



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
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**MINUTES OF THE PRE-BID CONFERENCE FOR THE PROCUREMENT OF JANITORIAL SERVICES**

Conference Room 1, Agricultural Training Institute  
Elliptical Road, Diliman, Quezon City  
December 3, 2018

**I. ATTENDEES**

Present

**BAC Members & Secretariat:**

Milagros Urbano	BAC Chairperson
Leonila Caiz	BAC Vice Chairperson
Joeven Calasagsag	BAC Member
Nemielynn Pangilinan	BAC Member
Pamela Mappala	Head, BAC Secretariat
Marianne Antonio	Member, BAC Secretariat
Mary Ann Jay Somyden	Member, BAC Secretariat
Filsan G. Akut	AFU-OD Property Office

**BAC TWG:**

Jose Tanhueco	TWG Chair
Arlene Nilo	Member, TWG

**Observers:**

Rumelia G. Dela Cruz	ATIMPCI, BOD Chair
Ma. Lourdes Balero	COA Representative

**Bidder's Representative/s:**

Josie Tomenio	Excellent General Services Inc.
Menchie Amurao	DearJohn Services Inc.
Zandro Bernardino	Cancu Enterprises & General Services Inc.
William Nebrida	M8 Manpower Services

Absent

Edena Sayson	BAC Member
Michael Brosas	ATIEA President



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1           **II.        CALL TO ORDER**

2           The Prebid Conference was presided over by the BAC Chairperson, Ms. Milagros Urbano,  
3           after obtaining quorum at 9:11AM. She first acknowledged the presence of the BAC Members  
4           and Secretariat, BAC TWG, observers, as well as the representatives of prospective bidders.

5  
6           **III.       DISCUSSIONS, CLARIFICATIONS, QUESTIONS REGARDING THE BIDDING**  
7           **DOCUMENTS**

8  
9           Ms. Urbano presented the details of the contract for bid, bidding documents and procedures,  
10          as well as the opening of bids, as follows:

11  
12          **What to Bid**

13          Procurement of Janitorial Services particularly eight (8) janitors / janitress, composed of one  
14          (1) lead janitor / janitress, 4 janitors and 3 janitress. Contract duration is from January 1 to  
15          December 31, 2019 (one year) specifically for 310 days, 8 hours per day, six days a week  
16          excluding Sundays and Legal Holidays as provided under DOLE-NCR Wage Order No. 22,  
17          series of 2018. Bidders are requested to refer to the Technical Specifications included in the  
18          Bid Documents.

19  
20          **Contents of the Bidding Documents**

- 21          1. Invitation to Bid  
22          2. Instructions to Bidders (ITB)  
23          3. Bid Data Sheet (BDS)  
24          4. General Conditions of Contract (GCC)  
25          5. Special Conditions of Contract (SCC)  
26          6. Schedule of Requirements  
27          7. Technical Specifications  
28          8. Bidding Forms  
29          9. ATI-BAC Checklist of Requirements

30  
31          **Criteria in the Opening of Bids**

- 32          • “Presence” and “Absence” of the required documents  
33          • Non-Discretionary “Pass” or “Fail” criteria  
34  
35  
36



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1 **Purpose of the Pre-Bid Conference**

2 The primary purpose of the pre-bid conference is to discuss the eligibility and technical  
3 requirements, as well as financial components of the contract for bid. Attendance of  
4 prospective bidders is not mandatory.

5  
6 **Bid Proposal Contents**

7 (1) Eligibility and Technical Proposal: 1 original copy

8 (2) Financial Proposal: 1 original copy

9 Bidders are requested to submit two (2) additional copies of documents for BAC TWG  
10 post-evaluation. To facilitate the checking of documents during the opening of bids,  
11 bidders are requested to use "index tabs" in the folders of the documents to be submitted  
12 to the BAC.

13  
14 **Eligibility Documents**

15 **Class "A" Documents**

- 16
- 17 • PhilGEPS Certificate of Registration and Membership
  - 18 • Statement of Bidder's all on-going and completed government and private contracts
  - 19 • Statement of Bidder's Single Largest Completed Contract (SLCC) similar to the contract  
for bid
  - 20 • NFCC Computation equivalent to the Approved Budget for the Contract (ABC)

- 21 • Tax Clearance Certificate

22 **Class "B" Document**

- 23 • Joint Venture Agreement (JVA), in case of joint venture

24  
25 **Technical Documents**

- 26 • Bid Security - Bid Securing Declaration or any other form of bid security below:
- 27 ○ Cash or cashier/manager's check, bank draft/guarantee or Letter of Credit  
28 (2% of the ABC = PHP 37,703.00)
  - 29 ○ Surety Bond callable upon demand issued by surety or insurance company  
30 certified by the Insurance Commission  
31 (5% of the ABC = PHP 94,260.00)
- 32 • Conformity with Technical Specifications: Statement of Bidder's compliance/conformity  
33 with the Technical Specifications as enumerated and specified in the Schedule of  
34 Requirements and Technical Specifications of the Bid Documents
- 35 • Housekeeping Plan
- 36 • Omnibus Sworn Statement re: Bidders Responsibilities





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- 1 • Copies of Official Receipts of remittances as proofs of payments of contributions /  
2 premiums due to SSS, BIR, PhilHealth, and PagIBIG as mandated by law for the last two  
3 quarters.  
4

5 **Financial Proposal Contents**

- 6 • Financial Bid Form  
7 Bidders are requested to refer to the Financial Bid Form in Section VIII: Bidding Forms.  
8 The Bid Form should include bid prices and the applicable price schedules.  
9

