



# COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines

http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPhils PH Cooperatives



## MINUTES OF MEETING

CDA Bids and Awards Committee (Head Office)

December 2, 2020, 10:26AM – 11:57AM

<b>TYPE OF MEETING</b>	<b>VIRTUAL OPENING OF BIDS</b>																																					
<b>PROJECT</b>	<b>SUPPLY OF JANITORIAL SERVICES AT THE CDA HEAD OFFICE FOR CY 2021 UNDER CDA-GOODS-2020-06</b>																																					
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>ONE MILLION SIX HUNDRED FIFTY THOUSAND PESOS (Php1,650,000.00)</b>																																					
<b>ATTENDEES</b>	<table border="1"> <tr> <td colspan="2"><b>BIDS AND AWARDS COMMITTEE</b></td> </tr> <tr> <td>1. Giovanni T. Platero</td> <td>Chairman, BAC</td> </tr> <tr> <td>2. Atty. Elizabeth O. Batonan</td> <td>Vice Chairman, BAC</td> </tr> <tr> <td>3. Atty. Joanne N. Limpin</td> <td>Member, BAC</td> </tr> <tr> <td>4. Atty. Mona Liza P. Arriba-Juarez</td> <td>Member, BAC</td> </tr> <tr> <td>5. Melissa C. Santos</td> <td>Member, BAC</td> </tr> <tr> <td>6. Monatao Honeya R. Alawi</td> <td>Member, BAC</td> </tr> <tr> <td colspan="2"><b>BAC SECRETARIAT</b></td> </tr> <tr> <td>1. Atty. Jovilyn M. Gaffud-Marquez</td> <td>Head, BAC Secretariat</td> </tr> <tr> <td>2. Jonal A. De Los Reyes</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>3. Elmer A. Bajado</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>4. Ronaldo G. Rivera</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>5. Marygrace C. Jaquilmac</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>6. Romaine Niño A. Talucod</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>7. Ma. Antonette A. Pimentel</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td colspan="2"><b>TECHNICAL WORKING GROUP</b></td> </tr> <tr> <td>1. Romeo A. Conception</td> <td>Member, BAC TWG</td> </tr> <tr> <td>2. Atty. Lovely Mei Dela Cruz</td> <td>Member, BAC TWG</td> </tr> </table>		<b>BIDS AND AWARDS COMMITTEE</b>		1. Giovanni T. Platero	Chairman, BAC	2. Atty. Elizabeth O. Batonan	Vice Chairman, BAC	3. Atty. Joanne N. Limpin	Member, BAC	4. Atty. Mona Liza P. Arriba-Juarez	Member, BAC	5. Melissa C. Santos	Member, BAC	6. Monatao Honeya R. Alawi	Member, BAC	<b>BAC SECRETARIAT</b>		1. Atty. Jovilyn M. Gaffud-Marquez	Head, BAC Secretariat	2. Jonal A. De Los Reyes	Member, BAC Secretariat	3. Elmer A. Bajado	Member, BAC Secretariat	4. Ronaldo G. Rivera	Member, BAC Secretariat	5. Marygrace C. Jaquilmac	Member, BAC Secretariat	6. Romaine Niño A. Talucod	Member, BAC Secretariat	7. Ma. Antonette A. Pimentel	Member, BAC Secretariat	<b>TECHNICAL WORKING GROUP</b>		1. Romeo A. Conception	Member, BAC TWG	2. Atty. Lovely Mei Dela Cruz	Member, BAC TWG
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<b>CALL TO ORDER</b>	<p>The opening of bids started at 10:26AM and was presided by DED Platero - BAC Chairman. Thereafter, the BAC Chairman instructed the BAC Secretariat to acknowledge the presence of all the attendees.</p> <p>After the declaration of a quorum by Mr. Jonal A. Delos Reyes, the BAC Chairman likewise acknowledged and thanked the Ultimate Care Janitorial</p>																																					



