



BIDS AND AWARDS COMMITTEE (BAC)
Minutes of the Meeting
7 October 2020
via Google meet

ATTENDANCE:

BAC:

DA Lee Robert M. Britanico – Vice-Chairperson
DM Joel A. Dominguez
DM Victor John G. Dizon
Atty. Felix Francis Ople - Provisional Member / End User

Technical Working Group (TWG) – Janitorial Services

DM Ramon A. Javier – Head
Maria Theresa Makiling
Emelita Romero
Christine Agatha Villanueva

Secretariat:

ADA Christopher D. Chuegan - Head
Lorna C. Medina
Justine Irish C. Ignacio
Ma. Carla N. Benito
Ranjev M. Garcia

Prospective Bidders:

Gabbie Santos–Anchor Human Resource Development Corporation (Anchor)
Ma. Cristina Ave –Manheart General Services and Trading Corp. (Manheart)
Najma Austria – Manheart
Irene Bravo – Excellent General Services Inc.

Oberservers:

Atty. Camilla Borja - OGCC

AGENDA

1. Pre-bid Conference for the Procurement of Janitorial Services (Contract No. RO-PG2020-003);
2. Documents on Alternative Methods of Procurement Requiring Action;
3. Other Matters.



I. CALL TO ORDER

The meeting was called to order at 1:09 P.M. by the Vice – Chairperson.

II. CERTIFICATION OF QUORUM

The Secretariat confirmed the presence of a quorum for Item 1 with four out of the five members of the BAC present, meeting being presided by the Vice Chairperson. Noting that the meeting is purely through video conferencing.

III. APPROVAL OF THE AGENDA

The Vice Chairperson enumerated the Agenda, as contained in the Notice of Meeting dated 28 September 2020.

The Vice Chairperson asked whether there were documents to be discussed for Item 2. ADA Chuegan said there was none. The Vice Chairperson asked the BAC Members and Secretariat whether there were any other matters that need to be discussed. DM Dominguez asked to discussed for the other matters the 6th Edition of the Philippine Bidding Document for the Procurement of Analytical Services for the Water Quality Monitoring and Procurement of Analytical Services for the Wastewater Quality Monitoring. DM Dizon moved to approved the Agenda, which was seconded by DM Dominguez.

IV. DISCUSSIONS

A. Pre-bid Conference for Contract No. RO-PG2020-003

1. The Vice Chairperson asked the Secretariat whether Observers have been invited. ADA Chuegan answered that the Observers were invited via email at least five (5) days before the meeting as prescribed in the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184. And note that one of the observers joined the meeting, Atty. Camilla Borja from OGCC.
2. The Secretariat introduced the bidders who joined the Pre – Bid Conference via Google Meet. The representatives were Ms. Gabbie Santos from Anchor Human Resource Development Corporation (Anchor), Ma. Cristina Ave and Najma Austria from Manheart General Services and Trading Corp. (Manheart) and Irene Bravo from Excellent General Services Inc.
3. The ViceChairperson instructed the TWG to discuss the bidding documents.

4. DM Javier advised the bidders to refer to the BAC Advisory on Conduct of Procurement in line with the Community Quarantine being implemented by the government and the MWSS RO Office Order No. 55 regarding the Interim Quarantine and Social Distancing Protocols for the steps in submission and on buying the bidding document. He then discussed the bidding document.
5. DM Javier stated that the Approved Budget for the Contract is PhP One Million Six Hundred Fifty - Three Thousand Pesos (PhP 1,653,000.00).
6. DM Javier discussed that the Opening of Bids will be held via Online Video Conferencing (Google Meet). He then advised the bidders to coordinate with the BAC Secretariat if they want to inspect the bidding documents.
7. DM Javier discussed the Technical Requirements of the contract stated in the Instruction to Bidders, which includes the medical certificates of the proposed cleaners indicating "fitness - to - work", work experience, educational attainment, commitment letter, drug test, and NBI/ Police Clearance. He also stated that the RT-PCR / Swab test will only be required for the winning bidder.
8. DM Javier also informed the bidders that early next year the MWSS RO will be moving to the new MWSS RO building and the bidders may visit / inspect the site of the new MWSS RO Building.
9. DM Javier also reiterated that the SLCC should be 50% of the ABC and is within the last three years.
10. Ms. Santos asked the timeframe for the medical certificate and drug test. DM Javier emphasized that the medical certificate should be issued within 30 days prior to bid submission and the drug test should still be valid by then. Ms. Santos then asked the BAC that these be put in a Bid Bulletin. DM Javier answered in the affirmative.
11. She then asked if the BAC if the Official Receipt from NBI will suffice with the required NBI Clearance. DM Javier answered in the negative, and said that if bidders have trouble in getting an NBI Clearance they may opt to get Police Clearance. Ms. Santos asked if the BAC can also indicate this in the Bid Bulletin. DM Javier answered in the affirmative.
12. DM Javier also requested the bidders to have "relievers" if any of the assigned Janitors cannot report to the office. He also reminded that if awarded, the winning bidder should submit accomplishment reports. This is included in the Measurement of Performance and bidders need to have Satisfactory Rating for the contract to be renewed after 1 year.

13. DM Javier then discussed the State of Compliance and the Schedule of Prices. He reiterated to the bidders to write - or 0 for those that are offered free.
14. Bidder said that the VAT applied in the agency fee (Letter E) should be applied for the whole contract price and not only in the agency fee, as the former only applies for the bidding of Security Services. DM Javier said that the changes in the application of VAT in the Schedule of Prices will be reflected in the Bid Bulletin to be issued.
15. Bidder asked for clarification if they will be using 2020 or 2021 PHILHEALTH rates. Mr. Javier advice the bidders to use the PHILHEALTH rates for 2020, and stated that if there will be an increase in the contribution for the year 2021 the contract price will be adjusted accordingly.
16. Bidder asked if they are to follow the mandatory 10% minimum agency fee. Mr. Javier answered that based on RA 9184 and its IRR the BAC cannot set a flooring price.
17. The Secretariat reminded the bidders that the last day to ask for clarification is 10 days before the bid submission and said that the BAC has 7 days before the bid submission to issue bid bulletin.
18. Bidder asked about the attachments needed for the Statement of All On Going Contracts. DM Javier answered that contract/s may be attached.
19. Bidder asked if they need to attach the Mayors Permit in the "Class A" Legal documents, she informed the BAC that the PHILGEPs Registration of the company is not expired, however, the Annex A of their PHILGEPs Certificate is not yet updated due to the PHILEGPs website difficulties. DM Javier answered that Certified True Copy of the Mayors Permit will be accepted and a screen shot / proof that the bidders submitted its renewed Mayors Permit to PHILGEPs.
20. Bidder asked guidance in the online payment of the bidding document. DM Javier answered that the Bank Details of MWSS RO is indicated in Item 8 of the Invitation to Bid. The Bidder also asked if the BAC will issue a Bid Bulletin with regards to the previous queries about the application of the 12% VAT. DM Javier answered that the BAC will issue a Bid Bulletin to address all the queries and clarifications raised during the Pre - Bid Conference.

B. Documents on Alternative Methods of Procurement Requiring Action

1. No documents on alternative methods of procurement requiring action to be discussed.

C. Other Matters

1. DM Dominguez discussed the other matters.

V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 3:37 PM.

PREPARED BY:

(Sgd)
CHRISTOPHER D. CHUEGAN
Secretariat

APPROVED BY:

(Sgd)
LEE ROBERT M. BRITANICO
Vice-Chairperson