the provisions of the Bidding Documents for the project. Copies of the Supplemental Bid Bulletin can be downloaded from the websites of the Philippine Amusement and Gaming Corporation (PAGCOR) and the Philippine Government Electronic Procurement System (PhilGEPS). On the other hand, as additional assistance from PAGCOR, the BBAC Secretariat will transmit copies of the Supplemental Bid Bulletin to all bidders who have already purchased the Bidding Documents either through fax or electronic mail.
- i. All pages of the submittals shall be initialled by the authorized signatory.
- j. The Financial Bid Forms should be duly signed by the authorized signatory.
- k. All the submittals shall be evaluated and verified during the post-qualification. Falsification of documents will result to disqualification.
- l. The First (1st) Bid Envelope (Eligibility Documents and Technical Component) must contain the following:

- l.1 Bidders shall submit a valid PhilGEPS Certificate of Registration and Platinum Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184, if registered under the Platinum category, provided that all of the eligibility documents submitted to PhilGEPS are maintained and updated; or

In case any of the eligibility documents submitted to PhilGEPS is not updated, combination of a PhilGEPS Certificate of Registration and Platinum Membership, with any of the valid/updated Class “A” Eligibility Documents shall be submitted:

- i. Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives;
- ii. Valid Mayor’s Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
- iii. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- iv. Audited Financial Statements (AFS), stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

Provided that the bidder/s having the Lowest Calculated Bid (LCB) /Single Calculated Bid (SCB) submit/s a valid and updated PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCB/SCB during the post-qualification process.

- I.2 Statement of the prospective bidder of all its on-going 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, within the last three (3) years prior to the deadline for the Submission and Receipt of bids.

The Statement of all On-going and Completed Government and Private Contracts shall indicate the following:

- Name of the contract;
- Date of the contract;
- Contract period;
- Owner's name and address;
- Kinds of goods;
- Amount of contract and value of outstanding contracts;
- Date of delivery (please state estimated date of delivery);

- I.3 Statement identifying the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, amounting to at least fifty per cent (50%) of the total ABC of each lot participated within the last three (3) years prior to the deadline for the Submission and Receipt of Bids in the amount of **Ten Million One Hundred Eighty-Nine Thousand One Hundred Fourteen Pesos and 20/100 (₱10,189,114.20)**

The statements required shall indicate for each contract, the following:

- a. name of the contract;
- b. date of the contract;
- c. contract period;
- d. owner's name and address;
- e. kinds of goods;
- f. amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;
- g. date of delivery (actual date of delivery for the single largest completed contract); and
- h. End-user's acceptance of official receipt(s) or sales invoice issued for the contract which shall be attached to the statement of SLCC.

Further, for purposes of post-qualification, kindly include in the aforesaid statements, the following information:

- Contact Person for the clients identified in the statement of all on-going government and private contracts and SLCC; and
- Contact details (telephone or facsimile number, e-mail address or cellular phone number).

For the identified SLCC, a copy of the entire set of the Purchase Order (P.O.) / Contract may be attached for purposes of post-qualification. For this purpose, similar contracts shall refer to: *Janitorial Services (Similar in Nature and Complexity)*.

- I.4 Computation of its Net Financial Contracting Capacity (NFCC) which must be at least equal to the total ABC or at least **Twenty Million Three Hundred Seventy-Eight Thousand Two Hundred Twenty-Eight Pesos and 40/100 (₱20,378,228.40)** for PB21-07-002OLO;

A Committed Line of Credit which must be at least equal to ten per cent (10%) of the ABC, **Two Million Thirty-Seven Thousand Eight Hundred Twenty-Two Pesos and 84/100 (₱2,037,822.84)**

- I.5 A valid 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.

- Failure to enter into a JV in the event of contract award shall be a ground for bid security forfeiture.
- All potential JV partners must submit their respective Class “A” Legal Eligibility Documents.
- Submission of one of the potential JV partners of any of the technical and financial eligibility documents is already sufficient, provided that whoever submits the NFCC computation shall also submit its AFS and Statement of all on-going contracts

- I.6 Bid Security, which should be valid for One Hundred Twenty (120) calendar days, in any of the following forms:

Allowable Form of Bid Security	Percentage Amount in Philippine Pesos
1. Cash, cashier’s/ manager’s check issued by a Universal or Commercial Bank;	[at least Five Per cent (5%) of the total ABC]
2. Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	
3. Surety Bond (which is acceptable to PAGCOR), callable upon demand issued by a surety or insurance company duly certified by the	[at least Thirty Per cent (30%) of the total ABC]

Insurance Commission authorized to issue said security A sample of the Insurance Commission Certificate is duly attached as Annex "A."	
4. Bid Securing Declaration as provided in Section IX of the Bidding Forms	No percentage required

I.7 Schedule of Requirements (Section VI).