10  
11 **Approved Budget for the Contract**

12 Approved budget for the contract is **One Million Eight Hundred Eighty-Five Thousand**  
13 **One Hundred Ninety-Nine Pesos and 92/100**  
14 **(Php 1,885,199.92)**. The ABC is fixed and not flexible. All Bids that exceed the ABC shall  
15 not be accepted and automatically disqualified.  
16

17 **Bid Proposal Submission and Schedule of Opening of Bids**

18 Deadline of submission of bid proposals is on December 14, 2018 at 9:00AM at the Supply  
19 Management Services, Basement, ATI-Central Office. Likewise, Opening of Bids will be  
20 held on the same date at 9:30 AM in the Conference Room 1, 2<sup>nd</sup> Flr., ATI Central Office.  
21

22 **Procedures: Bid Opening**

- 23 • Opening of bidder's bid shall be done alphabetically  
24 • Representative of Bidder shall be called to identify the envelope containing their bid  
25 documents  
26 • Envelope containing eligibility and technical documents to be opened first, followed by  
27 Financial Proposal  
28 • Eligible Bidders who passed the opening of Eligibility/Technical Proposal stage shall  
29 qualify for the opening of the Financial Proposal  
30 • The bidder's bid shall be read and indicated in the Abstract of Bids as Read  
31 • The BAC Technical Working Group (TWG) shall post-evaluate the submitted eligibility,  
32 technical and financial proposals  
33 • TWG shall determine whether the Bidder that is evaluated as having submitted the  
34 Lowest Calculated Bid (LCB) complies with, and is responsive to, all the required terms  
35 and conditions  
36 • A Bid Evaluation and Post-Qualification Report shall be submitted to the BAC for  
37 evaluation  
38



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1 **Reminder: No Contact Rule**

- 2
- 3 • Prohibition on communication with bidders from bid evaluation until award of contract.
  - 4 • The “No Contact Rule” applies only to those whose bids are being evaluated by the BAC after passing the preliminary examination until the issuance of Notice of Award.
  - 5 • No communication should be made by bidders until a decision to award a contract is
  - 6 made by the BAC.
- 7

8 **Q&A/Agreements:**

9 As for the eligibility documents, Ms. Josie Tomenio of Excellent General Services Inc., asked if  
10 there is a need to include the attachments on the PhilGEPS Certificate of Registration and  
11 Membership. Ms. Leonila Caiz, BAC Vice Chairperson, explained that only the two-page  
12 Certificate of Registration and Membership and List of Eligibility Documents (Annex A) shall be  
13 submitted. All other attachments shall be required during the post-qualification.

14  
15 Ms. Menchie Amurao of DearJohn Services Inc. inquired on the inclusion of copies of contracts  
16 on the statement of bidder’s all on-going and completed government and private contracts. Ms.  
17 Urbano said that bidders may attach supporting documents since it shall be required during  
18 further evaluation by the BAC.

19  
20 Mr. William Nebrida of M8 Manpower Services raised queries on the submission of Tax Clearance  
21 Certificate. The bidder asked if they still need to attach a copy of the said document even if it is  
22 already listed on the Annex A of the PhilGEPS Certificate of Registration and Membership. Ms.  
23 Urbano answered that bidders should submit a copy of their Tax Clearance Certificate.

24  
25 Mr. Nebrida also clarified if bidders are required to submit the attachments for the statement of  
26 bidder’s all on-going and completed government and private contracts. He further said that per  
27 the Government Procurement Policy Board (GPPB), the matrix of bidder’s all on-going and  
28 completed government and private contracts is required during bid proposal submission and  
29 the supporting documents shall be needed during post-qualification. Ms. Urbano advised the  
30 bidders to follow the ATI BAC Checklist of Requirements.

31  
32 Furthermore, Mr. Nebrida inquired if the SLCC is equivalent to one (1) contract only. The BAC  
33 answered yes.

34  
35 As for the financial components, Ms. Tomenio asked about the Institute’s compliance with the  
36 minimum percentage of administrative cost. Ms. Urbano stated that the BAC strictly complies





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1 with the existing labor laws and standards. Ms. Tomenio also clarified if the taxes should be  
2 computed based on the total bid amount. The BAC answered yes.

3  
4 Ms. Urbano reiterated the proper arrangement of bid proposal contents particularly, one original  
5 copy of eligibility and technical proposal and one original copy of the financial proposal. She  
6 added that bidders are requested to submit two (2) additional copies of documents for BAC TWG  
7 post-evaluation.

8  
9 Mr. Nebrida clarified if the janitorial supplies and materials will be provided by the winning  
10 bidder and if there will be a checklist of said supplies and materials. The BAC answered yes.

11  
12 Ms. Amurao raised concerns on the inconsistency on the technical specifications on the bid  
13 documents. Ms. Urbano explained that the BAC will issue a Supplemental Bid Bulletin to address  
14 the said inconsistency particularly on the Terms of Reference wherein the daily minimum wage  
15 rates shall be according to DOLE-NCR Wage Order No. 22, Series of 2018.


16  
17 Ms. Amurao further asked if bidders are allowed to raise other queries in the preparation of bid  
18 proposals. The BAC Chairperson advised the bidders to address further concerns to the BAC  
19 Secretariat.

20  
21 There being no other questions and clarifications, Ms. Urbano thanked the bidders for their  
22 participation and adjourned the meeting.

23 **IV. ADJOURNMENT**

24 The Pre-Bid Conference for the Procurement of Janitorial Services was adjourned at 9:36 AM.

**PREPARED BY:**

  
**MARIANNE B. ANTONIO**  
Member, BAC Secretariat

**APPROVED BY:**

  
**MILAGROS C. URBANO**  
BAC Chairperson

**NOTED BY:**

  
**PAMELA M.G. MAPPALA**  
Head, BAC Secretariat