



**BIDS AND AWARDS COMMITTEE I**

MINUTES OF THE PRE-BID CONFERENCE

THREE (3)-YEAR CONTRACT OF JANITORIAL SERVICES FOR SSS NCR PROPERTIES

JANUARY 4, 2021 (MONDAY)-2:30 P.M., MICROSOFT TEAMS

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Present

BAC I Members: ERNESTO D. FRANCISCO, JR.  
BOOBIE ANGELA A. OCAY  
NEIL F. HERNAEZ  
CRISTINA A. BACALLA

BAC Secretariat: ROSALYN AZUL-CONDAT  
MARIVIC P. VILLARUBIA  
JULINA ROSE DL. DE OCAMPO

TWG Representatives: ALBERTO A. DIAZ  
EMILY M. BELTRAN  
RAMIL P. RESARE

Participating Bidders: OMNIWORX, INC. -Christine Gonzales  
EPITOME SERVICES, INC. -Nerissa Marino  
CMPT MANPOWER SERVICES -  
LSERV CORPORATION -Dexie Calibara

1. The Pre-Bid Conference was called to order at 2:40 P.M.
2. The published Approved Budget for the Contract is ₱9,474,008.00 per year.
3. The following observers were invited through BAC notice dated 23 December 2020:
  - 3.1 Commission on Audit
  - 3.2 Anti-Corruption Training Center
  - 3.3 Anti-Trapo Movement of the Philippines, Inc.
  - 3.4 Makati Business Club
  - 3.5 Philippine Chamber of Commerce and Industry

However, none of them attended the activity.

4. Nobody paid/secured the Bidding Documents (BD) upon the Pre-Bid Conference.
5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.
6. The following were issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
6.1	On the track record, item 3 (Satisfactory Rating)	

	<ul style="list-style-type: none"> <li>• Can the bidder include just 5-10 companies, instead of all clients?</li> <li>• Can the bidder include its other manpower services aside from janitorial services?</li> </ul>	<ul style="list-style-type: none"> <li>• <b>To be clarified through Bid Bulletin.</b></li> <li>• No.</li> </ul>
6.2	Will the procuring entity issue the soft copy of the Bid Breakdown to the bidders?	Yes, softcopy of the Bid Breakdown will be issued to the prospective bidders together with the Bid Bulletin.
6.3	On the SSS and PhilHealth contribution, what will be used by the bidder on its Bid Form?	The prevailing premium last year will be used.
6.4	What is the percentage of Administrative Fee?	10-12%
6.5	Are the bidders who paid/secured the Bidding Documents (BD) during the previous advertisement need to pay again for the new BD?	No, bidders who already paid/secured the BD during the first advertisement will just secure the BD with revisions.
6.6	On VAT and non-VAT section, will the bidder just choose between the two (2)?	Yes.
6.7	Is the project one (1) lot bidding?	Yes.
6.8	Is the Mayor's Permit included in the first envelope?	No.
6.9	Does the bidder need to submit supporting documents for statement of ongoing private and government contracts?	No. Supporting document is not required for statement of ongoing private and government contracts.

7. The BAC Secretariat announced the Composition of Envelopes No.1 (Technical Documents) and No.2 (Financial Proposal), and additional documents.

8. The BAC I informed the bidders that the bid proposals will be subjected to Bid Evaluation. The bidder with the Lowest Calculated Bid (LCB) shall be required to submit the following additional documents within a non-extendible period of five (5) calendar days from receipt of BAC Notice:

- a) 2019 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
- b) Quarterly VAT for the period April to September 2020;
- c) SEC/DTI Registration;
- d) 2020 Mayor's Permit;
- e) Valid Tax Clearance;
- f) 2019 Audited Financial Statements filed through EFPS.

9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:

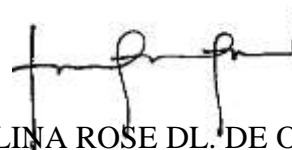
- a) Signed by the Notary Public (attorney) himself/herself;
- b) The Notary Public has an updated Authority to notarize, issued by the Regional Trial Court.

10. The BAC Secretariat also presented the schedule of the following activities:

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| 10.1 Deadline of Written Queries                                   | : Tuesday, 5 January 2021  |
| 10.2 Issuance of Bid Bulletin                                      | : Friday, 8 January 2021   |
| 10.3 Submission and Opening of<br>Technical and Financial Proposal | : Monday, 18 January 2021<br>at 2:00 P.M. at the Bidding Room<br>(formerly CDPRD Computer<br>Room), 2nd Floor, SSS Main<br>Building, East Avenue, Diliman,<br>Quezon City. Late submission shall |

not be accepted.

Prepared by:




JULIANA ROSE DL. DE OCAMPO  
Staff, BAC Secretariat  
Date Signed: 01/06/2021

Certified Correct:



ROSALYN AZUL-CONDAT  
OIC & Concurrent Acting CEO IV  
Administrative Support Section  
BAC Secretariat  
Date Signed: 01/06/2021

Concurred by:



ALBERTO A. DIAZ  
TWG Chairperson  
Date Signed: 01/06/2021

Approved by:



ERNESTO D. FRANCISCO, JR.  
SVP and BAC I Chairperson  
Date Signed: 01/06/2021