	& Allied Services and ARG Janitorial and Allied Services for participating in the Opening of Bids.		
<b>SUBMISSION OF BID DOCUMENT</b>	The BAC Chairman explained that the sequence for the opening of bids will be based on a first-come first serve basis.		
	Further, the BAC Secretariat informed the BAC Members that the Ultimate Care Janitorial & Allied Services was recorded as first to submit its bid on December 2, 2020 at timestamp 2:03AM, followed by the ARG Janitorial and Allied Services which submitted its bid on December 2, 2020 at timestamp 8:54AM respectively.		
	<b>Name of Bidder</b>	<b>Date</b>	<b>Time of Submission</b>
	1. Ultimate Care Janitorial & Allied Services	December 2, 2020	2:03AM
2. ARG Janitorial and Allied Services	December 2, 2020	8:54AM	

**REVIEW OF ELIGIBILITY AND TECHNICAL COMPONENT**

Since the Ultimate Care Janitorial & Allied Services was first to submit its bid via official email of the BAC Secretariat, the former was given by the BAC the chance to present its Legal and Technical document first.

To start with, the BAC Chairman requested Ms. Arlyn D. Gregorio to provide in the chat box their passwords for the Eligibility and Technical documents and the PDF file. Thereafter, Mr. Ronaldo G. Rivera has successfully accessed the submitted documents using the correct passwords.

<b>Name of Bidder</b>	<b>Password for the Legal and Technical Requirements</b>	<b>Password for the PDF file</b>
1. Ultimate Care Janitorial & Allied Services	8888	8887

At timestamp 11:03AM, Ms. Mauren Mationg representative of ARG Janitorial and Allied Services has provided in the chat box the following passwords as follows:

**FOR TECHNICAL: RAR: ARGtechnical1  
PDF: CDAtechnical1**

**FOR FINANCIAL: RAR: ARGfinancial1  
PDF: CDAfinancial1”**

<b>Name of Bidder</b>	<b>Password for the Legal and Technical Requirements</b>	<b>Password for the PDF file</b>
2. ARG Janitorial and Allied Services	ARGfinancial1 <b>WRONG PASSWORD</b>	CDAfinancial1 <b>WRONG PASSWORD</b>

Despite several attempts by Mr. Ronaldo G. Rivera to repetitively access the submitted documents and even tried jumbling the same, **ALL THE GIVEN PASSWORDS** were said to be **ERRONEOUS** upon entry and /or not accepted by the zip file.

After **25 minutes** of several attempts, the BAC decided at timestamp 11:29AM to call for a short meeting to discuss the matter. The BAC Chairman hereby requested the two bidders/representatives to leave the virtual room for a while, to give way to BAC's deliberation. Likewise, Mr. Jonal A. Delos Reyes requested the bidders/representatives to post in the chat box their contact information in order to give them cue in case the BAC will request them to rejoin in the virtual meeting. As such, the two bidders/representative had supplied the following contact information as follows:

**Alexandrine Joyce**  
**11:29 AM**  
**Alexandrine Joyce Morfe 09774133115**  
**Mauren Mationg**  
**11:29 AM**  
**09514864030 Mauren Mationg**

After the deliberation of the BAC at timestamp 11:43AM, Mr. Jonal A. Delos Reyes and Mr. Ronaldo G. Rivera respectively contacted Ms. Alexandrine Joyce Morfe of the Ultimate Care Janitorial & Allied Services and Ms. Mauren Mationg of ARG Janitorial and Allied Services to rejoin the virtual meeting.

