



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

BIDS AND AWARDS COMMITTEE

BAC Secretariat Office: G/F Higher Education Development Center (HEDC) Bldg.,
CP Garcia Avenue, UP Diliman, Quezon City
Website: <http://www.ched.gov.ph> email: chedbac@ched.gov.ph

PRE-BID CONFERENCE

**PROCUREMENT OF JANITORIAL SERVICES
FOR CHED FOR 12 MONTH-PERIOD**

AFMS Conference Room,
G/F, HEDC Bldg., C.P. Garcia Avenue,
Diliman, Quezon City
January 4, 2017@ 10:00 A.M.

ATTENDANCE

PRESENT

DESIGNATION/OFFICE

BAC

| | |
|--------------------------|--------------------------|
| ATTY. JULITO D. VITRIOLO | -Chair/Presiding Officer |
| DIR. LUISA S. VALENCIA | -Vice-Chair |
| DR. LEONIDA S. CALAGUI | -Member |
| ATTY. SEPTON DE LA CRUZ | -Member |

TWG-OGS

| | |
|-------------------------|---------|
| ENGR. EDGAR C. CEPE | -Head |
| MR. LOUPEL B. GUETA | -Member |
| MS. EVA M. PASIGPASIGAN | -Member |
| MS. DIANA C. AGUILAR | -Member |

SECRETARIAT

| | |
|------------------------------|---------|
| MS. VIOLETA B. GALO | -Head |
| MR. ARTEMIO S. CAPELLAN, JR. | -Member |
| MS. BEATRIZ D. PASCUAL | -Member |
| MS. YVET R. MADLANGSAKAY | -Member |
| MS. DINA L. ABRENICA | -Member |
| MR. WENDON E. CAJUILAN | -Member |

COA

| | |
|-------------------|-----------------|
| MR. ANTONIO GOPEZ | -Representative |
|-------------------|-----------------|

PROSPECTIVE BIDDER/REPRESENTATIVE

| | |
|------------------------|-------------------------------|
| MR. JERALD B. TABUZO | - SPARROW INTEGRATED SERVICES |
| MR. MAMERTO J. ANCHETA | -SPARROW INTEGRATED SERVICES |
| MS. RITZ M. BENITO | -ENERGY MANPOWER SERVICES |

BUYER COORDINATOR

MR. MARLOND SANTIANO

END-USER

| | |
|------------------------------|---------------------------|
| MR. NELSON E. ESPINA | -GSD, AFMS |
| MS. MARIA CHARINNA D. ZAFIRO | - Property Division, AFMS |

[Handwritten signatures]

NOT PRESENT

ATTY. CARMELITA YADAO-SISON
MS. APOLONIA R. VIVO

-Member, BAC (on official business)
-Member, TWG-OGS (on official business)

I. CALL TO ORDER

There being a quorum, the meeting was called to order at 10:30 AM with BAC Chair-Atty. Julito D. Vitriolo, presiding.

II. INTRODUCTION OF BIDDERS/REPRESENTATIVES/ BAC/TWG-OGS/ OBSERVER

Upon the instruction of the presiding officer, Ms. Violeta B. Galo, member of the BAC Secretariat, presented the prospective bidders/and their representative who attended the pre-bid meeting. He also introduced the BAC members, TWG-OGS members, BAC Secretariat, the COA representative and the end-users of the said project, who were present during the meeting.

She mentioned also the eleven (11) service providers who browsed the bidding documents at the PHILGEPS website through the Document Request List, namely: (a) Ultimate Care and Allied Services, (b) Omniworx, Inc., (c) Anchor Human Resources Development Corp., (d) D'Triumph Cleaners and Allied Services, Inc., (e) Melix Manpower & Janitorial Services, Inc., (f) Northern Star Investigation and Security Agency, Inc., (g) Energy Manpower Services, Inc. (h) RTU Kawani Multi-Purpose Cooperative, (i) LBP Service Corporation, (j) CBII Philippine International, Inc. (k) Sparrow Integrated Services, Inc.

III. OVERVIEW OF THE PROJECT

Ms. Eva Pasigpasigan, member of the Technical Working Group for Other Goods and Services (TWG-OGS) presented the overview of the project. She gave emphasis on the important features of the procurement of janitorial services for CHED for 12 month-period.

IV. PRESENTATION ON THE TECHNICAL AND FINANCIAL COMPONENTS OF THE BID

Engr. Cepe, Head of TWG-OGS upon the instruction of the BAC Chair and presiding officer, the bid and other requirements stated in the bidding documents, Technical and Financial components of the bidding documents, to the body.

V. COMMENTS/REACTIONS FROM THE PROSPECTIVE BIDDERS/BAC MEMBERS/TWG-OGS MEMBERS/END-USER

The BAC informed the bidders/and their representatives that the Schedule for the Submission of Technical and Financial Bids shall be on January 16, 2017 at 9:00 AM, and the Opening of Technical and Financial Bids of the bidding documents shall be at 10:00 AM.

VI. QUESTIONS AND ANSWERS

| Particulars | Amendments / Clarification | Reference |
|--|--|--|
| Section VIII. Technical Specifications | For Clarification: Submission of <u>Other Requirements:</u> 1. NBI Clearance 2. Police Clearance 3. Medical Certificate / Certificate of non-drug use (drug test) | Page 69 Section VII Technical Specifications |


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| | The requirement need not be submitted during the bid opening but would be required prior to the hiring of janitors. | <i>To be issued thru a bid bulletin</i> |
| Section II. Instruction to Bidders | For Clarification: Submission of Mayor's Permit that is subject for Renewal: To submit the existing Mayor's Permit and to attach the Official Receipt (OR) as a proof for the renewal of the permit. | Page 18 of Section 12.1 (iii) of the Instructions to Bidders <i>To be issued thru a bid bulletin</i> |
| Section II. Instruction to Bidders | To Adopt: To use color-coded envelope for Sealing and marking of envelopes: 1. First Folder (original documents) -Blue Envelope 2. Second Envelope (first copy) -Yellow Envelope 3. Third Envelope (second copy) - Red Envelope 4. White Envelope to cover the three (3) envelopes. | Page 26 of Section 20 of the Instructions to Bidders <i>To be issued thru a bid bulletin</i> |


VII. ADJOURNMENT

There being no other matters to discuss, the pre-bidding conference was adjourned at 11:30 A.M.

PREPARED BY:


VIOLETA B. GALO
Head, BAC/Secretariat

APPROVED BY:


ATTY. JULITO D. VITRIOLO, CESO III
BAC Chair/Presiding Officer

DIR. LUISA S. VALENCIA
Member

(On Official Leave)
ATTY. CARMELITA Y. SISON
Member


ATTY. SEPTON A. DE LA CRUZ
Member