



Department of National Defense  
**PHILIPPINE VETERANS AFFAIRS OFFICE**  
Veterans Compound  
Camp General Emilio Aguinaldo  
Quezon City

## **BIDS AND AWARDS COMMITTEE**

### **MINUTES OF THE MEETING**

23 October 2019, Wednesday 1:30 PM  
LAD Conference Room

#### **1.0 ATTENDANCE**

##### **BIDS AND AWARDS COMMITTEE**

ATTY. ROLANDO D. VILLAFLORES	-	Chairperson
MR. FERDINAND C. PALOR	-	Vice-Chairperson
MS. KATHERINE T. ARROJO	-	Regular Member
MS. MELINDA I. LUNA	-	Regular Member

##### **BAC TWG**

ATTY. BRIAN JAMES C. CUEVAS	-	Head and Legal Officer
MR. JOHN PAUL Q. NESPEROS	-	Technical Support Personnel
MS. MARIGRACE G. MANAHAN	-	Technical Support Personnel

##### **BAC SECRETARIAT**

ENGR. DIOMEDES C. PALOR	-	Head
MR. ELMER G. BUNAG	-	Asst. Head
MS. MILAGROS P. PUNZALAN	-	Stenographer
MS. JOSEPHINE P. DELOS REYES	-	Administrative Assistant
MS. HANNAH MAE P. CAMARINES	-	Administrative Assistant

##### **REQUESTED TO ATTEND**

MR. RUPERTO BRILLANTES	-	GSSMD Representative
COL. AGERICO C. AMAGNA III PAF (Ret)	-	VMHD Representative
MS. FENINA B. LISON	-	LAD Representative

##### **OTHER ATTENDEES**

MS. MARITES V. PELAYO	-	Mansion Maintenance Co., Inc.
MS. EDITHA B. MAGNO	-	Mansion Maintenance Co., Inc.
MS. MARIA VICTORIA	-	Mansion Maintenance Co., Inc.
MS. LORETA S. TAGUBA	-	Alert General Services Corp.
MR. JAIME M. DIMIGU	-	Alert General Services Corp.
MS. IVY O. MACALALAD	-	M8 Manpower Services
MR. RONILO D. GORIAS	-	M8 Manpower Services
MS. IRENE S. BRAVO	-	Excellent General Services

## 2.0 CALL TO ORDER

The presiding Officer, BAC Chairperson called the meeting to order at 1:30 PM.

The Head, BAC Sec confirmed that there is a quorum.

## 3.0 AGENDA

Pre-Bid Conference for the Janitorial and Other Allied Services for CY 2020 with an ABC of P 19,581,814.21.

## 4.0 KEYPOINTS OF DISCUSSION

### PRE-BID CONFERENCE FOR THE JANITORIAL AND OTHER ALLIED SERVICES FOR CY 2020 WITH AN ABC OF P 19,581,814.21.

The presiding Officer, BAC Chairperson opened the Pre-Bid Conference for the Janitorial and Other Allied Services for CY 2020 and explained that the Pre-Bid Conference was held to clarify and explain the requirements, terms, conditions and specifications stipulated in the PBDs.

BAC Chairperson informed the prospective bidders that should there be a need to issue a supplemental/bid bulletin for any issue that would arise from the pre-bid conference; the PVAO BAC shall do so accordingly.

BAC Chairperson informed the participants that the Head, BAC Sec will be discussing the basic requirements and details of the procurement and to be followed by the BAC TWG to discuss the details of the technical specifications and schedule of requirements and advised the prospective bidders to feel free to ask questions at any point of the briefing.

