MINUTES OF THE PRE-BID CONFERENCE
Procurement of Janitorial Services for Philippine Sports Commission Venues
20 June 2022, 10:00 AM
BAC Bidding Room & MS Teams
PHILIPPINE SPORTS COMMISSION
RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

A. Prospective Bidders/Visitors

	Name of Representative	Company Name, Address, and Contact Details
1	Cristine Francisco	Polymer Products - 17 Jose Borris, Pasig City - ppbi.cristinafrancisco@gmail.com - 90606459241
2	Alejandro Delluta	CBII Philippines, Int'l. - 877-C Santol St. SAV, Makati City - cbiiphilippines@gmail.com - 9177127071
3	Roldan Barrera	Mega Maintenance and Allied Services - 24-1C URCI Townhomes Pamplona Tres, Las Piñas City - megamasinc@gmail.com - 88735085
4	Francis Glenn Soriano	LSERV Corp. - 21st F Pertron Megaplaza 358 Sen. Gil Puyat, Makati - fbsoriano@lserv.com.ph - 88129607
5	Lysne Berganto	Alert General Services - 19 Eisenhour St., Jafer Place Bldg., Greenhills, San Juan - alert_ags2006@yahoo.com - 9273248245
6	Jenny Ann Ponce	Servicio Filipino, Inc. - 105 West Avenue, Quezon City - jmponce@serviciofilipino.com - 8371800
7	Rhodora Advincula	Ultimate Care Janitorial and Allied Services - 4893 Novaliches St., Brgy. Olympia, Makati City - rhodora_advincula@yahoo.com - 9267562165
8	Miguel Amurao	Dearjohn Services, Inc. - Unit G Dearjohn 2 Bldg, 27 Presidents Avenue, BF Homes, Parañaque City - info@dearjohnsi.com - 84781750

B. BAC Members and Staff

	Names	Position
1	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2	Anna Christine S. Abellana	BAC Vice-Chairperson
3	Marc Edward D. Velasco	BAC Member
4	Abigail Marie V. Rivera	BAC Member
5	Charlie C. Esquivel	BAC Member
6	Violeta R. Tuazon	BAC Member
7	Engr. Eduardo A. Clariza	Provisional BAC Member/End-User Unit Representative
8	Atty. Michelle C. Labajanan	BAC Secretary
9	Oscar A. Papelera, Jr.	BAC Secretariat
10	Jeanette B. Dingalasan	BAC Secretariat
11	Ariel C. Flores	BAC Secretariat
12	Ma. Luisa Carmela D. Berguia	BAC Secretariat
13	Jose Joy P. Puruganan II	BAC Secretariat

C. TWG

	Names	Position
1	Atty. Maribel P. Rodriguez	TWG Member
2	Reina Presciosa C. Evangelista	TWG Member
3	Engr. Victoria T. Moya	TWG Member
4	Caroline S. Tobias	TWG Member

D. Other Officers

	Name	Position
1	Ethel M. Goh	Procurement Head
2	Jose A. Damole	Technical Consultant

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**, 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 BAC Members, BAC Secretariat, TWG and other officers. No representatives from the Commission on Audit (COA), Philippine Chamber of Commerce and Industry (PCCI) and Philippine Institute of Supply and Management (PISM) were present despite prior notice. It was noted that notices were duly received by the said observers.

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, postion 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 Php9,524,731.30.

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.

B.2. Financial Component Envelope

(i) Original of duly signed and accomplished Financial Bid Form; and

(j) Original of duly signed and accomplished Price Schedule(s).

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.

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

(k) *[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.

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

B.3. Additional Requirements

(m) Registration certificate from Securities and Exchange Commission (SEC) [Certificate of Incorporation, Articles of Incorporation and By-Laws], Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent Document.

(n) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located.

(o) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

(p) 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.

(q) Certificate of Site Inspection for RMSC, Philsports, Baguio and other venues issued by the Chief of Sports Facilities Division.

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

(r) Certificate of Registration issued by DOLE.

(s) 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.

(t) 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 2019 to April 2022. The certification must be secured where the principal place of business of the prospective bidder is located.

(u) 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.

(v) 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 Sports Facilities Division.

(w) Company Profile.

(x) Organizational Chart.

(y) 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).

(z) 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.

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
1	Procurement of Janitorial Services	149 Janitors	149 Janitors	The Contract shall be for a period of 3 years from receipt of the Notice to Proceed

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 4 July 2022, 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 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 July 4, 2022, 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 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 BAC Secretariat will get the payment for the bidding documents from the bidder and forward the same to the Cashier's Office. The Official Receipt and the bidding documents will be issued to the bidder at the gate by the BAC Secretariat. The BAC Secretariat will guide bidders on the proper marking and sealing of bid proposal upon the purchase of the bid documents.

The BAC Secretary reminded the prospective bidders that the bid submission shall be done in person on or before 4 July 2022, 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 reiterated that prospective bidders must follow the instructions on the color of envelope, marking, signing, and sealing of bid envelopes to avoid disqualifications.

The BAC Chairman reminded the prospective bidders that attachment of the Notice of Award, Contract and Notice to Proceed for government contract, and Contract for private contracts is necessary as failure to do so will result to non-compliance with the requirements.

The BAC Chairman reminded the prospective bidders that the word "Comply" or "Not Comply" must be indicated against each of the individual parameters of each Specification including its Annexes to manifest their compliance with the requirements.

