

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

MINUTES OF PRE-PROCUREMENT CONFERENCE

Procurement of Janitorial Service for CHED for 8 months
ABC: Php3,832,801.28

Via Zoom
February 2, 2022; 11:00 A.M.

ATTENDANCE

PRESENT

DESIGNATION/OFFICE

BAC

ATTY. CINDERELLA FILIPINA BENITEZ-JARO	- Chairperson / Presiding Officer
ATTY. RYAN L. ESTEVEZ	- Vice-Chair
ATTY. FREDERICK MIKHAIL I. FAROLAN	- Member
DIR. CORINNA FRANCES CABANILLA	- Member
ATTY. MARCO CICERO F. DOMINGO	- Member

TWG-OGS

MS. EVA PASIGPASIGAN	- Member
MR. GEORGE ATIENZA	- Member
MS. ANNALIZA GANDO	- Member
MS. SHIELA F. JALBUENA	- Member
MS. YVONNE L. DE VERA	- Member

SECRETARIAT

MS. BEATRIZ D. PASCUAL	- Head
MR. ARTEMIO S. CAPELLAN, JR.	- Member
MS. YVET MADLANGSAKAY	- Member
MS. KAROL ZAMBRANO	- Member
MS. DINA ABRENICA	- Member
MR. NORMAN TALINGDAN	- Member
MR. FELIX QUILLOY	- Member

END-USER

ENGR. JUAN F. PURIRAN, JR.	-GSD, AFMS
MS. CHARINNA ZAFIRO	-GSD, AFMS

MIS-OPRKM

MR. IAN HARVEY BARTOLOME

NOT PRESENT

ATTY. CHRISTIAN E. RIVERO	- Member
DR. MARIVIC V. IRIBERRI	- Member
MS. APOLONIA R. VIVO	- Head, TWG-OGS
MR. RODRIGO SAGUM	- Member, TWG-OGS

I. CALL TO ORDER

There being a quorum, the pre-procurement conference was called to order at 3:05 P.M. with Atty. Cinderella Filipina S. Benitez-Jaro, BAC Chairperson, presiding.



II. INTRODUCTION

Mr. Artemio S. Capellan, Jr., member, BAC Secretariat introduced the BAC members, TWG-OGS members, Secretariat and the end-users who were present during the said meeting.

III. BUSINESS MATTERS

a. Review PPMP and APP:

The proposed project was verified and found to be included in the PPMP and APP of CHED for FY 2022 with an Approved Budget for the Contract (ABC) in the amount of Three Million Eight Hundred Thirty Two Thousand Eight Hundred One Pesos and 28/100 (Php3,832,801.28).

b. Determine the readiness of procurement:

The PPMP, APP, specifications, approved budget for the contract, draft of advertisement were presented and properly deliberated.

c. Review, modify and agree on criteria for eligibility screening:

Criteria of eligibility screening was in accordance with R.A. 9184 and its 2016 Revised IRR, Bidding Documents and the GPPB Regulations.

d. Review, modify and agree on criteria for evaluation of proposals:

Criteria for bid evaluation was in accordance with R.A. 9184 and its 2016 Revised IRR and Bidding Documents and the GPPB Regulations.

IV. AGREEMENTS


Ms. Maria Charinna D. Zafiro, AO V, GSD-AFMS, end-user, as instructed by Atty. Jaro BAC Chairperson, explained the terms of reference/technical specifications on the *Procurement of Janitorial Service for CHED for 8 months* (which includes the deliverables, expected output and delivery period and other salient features) of the project and clarified the issues raised by the BAC members and the TWG-OGS.

Particulars	Amendments/Clarification	Agreement/ Action
Timelines	<ul style="list-style-type: none">➤ Pre-Procurement Conference- February 2, 2022➤ Posting in the Website of CHED, PhilGEPS & at a conspicuous place - February 7-14, 2022➤ Preparation of Bidding Documents -February 7-28, 2022➤ Pre-bid Conference - February 16, 2022; 10:00 AM➤ Submission of Bids - February 28, 2021; 9:00 AM➤ Opening of Bids/ Presentation to BAC of the Result of Bid Evaluation- February 28, 2021; 10:00 AM➤ Post Qualification Evaluation- March 1, 2021➤ BAC approves Lowest Calculated and Responsive Bid - March 2, 2021➤ CEB approves the BAC recommendation of LCRB- March 8, 2021➤ Issuance of Notice of Award-March 8, 2021➤ Submission of Performance Bond-March 10, 2021➤ Contract Preparation and Signing-March 11, 2021➤ Issuance of the Notice to Proceed-March 14, 2021	The BAC approved the bidding activity and instructed the Secretariat to post/advertise the bidding documents following the stated timeline and technical specification.

