

1 **Republic of the Philippines**
2 **Power Sector Assets and Liabilities Management Corporation**
3 **24th Floor Vertis North Corporate Center 1**
4 **Astra corner Lux Drives, North Avenue, Quezon City**
5 **Telephone No. (632) 7902-9000**
6 **<https://www.psalm.gov.ph>**
7

8 **Minutes of Pre-Bid Conference**
9

10 **Procurement of Janitorial Services for Bagac Property**
11 **(Project Reference No. 2021-PB-JSBP-001-01)**
12

13 **Present:**

14 **Bids and Awards Committee (BAC)**

15	Mr. Abner B. Tolentino	Vice Chairperson
16	Ms. Madelyn Esperanza N. Solito	Member
17	Ms. Rowena M. Tolentino	Member
18	Mr. Ronald V. Siquioco	Member

19
20 **Technical Working Group (TWG)**

21	Mr. Rommel R. Oira	Chairperson
22	Mr. Donnie A. Diño	Member
23	Atty. Krizia Yvette O. Fabico	Member
24	Mr. Julio Jerome C. Cosico	Member

25
26 **BAC Secretariat**

27	Mr. Leonard E. Marquez	Head
28	Ms. Maria Anna R. Dela Cruz	Member
29	Mr. Caesar R. Antonio	Member
30	Ms. Mary Grace E. Catarin	Member
31	Ms. Annaliza C. Lopez-Cruz	Member
32	Ms. Aya N. Jacildo	Member

33
34 **Bidder**

35	Ms. Michelle G. Aquino	Servicio Filipino, Inc. (SFI)
36	Mr. Eugene David	Servicio Filipino, Inc. (SFI)
37	Ms. Christine C. Gonzales	Omniorx, Inc. (Omniorx)

38
39 **Observers**

40	Atty. Glenda Leah A. Caringal	OPCEO Representative
----	-------------------------------	----------------------

41
42
43 The pre-bid conference for the Procurement of Janitorial Services for Bagac
44 Property (the "Project"), held via ZOOM Cloud Meetings APP, was called to order
45 at 10:16 AM on 01 February 2021, and was presided by the BAC Vice Chairperson,
46 Mr. Abner B. Tolentino.
47
48
49

50 **1. Business Matters:**

51

52 The BAC Vice Chairperson acknowledged the presence of the representatives
53 from the prospective bidders and afterwards introduced the members of the BAC,
54 TWG and BAC Secretariat.

55

56 The BAC Vice Chairperson asked the BAC Secretariat if there is quorum, to which
57 the BAC Secretariat replied in the affirmative.

58

59 The BAC Vice Chairperson asked the BAC Secretariat if observers were invited.
60 The BAC Secretariat replied that invitations to observe the proceedings and the
61 Zoom meeting details were sent to the Commission on Audit and other observers
62 from the private sector and non-government organization but only representatives
63 from the PSALM OPCEO attended the proceedings.

64

65 The BAC Vice Chairperson also acknowledged the presence of the bidder's
66 representatives from Servicio Filipino, Inc. (SFI) and Omniworx, Inc. (Omniworx).

67

68 The BAC then proceeded with the pre-bid conference.

69

70 **2. Presentation of the Bidding Document and Clarification from the Bidders**

71

72 ○ The TWG presented and discussed the Bidding Documents.

73

74 ○ Ms. Aquino of SFI inquired whether the cost of the uniforms to be provided
75 to the personnel is included in the proposal.

76

77 The TWG responded that it would depend on the submission of the
78 prospective bidder if they would tack-in the cost or by some other means as
79 long as the bidder will answer for the cost of the uniforms.

80

81 ○ Ms. Aquino of SFI clarified if they will provide computer sets in the Bagac
82 Office.

83

84 The TWG responded that the computer will be provided by PSALM.

85

86 ○ On the issue of conducting swab test especially now that the country is
87 under a pandemic, Mr. David of SFI inquired whether swab test will be
88 required in the deployment of personnel.

89

90 The TWG replied that it will depend on the travel regulations/restrictions
91 imposed by the Bataan province. If the personnel will be coming from NCR
92 or other provinces, it might be required but if within the Bagac area, there
93 is no need to undergone swab testing.

94

95 The BAC Vice Chairperson remarked that initial minimum health
96 requirement is the use of face mask and face shield. The TWG further
97 mentioned that there is a provision in the Bidding Documents that PSALM
98 has the right to increase/decrease or change materials, supplies, tools and

99 equipment requirements as the necessity for the same arises. As such,
100 requirement for such supplies may be covered during the initial
101 implementation of the project.

102

103 ○ Ms. Gonzales of Omniworx inquired if they would be required to have its
104 own truck vehicle or they can only be contracted out by a third party.

105

106 The TWG responded that it is better to have their own truck vehicle
107 registered under the name of the company for their own safety if ever there
108 are untoward incidents or accidents that may occur. On the issue of rented
109 vehicle, in this case, truck vehicle, it will be discussed by the TWG to the
110 BAC and will issue Supplemental Bid Bulletin, if necessary.

111

112 ○ On the issue of the Bid Price Schedule if the rate of supervisor is computed
113 at the minimum rate.

114

115 The TWG clarified that the supervisor's wage rate is included in the 37
116 personnel. However, the TWG shared that there are some generous
117 companies who can provide additional benefits such as cellphone load
118 allowance.

119

120 ○ On the issue of profit margin, Mr. David of SFI inquired whether the DOLE
121 prescribed minimum administrative fee.

122

123 The BAC responded that GPPB issued several resolutions, circulars and non-
124 policy opinions that it will be violation of Republic Act No. 9184 and its IRR
125 that there should be no lower limit or floor price in biddings.

126

127 ○ On 50% of SLCC, if there are no janitorial services but there are equivalent
128 or similar in nature like housekeeping in hotels.

129

130 The TWG advised that bidder to submit their relevant similar in nature
131 completed projects which be subject to the evaluation during the bid
132 evaluation stage.

133

134 ○ For on-going projects, it is suggested that bidders may attach the copy of
135 the contract but the bidder should be sure that what will be submitted in
136 the bidding stage is taken from the original copy during the presentation of
137 the documents in the post-qualification process.

138

139 ○ Ms. Gonzales of Omniworx inquired on the SSS bracket used for computation
140 of contributions. The TWG responded that the SSS bracket used was for
141 2021 based on the SSS Circular No. 2020-033.

142

143 ○ Mr. David of SFI inquired if the list of equipment should be brand-new to
144 which the TWG responded that as long as it is of working condition and it
145 serves its purpose, it is acceptable.

146

147

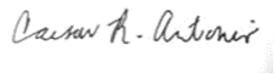
148 **3. Adjournment:**

149

150 There, having no further clarifications from the Bidders and no other matters to
151 be discussed, the pre-bid conference was adjourned at 12:14 PM.

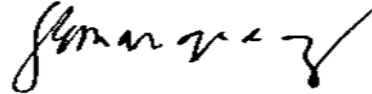
152

Prepared by:



CAESAR R. ANTONIO
BAC Secretariat Member

Reviewed by:



LEONARD E. MARQUEZ
BAC Secretariat Head

Approved by:



ABNER B. TOLENTINO
BAC Vice Chairperson

154