Engr. Damole stated that an additional requirement of List FDA/FPA Registered Products to be used for Janitorial Services in PSC must likewise be submitted. The BAC Chairman noted the same and stated that a Supplemental Bid Bulletin will be issued to address the same.

Mr. Velasco reminded the prospective bidders to strictly comply with the color of envelopes to be used and proper labeling, marking, signing, and sealing.

The following concerns were raised by the bidders during the Pre-Bid Conference:

1. Mr. Barrera inquired whether Notices of Award and to Proceed without a Contract for government contracts will suffice as attachments to the Statement of Ongoing Contracts. The BAC Chairman stated that Notice of Award, Contract and Notice of Award for government contracts are required as attachment unless the contract is awarded but not yet started.

2. Ms. Berganto inquired whether the SSS, PAG-IBIG and PHILHEALTH will issue a certification of no delinquency. The BAC Chairman responded that the said offices issue a certification of no delinquency upon request.

3. Ms. Berganto stated that requesting certification of no delinquency from the SSS, PAG-IBIG and PHILHEALTH takes time. The BAC Chairman responded that bidders may state upon the request of said certification that the same is for their participation in the bidding of the subject project. The BAC Chairman added that a certification of no delinquency from the said concerned offices will assure the PSC that participating bidders are paying their mandatory contributions to the said offices.

4. Mr. Soriano stated that the SSS, PAG-IBIG and PHILHEALTH issue a certification of no delinquency quarterly, and since the requirement is from January 2019 to April 2022, the filing of 2nd quarter of 2022 will be on the 1st week of July, which the Opening of Bids will be conducted. The BAC Chairman responded that a Supplemental Bid Bulletin will be issued to address that the certification of no delinquency is for the period of January 2019 to March 2022.

5. Mr. Soriano inquired whether the new wage order is included in the Approved Budget for the Contract. The BAC Chairman affirmed the same.

6. Mr. Soriano inquired on the period covered of the Approved Budget for the Contract. The BAC Chairman responded that the Approved Budget for the Contract is for a year and the contract is for three (3) years.

7. Mr. Soriano inquired what percentage of PHILHEALTH contribution be used in their computation. The BAC Chairman responded that the same should be in accordance with the requirements of PHILHEALTH.

8. Mr. Soriano inquired on the rate to be used for non-NCR venues. The BAC Chairman responded that the rates of non-NCR venues should be based on their respective rates, not NCR rate.

9. Mr. Soriano made a comment on the Section VI of the PBD that it was indicated Procurement of Security Services instead of Janitorial Services. The BAC Chairman noted the same and stated that a Supplemental Bid Bulletin will be issued to address the same.

10. Mr. Soriano inquired on how they will identify the quantity of equipment and supplies to be deployed in each venue. The BAC Chairman responded that the same is indicated in the Bidding Documents.

11. Mr. Soriano inquired whether the requirements under ITB Clause 21.2 will be required on the submission of bids or post-qualification. The BAC Secretary responded that the said requirements under ITB Clause 21.2 are the requirements stated in the checklist and the said documents will be subject to Post-Qualification.

12. Mr. Soriano inquired on the schedule of site inspection. The BAC Chairman stated that the site inspection will be scheduled. The BAC Secretary added that the site inspection schedule will be sent through email, including the form of the site inspection.

13. Mr. Soriano inquired how many certificates of commendation will be submitted. The BAC Chairman responded that only one (1) certificate is required, and it should be dated after the subject project was advertised.

14. Ms. Ponce inquired whether Official Receipts for government requirements will suffice in the absence of certificates. The BAC Chairman responded that Official Receipts would not suffice to comply the requirements, submission of certificate of no delinquency is necessary.

15. Ms. Ponce inquired whether they have the freedom to choose from any of their clients to get their Certificate of Commendation or must get the same from their declared clients from their ongoing contracts and SLCC. The BAC Chairman responded that only one (1) certificate of commendation is required, and it must be dated after the posting of ITB or before the opening of bids.

16. Ms. Ponce inquired on the quantities of tools/equipment whether the quantity in the requirements is good for the entire period of contract. The BAC Chairman responded that the requirements are indicated in bidding documents.

17. Ms. Ponce requested for specific or complete descriptions for some of the items on list of tools and equipment. The BAC Chairman responded that the said requirements are indicated in the bidding documents.

18. Ms. Ponce inquired what are the post-qualification documents. The BAC Chairman stated that the requirements discussed and submitted will be subject to post-qualification and any documents requested by the BAC.

19. Mr. Barrera inquired on the admin fee. The BAC Chairman responded that participating bidders should always comply with the GPPB requirement on the admin fee, however reminded the bidders to not go below the requirements of the DOLE because the same will result to revocation of license.

20. Ms. Ponce inquired on the exact size of the trash bins and vacuum cleaners. The BAC Chairman responded that said requirements are indicated in the bidding documents.

The BAC Chairman reiterated that the certificate of commendation must be dated during the procurement timeline. Hence, the Certificate of Commendationb should be dated from the conduct of the Pre-Bid Conference to the opening of bids.

The BAC Secretary manifested that the posting of ITB was on 10 June 2022.

The BAC Chairman reminded the bidders to read all the documents and if the representative of the opening is not the same as the pre-bid, make sure that they know everything.

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 Pre-Bid Conference was adjourned at 11:50 AM.

Prepared by:

MA. LUISA CARMELA D. BERGUIA
BAC Secretariat

Reviewed by:

ATTY. MICHELLE C. LABAJANAN
BAC Secretary

Noted by:

ATTY. GUILLERMO B. IROY, JR.
BAC Chairman