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9 **Minutes of Pre-Bid Conference**

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11 **Procurement of Janitorial Services for Bagac Property for CY 2022**
12 **(Project Reference No. 2022-PB-JSBP-008-01)**
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14 Present:

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

16 Mr. Glenn B. Santos Chairperson
17 Mr. Rene A. Francisco Member
18 Atty. Lorenzo Jared J. Briones Member
19 Rey Evince R. Valencia Member

20 **Technical Working Group (TWG)**

21 Mr. Ramon A. Velasquez, Jr. Chairperson
22 Mr. Caesar R. Antonio Member
23 Atty. Emil S. Cuyugan Member

24 **BAC Secretariat**

25 Mr. Leonard E. Marquez Head
26 Ms. Mary Grace E. Catarin Member
27 Ms. Annaliza C. Lopez-Cruz Member
28 Mr. Jeffrey C. Mendoza Member
29 Mr. Von Ellesse M. Lanot Member

30 **Bidders**

31 Ms. Michelle G. Aquino Servicio Filipino, Inc.
32 Ms. Jenny M. Ponce Servicio Filipino, Inc.
33 Mr. Richard Bartolay Omniworx, Inc.
34 Mr. Christopher Mari P. Dilig 3K.P Manpower Agency
35 Ms. Christina Llaneras One Merit Global Janitorial Services, Inc.
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37 The pre-bid conference for the above project, held via ZOOM Cloud Meetings APP,
38 was called to order at 10:05 AM on 31 March 2022, and was presided by the BAC
39 Chairperson, Mr. Glenn B. Santos.
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42 **1. Business Matters:**

43 The BAC Secretariat informed the BAC Chairperson that the BAC has a quorum.

44 The BAC Secretariat informed the BAC that observers were invited but stated that
45 though invited, no observers attended the pre-bid conference.
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47 The BAC Chairperson acknowledged the presence of the members of the BAC, TWG
48 and representatives of the Bidders.
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The BAC then proceeded with the pre-bid conference.

2. Presentation of the Bidding Documents and Clarifications from the Bidders

- The TWG presented and discussed the Bidding Documents.
- The following are the questions/clarifications from the bidders and the responses of the TWG:

Bidder's Representative	Question/Clarification	TWG's Response
Mr. Richard Bartolay (Omniworkx, Inc.)	1. Clarification on Form No. ELIG-02 Statement of Single Largest Completed Contract Which is Similar in Nature During the Last Three (3) Years, if a contract that started in 2019 can be counted	1. The TWG explained that the three (3) years will be counted backwards from the date of the bid opening.
Ms. Michelle G. Aquino (Servicio Filipino, Inc.)	1. What is the percentage used in the computation of the PhilHealth contribution? 2. For the personnel to be deployed by the Contractor, would PSALM still require an antigen/RT-PCR test or a vaccination card is enough?	1. The TWG defined that they used the new rates (4%) for the PhilHealth contribution in the computation of the ABC. 2. The TWG imposed the requirement on COVID19-related documents before the personnel can perform his/her duty.
Ms. Christina Llaneras (One Merit Global Janitorial Services, Inc.)	1. Do we have a ceiling for the agency fee?	3. The TWG explained that there is no ceiling for the agency fee, as long as the bid is within the ABC.

The BAC Chairperson asked the representative of the Bidders for any questions or clarification, to which all responded none.

Moreover, the BAC Secretariat informed the Bidders to refer to the checklist for the documentary requirements to be submitted for guidance.

72 **3. Adjournment:**

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74 Thereafter, having no further clarifications from the bidders and no other matters to
75 be discussed, the pre-bid conference was adjourned at 10:24 AM.

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Prepared by:

SIGNATURE REDACTED

VON ELLESSE M. LANOT
BAC Secretariat Member

Reviewed by:

SIGNATURE REDACTED

LEONARD E. MARQUEZ
BAC Secretariat Head

Approved by:

SIGNATURE REDACTED

GLENN B. SANTOS
BAC Chairperson

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