Head, BAC Sec started by introducing the following prospective bidders who choose to attend the pre-bid conference, namely:

COMPANY	REPRESENTATIVES
1. MANSION MAINTENANCE CO., INC.	Ms. Marites V. Pelayo Ms. Editha B. Magno Ms. Maria Victoria M. Boidon
2. ALERT GENERAL SERVICES CORP.	Ms. Loreta S. Taguba Mr. Jaime M. Dimigu
3. M8 MANPOWER SERVICES	Ms. Ivy O. Macalalad Mr. Ronilo D. Gorias
4. EXCELLENT GENERAL SERVICES	Ms. Irene S. Bravo

Likewise, the members of the PVAO Bids and Awards Committee, BAC TWG and BAC Secretariat and the end user for this project.

Head, BAC Sec informed the Committee that the invited representative from Commission on Audit (COA) and observers from Volunteer Against Crime and Corruption (VACC), Philippine Chamber of Commerce and Industry (PCCI), were invited but were not able to attend and participate in the proceedings.

Head, BAC Sec started the discussion on the basic requirements with the presentation of the project  
a) Identification, b) Initial Steps conducted in the bidding process and 3) Details on the submission and opening of bids.

## Project Identification

Purchaser (or Employer) Name Address	Philippine Veterans Affairs Office Camp Gen. Emilio Aguinaldo, Quezon City
1.2 Name of the Project	<b>Janitorial and Other Allied Services for CY 2020</b>
1.3 Location of the Project	PVAO Compound, Camp Gen. Emilio Aguinaldo, QCity
1.4 ABC	<b>Nineteen Million Five Hundred Eighty One Thousand Eight Hundred Fourteen Pesos &amp; 21/100 (P 19,581,814.21)</b>
1.5 Method of Procurement	Public Bidding

## Initial steps conducted in the bidding process

2.1 Invitation to Apply for Eligibility and to Bid Date of PhilGEPS Posting Date of Website Posting Date of Posting at Conspicuous Place	11 Oct 2019 11 Oct 2019 11 Oct 2019
2.2 Issuance of Bidding Documents Period of Availability of Bid Docs Number of Bid Docs issued	11 Oct 2019 to 06 Nov 2019
2.3 Amendments to Bidding Docs, if any List all issue dates	None
2.4 Pre-Bid Conference, if any Date of Conference	23 Oct 2019 ; 1:30 PM
2.5 List of Observers Commission on Audit – Auditor Melinda S. Torio  Volunteer Against Crime & Corruption – Mr. Dante Jimenez Philippine Chamber of Commerce and Industry – Mr. George T. Barcelon	Date Received: 10/14/2019 Sent personally Date Received: 10/14/2019 Sent thru email Date Received: 10/14/2019 Sent thru email

## Details on the submission and opening of bids.

3.1 Bid Submission Deadline Original date, time Extensions, if any	06 Nov 2019 ; 1:30 PM None
3.2 Bid Opening date, time	06 Nov 2019; 1:31 PM
3.3 Number of bids submitted	
3.4 RFQ validity Period (days/weeks) Originally specified  Extensions/Revisions, if any	Bids shall be valid One Hundred Twenty (120) calendar days from bid opening None

Head, BAC TWG followed by discussing the eligibility requirements, technical and financial components of the contract to be bid.

Based on the clarifications and questions raised by the prospective bidders, the following are the amendments to the bidding documents and will be formalized through the issuance of a Supplemental Bid Bulletin.