Thereafter, at timestamp 11:45AM, the BAC Chairman resumed with the bidding proper. He further discussed the CDA's internal guidelines on the electronic submission of bids in accordance with GPPB Resolution 09-2020 (Procurement Guidelines on Online Bidding). He explained based on the guidelines that, **bidders are given a minimum of five (5) minutes to provide the password. If the bidder fails to do so, the BAC shall move on to the next bid, if any. If there are no other bids to be considered, the BAC Secretariat shall ask again via text message for the password and the BAC shall give the bidder at least five (5) minutes to respond. IF THE BIDDER DOES NOT RESPOND WITHIN THE ALLOTTED TIME, HIS BID SHALL NO LONGER BE CONSIDERED.**

In consideration of the similar situation therein, the BAC Chairman announced the unanimous decision of the BAC to declare **ARG Janitorial and Allied Services** to have **FAILED** in its compliance with the Legal and Technical Requirements due to technical issues/SUBMISSION OF INCORRECT PASSWORD TO ACCESS AND OPEN THE ZIP FILE.

<b>a. Certificate of PhilGEPS Registration</b>	<b>Name of Bidder</b>	<b>Status of Compliance</b>		<b>Remarks</b>
		Compliant	Non-Compliant	
	1. Ultimate Care Janitorial & Allied Services	√		PhilGEPS Platinum Certificate Holder
	2. ARG Janitorial and Allied Services			<b>FAILED</b>

	<p>Since <b>Ultimate Care Janitorial &amp; Allied Services</b> has submitted their <b>Certificate of PhilGEPS Registration (Platinum Membership)</b>, the BAC did not require them to submit the following documents during the Opening of Bids:</p> <ol style="list-style-type: none"> <li>1. Registration Documents from DTI, SEC and CDA;</li> <li>2. Copy of Mayor's Permit for 2020;</li> <li>3. Copy of Audited Financial Statement, stamped "received" by the BIR; and</li> <li>4. Valid and current Tax Clearance.</li> </ol> <p>Further, the winning bidder shall present to the TWG during the conduct of the <b>post-qualification</b> the indicated requirements under item 1,2,3 and 4 respectively.</p>														
<p><b>b. Statement of largest completed contracts similar to the contract to be bid</b></p>	<table border="1"> <thead> <tr> <th rowspan="2">Name of Bidder</th> <th colspan="2">Status of Compliance</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Compliant</th> <th>Non-Compliant</th> </tr> </thead> <tbody> <tr> <td>1. Ultimate Care Janitorial &amp; Allied Services</td> <td style="text-align: center;">√</td> <td></td> <td>COMPLIED</td> </tr> <tr> <td>2. ARG Janitorial and Allied Services</td> <td></td> <td></td> <td><b>FAILED</b></td> </tr> </tbody> </table>	Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	1. Ultimate Care Janitorial & Allied Services	√		COMPLIED	2. ARG Janitorial and Allied Services			<b>FAILED</b>
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1. Ultimate Care Janitorial & Allied Services	√		COMPLIED												
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<p><b>c. Statement of on-going and awarded but not yet started contracts</b></p>	<table border="1"> <thead> <tr> <th rowspan="2">Name of Bidder</th> <th colspan="2">Status of Compliance</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Compliant</th> <th>Non-Compliant</th> </tr> </thead> <tbody> <tr> <td>1. Ultimate Care Janitorial &amp; Allied Services</td> <td style="text-align: center;">√</td> <td></td> <td>COMPLIED</td> </tr> <tr> <td>2. ARG Janitorial and Allied Services</td> <td></td> <td></td> <td><b>FAILED</b></td> </tr> </tbody> </table>	Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	1. Ultimate Care Janitorial & Allied Services	√		COMPLIED	2. ARG Janitorial and Allied Services			<b>FAILED</b>
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1. Ultimate Care Janitorial & Allied Services	√		Notarization is in accordance with the Notarization Law												
2. ARG Janitorial and Allied Services			<b>FAILED</b>												