I.8 Conformity with technical specifications as enumerated and specified in Section VII (Technical Specifications) of the Bidding Documents. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. The validity of the bid offer should be within One Hundred Twenty (120) calendar days from the date of Opening of Bids.

I.9 Omnibus Sworn Statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section IX. Bidding Forms.

The Omnibus Sworn Statement shall be supported by an attached document showing proof of authorization, e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney, in case of Sole Proprietor.

m. The contents of the Second (2nd) Bid Envelope are as follows:

m.1 The Financial Bid Form should be duly signed by the authorized signatory.

m.2 For Goods Offered from within the Philippines Form.

n. During the presentation of the bidding documents, there were some clarifications and/or modifications on the provision of the bidding requirements/documents were made.

Section VII (Technical Specification)	
PAGE NO. 33	FROM
	9). STICK BROOM NO HANDLE
PAGE NO. 33	TO
	9). STICK BROOM NO HANDLE (PLASTIC – TYPE)
Section IX (Bidding Forms)	
PAGE NO. 54	FROM
	9). STICK BROOM NO HANDLE
PAGE NO. 54	TO
	9). STICK BROOM NO HANDLE (PLASTIC – TYPE)
Section VII (Technical Specification)	

PAGE NO.	FROM					
34	C. SEMI-ANNUALLY					
	BRANDED					
	JANITORIAL SUPPLIES/EQUIPMENT	QUANTITY / UNIT OF MEASUREMENT	Please state either: "Comply" or "Not Comply" against each parameter and identify the brand being offered for each branded items			
	1. TOILET BRUSH W/HANDLE	4 SETS				
	2. SPATULA (SMALL)	4 PIECES				
	3. RUBBER BOOTS (SIZE 7)	6 PAIRS				
	4. MOP W/FOAM	2 PIECES				
5. MOP SQUEEZER W/ BUCKET & WRINGER	2 UNITS					
6. MOP HANDLE (ALUMINUM TYPE)	16 PIECES					
PAGE NO.	TO					
34	C. SEMI-ANNUALLY					
	BRANDED (for item no.5)					
	UNBRANDED (for item nos. 1-4 & 6)					
	JANITORIAL SUPPLIES/EQUIPMENT	QUANTITY/UNIT OF MEASUREMENT	Please state either "Comply" or "Not Comply" against each parameter (for item no. 5 indicate the brand being offered).			
	1. TOILET BRUSH W/HANDLE	4 SETS				
	2. SPATULA (SMALL)	4 PIECES				
	3. RUBBER BOOTS (SIZE 7)	6 PAIRS				
4. MOP W/FOAM	2 PIECES					
5. MOP SQUEEZER W/ BUCKET & WRINGER	2 UNITS					
6. MOP HANDLE (ALUMINUM TYPE)	16 PIECES					
Section IX (Bidding Forms)						
PAGE NO.	FROM					
55	TOTAL COST OF SUPPLIES AND MATERIALS PER MONTH _____ TOTAL COST OF SUPPLIES AND MATERIALS PER YEAR _____ TOTAL COST OF SUPPLIES AND MATERIALS SEMI-ANNUALLY _____ GRAND TOTAL – SUPPLIES AND MATERIALS _____ TOTAL COST SUPPLIES AND MATERIALS MONTH/JANITOR _____					
	EQUIPMENT:					
	No.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
	1	JR. CARPET EXTRACTOR	1	UNIT		
	2	BLOWER	2	UNIT		
	3	WARNING DEVICE WET FLOOR SIGN (2-SIDED)	3	UNIT		
	4	VACUUM CLEANER (WET & DRY) HD	4	UNIT		
	5	POLISHER HEAVY DUTY 16"	5	UNIT		
	6	PUSHCART, GARBAGE (HEAVY DUTY)	6	UNIT		
	7	FOLDING ALUMINUM LADDER 16 FT.	7	UNIT		
TOTAL						
*BIDDERS SHALL NOT ALTER THIS FORM, EXCEPT IF SAID ALTERATION OR REVISION RESULTING FROM A SUPPLEMENTAL BID BULLETIN						
PAGE NO.	TO					