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Maria Charinna D. Zafiro

<p>Technical Specifications</p>	<ul style="list-style-type: none"> ➤ Number of Janitors: 22 ➤ Janitors wages covered by: Wage Order No. NCR 22 COLA is integrated with the daily wages of the janitors) ➤ Attached: Computation of Salaries and Wages ➤ Contract Duration: Eight (8) Months (May - December 2022) ➤ No. of working days to be used for the computation: 313 days <p>AGENCY QUALIFICATIONS</p> <ol style="list-style-type: none"> 1. With license and certifications to operate janitorial services firm 2. Agency must be in existence for the last 5 years 3. With experience in at least three (3) government agencies (specify name of company, contract amount, type of services, contract duration). Include award for ongoing projects or certificate of completion for completed projects). 4. Submit updated list of remittance and proof of payment from SSS for the 3rd Quarter of 2021 or clearance/certification that they have no arrears and there is no pending case against them from SSS as of 3rd Quarter of 2021. <p>Submit updated list of remittance and proof of payment from Pag-Ibig Fund for the 3rd Quarter of 2021 or clearance/certification that they have no arrears and there is no pending case against them from Pag-ibig Fund as of 3rd Quarter of 2021.</p> <p>Submit updated list of remittance and proof of payment from PhilHealth for the 3rd Quarter of 2021 or clearance/certification that they have no arrears and there is no pending case against them from PhilHealth as of 3rd Quarter of 2021</p> <p>Additional Set of Technical Parameters as indicated on Appendix 23 of the Implementing Guidelines of RA 9184 (Guidelines on the Procurement of Security and Janitorial Services). Janitorial Agency should submit documents to serve as proof of the following:</p> <p>Stability</p> <ol style="list-style-type: none"> 1. Industry Experience <ol style="list-style-type: none"> a. Liquidity of the Contractor b. Organizational Set-up c. Experience of the bidder in government agencies 2. Resources <ol style="list-style-type: none"> a. No. and kind of equipment and supplies b. No. of janitor and supervisors 3. Housekeeping Plan (Process and Procedures for the provision of janitorial services) 4. Other Factors <ol style="list-style-type: none"> a. Recruitment and Selection Criteria b. Completeness of uniforms and other paraphernalia 	
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The prospective bidder is required to submit the following documents to support the additional technical parameter evaluation:

1. List of completed contracts for the last three (3) years prior to bidding with government agencies and / or private clients together with the matrix specifying the details.
2. NFCC calculation and audited financial statement as of December 31, 2018.
3. Organizational Chart and CV of main company officials.
4. List of basic equipment and consumables which shall be provided to CHED for the duration of the contract and will be available in the janitorial agency during the conduct of post qualification:

<u>PARTICULARS</u>	<u>QTY</u>	<u>UNIT</u>
floor polisher, heavy duty	6	unit
16" brush with bracket for vinyl tiles for floor polisher	6	piece
16" brush with bracket for tiles and carpet for floor polisher	6	piece
vacuum cleaner, heavy duty	3	unit
mop squeezer with bucket	7	set
dust mop	2	piece
"mobile garbage bin (360 liters capacity)"	3	unit
grass cutter	1	unit
"caution signs ("cleaning in progress")"	4	piece
caution signs ("wet floor")	4	piece
nozzle for water hose	1	piece
water hose 1/2 inch – 1 roll (200 m)	200	meter
safety belt	2	piece
pressure washer	1	unit
extension cord 15-meter	2	unit
<u>CONSUMABLES: (to be replaced by the Agency if worn out)</u>		
glass squeegee	8	piece
spray gun/trigger sprayer	23	piece
spatula	23	piece

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	<p>beltbag 23 piece</p> <p>5. List of current manpower complement (janitors and supervisors).</p> <p>6. Single Largest Completed Contract inclusive of supporting documents.</p> <p>7. List of required uniforms and pictures of standard uniforms in use.</p> <p>8. Two (2) Certificate of Satisfactory Services from two (2) different clients other than CHED for the completed contracts within the last three (3) years rendered out of the declared list in Item No. 1.</p> <p>9. List of ongoing contracts with government agencies and/or private clients together with the matrix specifying the details.</p> <p>10. Letter of Commitment that janitors and supervisors to be assigned to CHED prior to their deployment should be fully vaccinated.</p>	
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V. ADJOURNMENT

There being no other matter to discuss, the Pre-Procurement Conference adjourned at 3:50 P.M.

PREPARED BY:

APPROVED BY:



ARTEMIO S. CAPELLAN, JR.
Member, Secretariat



ATTY. CINDERELLA FILIPINA BENITEZ-JARO
Chairperson / Presiding Officer

REVIEWED BY:

I certify that all the corrections/ suggestions were incorporated in the minutes of this meeting.



ATTY. RYAN L. ESTEVEZ
Vice-Chair



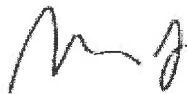
BEATRIZ D. PASCUAL
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ATTY. FREDERICK MIKHAIL I. FAROLAN
Vice-Chair



DIR. CORINNA FRANCES CABANILLA
Member



ATTY. MARCO CICERO F. DOMINGO
Member

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Domingo Marco Cicero
Fagela
Date: 2022.03.10
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