e. Omnibus Sworn Statement	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			Compliant	Non-Compliant	
	1. Ultimate Care Janitorial & Allied Services		√		Ms. Arlyn S. De Leon-Gregorio is the authorized representative
2. ARG Janitorial and Allied Services				<b>FAILED</b>	
f. Conformity with the Delivery Schedule	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			Compliant	Non-Compliant	
	1. Ultimate Care Janitorial & Allied Services		√		COMPLIED
2. ARG Janitorial and Allied Services				<b>FAILED</b>	
g. Conformity with Technical Specifications	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			Compliant	Non-Compliant	
	1. Ultimate Care Janitorial & Allied Services		√		COMPLIED
2. ARG Janitorial and Allied Services				<b>FAILED</b>	
h. Net Financing Contracting Capacity (NFCC)	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			Compliant	Non-Compliant	
	1. Ultimate Care Janitorial & Allied Services		√ Php654,208,955.86		NFCC is above the ABC
2. ARG Janitorial and Allied Services				<b>FAILED</b>	
<b>APPROVAL OF THE SUBMITTED ELIGIBILITY AND TECHNICAL REQUIREMENTS</b>	<b>1. <u>ULTIMATE CARE JANITORIAL &amp; ALLIED SERVICES</u></b>  Upon motion by Atty. Joanne N. Limpin, jointly seconded by Chief Monatao Honeya R. Alawi, RESOLVED as it is hereby RESOLVED to pass the Eligibility and Technical Requirements of the Ultimate Care Janitorial & Allied Services.				

## REVIEW OF FINANCIAL COMPONENT

The Chairman then again requested the first bidder Ultimate Care Janitorial & Allied Services to provide in the chat box the passwords of the Financial Folder and the PDF file as follows:

Name of Bidder	Password for the Financial Envelope
1. Ultimate Care Janitorial & Allied Services	8888

**a. Financial Bid**

Name of Bidder	Bid Offer	Remarks
1. Ultimate Care Janitorial & Allied Services	Php1,419,373.20	Lowest calculated bidder

**APPROVAL OF THE SUBMITTED FINANCIAL REQUIREMENTS**

The **ULTIMATE CARE JANITORIAL & ALLIED SERVICES** which offered a bid price amounting to **ONE MILLION FOUR HUNDRED NINETEEN THOUSAND THREE HUNDRED SEVENTY-THREE PESOS AND 20/100 PESOS Php1,419,373.20** was determined to have offered a bid which is favorable and advantageous to the government.

**DECLARATION OF THE LOWEST CALCULATED BID**

Upon motion by Atty. Elizabeth O. Batonan, duly seconded by Chief Melissa C. Santos, **RESOLVED** as it is hereby **RESOLVED** to declare **ULTIMATE CARE JANITORIAL & ALLIED SERVICES** as the **lowest calculated bidder**.

Further, the BAC Chairman instructed the Technical Working Group to schedule the post-qualification activity within the prescribed period indicated on the IRR of RA 9184.

**ADJOURNMENT**

Having no other matters for discussion, the meeting was adjourned at 11:58 AM.

**CERTIFICATION**

We certify that the foregoing is the true account of the Opening of Bids conducted on December 2, 2020.

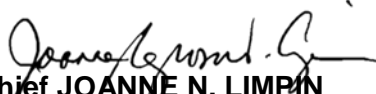
**PREPARED BY**

**MARYGRACE C. JAQUILMAC**  
BAC Secretariat  
Date: December 2, 2020

**CERTIFIED CORRECT**

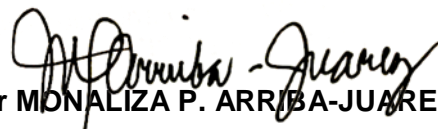
**ATTY. JOVILYN GAFFUD-MARQUEZ**  
Head, BAC Secretariat *JG*

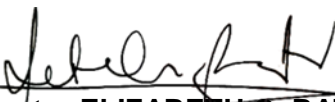
**APPROVED**

  
Chief **JOANNE N. LIMPIN**  
BAC Member

  
Chief **MONATAO HONEYA R. ALAWI**  
BAC Member

  
Chief **MELISSA C. SANTOS**  
BAC Member

  
Director **MONALIZA P. ARRIBA-JUAREZ**  
BAC Member

  
Director **ELIZABETH O. BATONAN**  
BAC Vice-Chairman

  
**DED GIOVANNI T. PLATERO**  
BAC Chairman