55

TOTAL COST OF SUPPLIES AND MATERIALS PER MONTH _____
 TOTAL COST OF SUPPLIES AND MATERIALS PER YEAR _____
 GRAND TOTAL – SUPPLIES AND MATERIALS (FOR THREE (3) YEARS) _____
 TOTAL COST SUPPLIES AND MATERIALS/MONTH/JANITOR _____

EQUIPMENT:

No.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	JR. CARPET EXTRACTOR	1	UNIT		
2	BLOWER	2	UNIT		
3	WARNING DEVICE WET FLOOR SIGN (2-SIDED)	3	UNIT		
4	VACUUM CLEANER (WET & DRY) HD	4	UNIT		
5	POLISHER HEAVY DUTY 16"	5	UNIT		
6	PUSHCART, GARBAGE (HEAVY DUTY)	6	UNIT		
7	FOLDING ALUMINUM LADDER 16 FT.	7	UNIT		
TOTAL					

TOTAL COST OF EQUIPMENT _____
 NET 10% OF RESIDUAL VALUE _____
 FIVE (5) YEARS DEPRECIATION OF EQUIPMENT _____
 TOTAL NUMBERS OF JANITORS _____
 DEPRECIATION EXPENSE PER JANITOR PER MONTH _____

*BIDDERS SHALL NOT ALTER THIS FORM, EXCEPT IF SAID ALTERATION OR REVISION RESULTING FROM A SUPPLEMENTAL BID BULLETIN

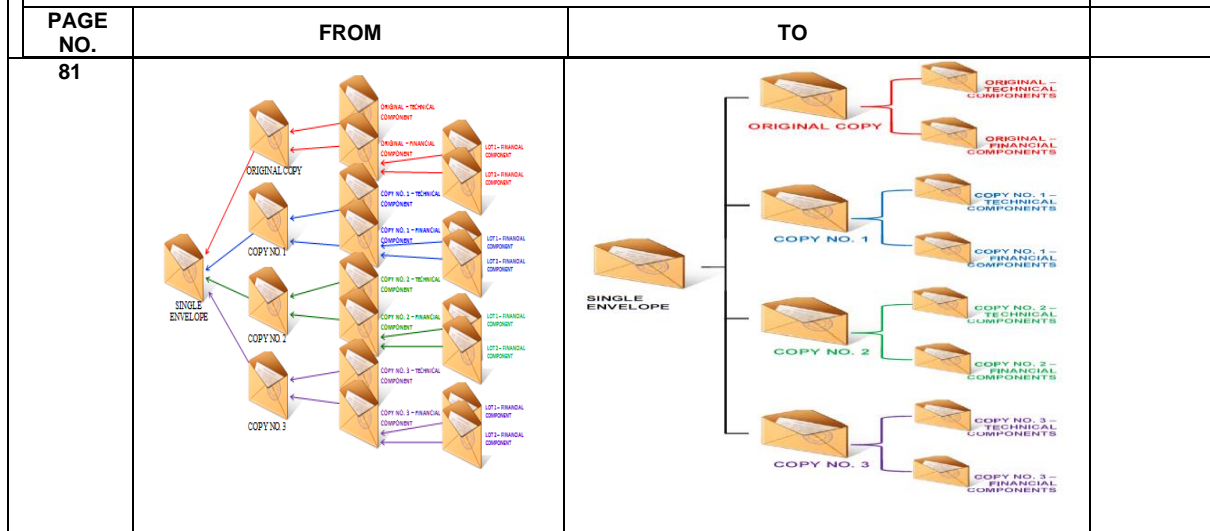
**SECTION IX (Bidding Forms)
Under Draft service Contract**

PAGE NO.	FROM	
66	Form of Performance Security	Amount in Percentage of Total Contract Price
	Cash or cashier's manager's check issued by a Universal or Commercial Bank	Five Percent (5%)
	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or Commercial Bank, if issued by a foreign bank.	
	Surety bond callable upon demand issued by a surety or insurance company duly certified by the insurance Commission as authorized to issue such security.	Thirty percent (30%)