**SPECIAL CONDITIONS OF THE CONTRACT**  
GCC Clause 6.2

REFERENCE/ISSUES	AMENDMENT/CLARIFICATION
<p><b>B. DEPLOYMENT OF PERSONNEL AND EQUIPMENT</b></p> <p>7. In the exigency of services, PVAO may require the personnel to render extra hours/overtime and during Regular Holidays and Special (Non-Working) Holidays. In such instance, the CONTRACTOR'S personnel may be entitled to payment of overtime services/holiday pay provided there is a prior approved Authority to Render Overtime Services and/or work during Regular Holidays and Special (Non-Working) Holidays except under exceptional circumstances as determined by the Head of the requesting division. Payment for such claim should be supported by Report of Actual Work Accomplished by the concerned personnel.</p> <p>For the drivers, the computation of overtime services shall be based on the time of dispatch (maximum 1 hour before actual dispatch) and arrival from and to PVAO Compound, as indicated in the duly approved Trip Ticket.</p> <p>Overtime pay shall be computed based on the rates provided in the CSC and DBM Circular No. 1 s. 2015</p> <p>The Total Overtime Pay of Janitorial and Allied Personnel in a year shall not exceed 3% of the contract amount, subject to availability of funds.</p>	<p><b>B. DEPLOYMENT OF PERSONNEL AND EQUIPMENT</b></p> <p>7. In the exigency of services, PVAO may require the personnel to render extra hours/overtime and during Regular Holidays and Special (Non-Working) Holidays. In such instance, the CONTRACTOR'S personnel may be entitled to payment of overtime services/holiday pay provided there is a prior approved Authority to Render Overtime Services and/or work during Regular Holidays and Special (Non-Working) Holidays except under exceptional circumstances as determined by the Head of the requesting division. Payment for such claim should be supported by Report of Actual Work Accomplished by the concerned personnel.</p> <p>For the drivers, the computation of overtime services shall be based on the time of dispatch (maximum 1 hour before actual dispatch) and arrival from and to PVAO Compound, as indicated in the duly approved Trip Ticket.</p> <p>Overtime pay shall be computed based on the rates provided in the CSC and DBM Circular No. 1 s. 2015</p> <p>The Total Overtime Pay of Janitorial and Allied Personnel in a year shall not exceed 5% of the contract amount, subject to availability of funds.</p>

<p><b>G. PENALTIES</b></p> <p><b>LESS GRAVE OFFENSES</b> – deduction from the billing of P300.00 per incident for first offense; and removal of the <b>security personnel</b> from PVAO for the second offense, upon the CONTRACTOR's Receipt of the PVAO written notice.</p> <ol style="list-style-type: none"> <li>a. Janitorial and Allied Personnel caught smoking while on duty.</li> <li>b. Janitorial and Allied Personnel engaged in prolonged or unnecessary phone or actual conversation with visitors/employees while on duty.</li> <li>c. Sleeping while on duty.</li> </ol>	<p><b>G. PENALTIES</b></p> <p><b>LESS GRAVE OFFENSES</b> – deduction from the billing of P300.00 per incident for first offense; and removal of the <b>janitorial and other allied personnel</b> from PVAO for the second offense, upon the CONTRACTOR's Receipt of the PVAO written notice.</p> <ol style="list-style-type: none"> <li>a. Janitorial and Allied Personnel caught smoking while on duty.</li> <li>b. Janitorial and Allied Personnel engaged in prolonged or unnecessary phone or actual conversation with visitors/employees while on duty.</li> <li>c. Sleeping while on duty.</li> </ol>
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**SECTION VI. SCHEDULE OF REQUIREMENTS**

**FROM:**

**Item No. 2 – Distribution of Personnel for PVAO Shrine Units in Regions 1, 2, 3 & CAR**

SHRINE UNIT	NO. OF PERSONNEL		
	MALE	FEMALE	TOTAL
A. JANITORS			10
<b>REGION 3</b>			
MT. SAMAT NATIONAL SHRINE, Pilar, Bataan	3	1	
CAPAS NATIONAL SHRINE, Capas, Tarlac	3		
<b>CAR</b>			
KIANGAN SHRINE, Kiangan, Ifugao		4	
B. DRIVER/MECHANIC			3
<b>REGION 3</b>			
MT. SAMAT NATIONAL SHRINE, Pilar, Bataan	1		
CAPAS NATIONAL SHRINE, Capas, Tarlac	1		
C. ALL – AROUND UTILITY PERSONNEL			25
<b>REGION 1</b>			
RICARTE NATIONAL SHRINE, Batac, Ilocos	2		
USAFIP NL SHRINE, La Union	1		
<b>REGION 2</b>			
BALETE PASS NATIONAL SHRINE, Santa Fe, N. Vizcaya	7		
<b>REGION 3</b>			
MT. SAMAT NATIONAL SHRINE, Pilar, Bataan	6		
CAPAS NATIONAL SHRINE, Capas, Tarlac	8		
<b>CAR</b>			
KIANGAN SHRINE, Kiangan, Ifugao	1		
	<b>33</b>	<b>5</b>	<b>38</b>

**TO:**

**Item No. 2 – Distribution of Personnel for PVAO Shrine Units in Regions 1, 2, 3 & CAR**

SHRINE UNIT	NO. OF PERSONNEL		
	MALE	FEMALE	TOTAL
A. JANITORS			11
<b>REGION 3</b>			
MT. SAMAT NATIONAL SHRINE, Pilar, Bataan	3	1	
CAPAS NATIONAL SHRINE, Capas, Tarlac	3		
<b>CAR</b>			
KIANGAN SHRINE, Kiangan, Ifugao		4	
B. DRIVER/MECHANIC			2
<b>REGION 3</b>			
MT. SAMAT NATIONAL SHRINE, Pilar, Bataan	1		
CAPAS NATIONAL SHRINE, Capas, Tarlac	1		
C. ALL – AROUND UTILITY PERSONNEL			25
<b>REGION 1</b>			
RICARTE NATIONAL SHRINE, Batac, Ilocos	2		
USAFIP NL SHRINE, La Union	1		
<b>REGION 2</b>			
BALETE PASS NATIONAL SHRINE, Santa Fe, N. Vizcaya	7		
<b>REGION 3</b>			
MT. SAMAT NATIONAL SHRINE, Pilar, Bataan	6		
CAPAS NATIONAL SHRINE, Capas, Tarlac	8		
<b>CAR</b>			
KIANGAN SHRINE, Kiangan, Ifugao	1		
	<b>33</b>	<b>5</b>	<b>38</b>

**SECTION VII. TECHNICAL SPECIFICATIONS**

<b>B. AGENCY PROFILE</b>			
<b>Item No.</b>		<b>Item No.</b>	
<b>1</b>	<b>Stability</b> a. Must be at least 5 years in the business of providing satisfactory general services;	<b>1.</b>	<b>Stability</b> a. Must be at least 5 years in the business of providing satisfactory general services; <b>(Submit Company Profile)</b>

Further, the PVAO BAC reiterated that there shall be no lower limit or floor in the amount of Agency Fee as it runs counter to the provision of Section 31 of Republic Act No. 9184 and it's 2016 Revised IRR as provided in GPPB NPM No. 120-2016.

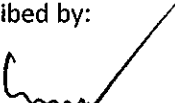
BAC Chairperson informed the prospective bidders that any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents, unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental Bid/Bulletin.

Head, BAC Secretariat reminded that all submission of bidding documents should be at the Procurement Management Section at the 2<sup>nd</sup> floor of Building No. 4, PVAO Compound, Camp General Emilio Aguinaldo, Quezon City and the opening of bids will at the PVAO LAD Conference Room and official time for the deadline of submission of bids is the Philippine Standard Time (PST).

**5.0 ADJOURNMENT**

There being no matter to discuss, the BAC Chair terminated the Pre-Bid Conference at 3:07PM.

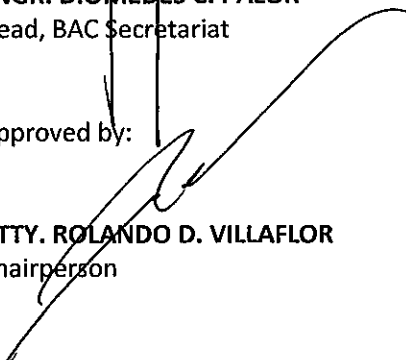
Transcribed by:

  
**MILAGROS P. PUNZALAN**  
Stenographer

Reviewed and Noted by:

  
**ENGR. DIOMEDES C. PALOR**  
Head, BAC Secretariat

Approved by:

  
**ATTY. ROLANDO D. VILLAFLOR**  
Chairperson