In case you have posted a Bid Security in this form of Cash, Cashier's Manager's Check, you may not opt to utilize your bid security and make additional payment to complete the amount of the performance security

PAGE NO.	TO
66	

Form of Performance Security	Amount in Percentage of Total Contract Price
Cash or cashier's manager's check issued by a Universal or Commercial Bank	Five Percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or Commercial Bank, if issued by a foreign bank.	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the insurance Commission as authorized to issue such security.	Thirty Percent (30%)
Performance Securing Declaration	No Amount Required Template is provided under Section IX (Bidding Forms) of the Bidding Documents
In case you have posted a Bid Security in this form of Cash, Cashier's Manager's Check, you may not opt to utilize your bid and make additional payment to complete the amount of the performance security	
DIAGRAM FOR THE SEALING AND MARKING OF BIDS	



- o. All qualified bids identified after the Opening and Preliminary Examination of Bids shall then be subjected to Detailed Bid Evaluation in order to identify the bidder having the Lowest Calculated Bid (LCB).
- p. The LCB shall be determined in two (2) steps:
 - p.1 The detailed evaluation of the financial components of bids to establish the correct calculated prices of the bids; and
 - p.2 The ranking of the total bid prices as calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- q. The BBAC shall conduct a detailed evaluation of all bids rated as "Passed," using non-discretionary pass/fail criteria. The BBAC shall consider the following in the evaluation of bids:
 - Completeness of the bid. Bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of

quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Procuring Entity, and

- Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- r. Based on the detailed evaluation of bids, those that comply with the abovementioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered.
- r.1 The Bidder/s having the LCB shall then be subjected to post-qualification to determine whether it complies with and is responsive to all the requirements and conditions provided under IRR of R.A. 9184 and the Bidding Documents for the project.
- r.2 During Post-Qualification, the BBAC shall verify, validate and ascertain all statements made and documents submitted by the bidder having the LCB to consider, but shall not be limited to the legal requirements, technical requirements, and financial requirements. Further, the bidder having the LCB must submit within a non-extendible period of five (5) calendar days from receipt of the BBAC notice the Latest income and business tax returns filed electronically through the Electronic Filing and Payment System (EFPS).
- s. If the BBAC determines that the Bidder with the LCB passes all the criteria for post-qualification, it shall declare said bid as the **Lowest Calculated Responsive Bid (LCRB)** and recommend to the **Head of the Procuring Entity** the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- t. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to PAGCOR.
- u. Pursuant to Section 35 of the IRR of R.A. 9184, the BBAC shall declare a "Failure of Bidding" when:
- u.1 No bids are received;
 - u.2 All prospective Bidders are declared ineligible;
 - u.3 All bids fail to comply with all the bid requirements or fail post – qualification; or

u.4 Bidder with the LCRB refuses, without justifiable cause, to accept the award of contract, and no award is made.

6.0. OTHERS:

The BBAC Chairman reiterated the strict use of the prescribed Bidding Forms and templates to minimize errors and omissions to the information required. It was also reiterated that criminal, civil, and administrative cases may be charged to bidders and members of the BBAC and TWG if found to have engaged in corrupt and fraudulent acts during the procurement process as stipulated in Section 65 of the 2016 Revised IRR of RA 9184.

7.0 ADJOURNMENT:

There being no other matter to be discuss, the Chairman adjourned the meeting at 4:00 p.m.

Prepared by:

SGD
DOMINGO A. CELLE III
Procurement Staff II

Checked By:

SGD
ALLAN D. OCAMPO
A/Procurement Officer I

ATTESTED BY:

SGD

RUBEN M. RACELIS JR.
Chairman, SBAM-PLFM

SGD

ERLINDA M. YENKO
Member, SBAM-A/F

SGD

CHERRYL P. DACUA
Member, SBAM-M/E

SGD

Not Present

ATTY. MICHELLE YU
Vice-Chairman, LC

SGD

NORMAN R. NICANOR
Member, A/SSO

SGD

JOVITO Y. BAUTISTA JR.
Member, SM

ZENAIDA P. DOMINGO

End-user, A/SFMO

SGD

JOHNELLE M. BALISI

TWG, SO I

SGD

JASMIN M. RONDON

TWG, CA II