



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 (Central Office) November 14, 2019, 2:00PM CDA Conference Room (Ground Floor)

TYPE OF MEETING	PRE-BID CONFERENCE																				
PROJECT	SUPPLY OF JANITORIAL SERVICES FOR CDA – CENTRAL OFFICE FOR CY 2020 IN THE AMOUNT OF P1,650,000.00																				
ATTENDEES	<p><u>BAC Members</u></p> <table border="0"> <tr> <td>1. DED Giovanni T. Platero</td> <td>BAC Chairman</td> </tr> <tr> <td>2. Director Pedro T. Defensor, Jr.</td> <td>BAC Member</td> </tr> <tr> <td>3. Chief Melissa C. Santos</td> <td>BAC Member</td> </tr> </table> <p><u>BAC Secretariat</u></p> <table border="0"> <tr> <td>1. Mr. Jonal A. De Los Reyes</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>2. Mr. Elmer A. Bajado</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>3. Ms. Marygrace C. Jaquilmac</td> <td>Member, BAC Secretariat</td> </tr> </table> <p><u>Technical Working Group</u></p> <table border="0"> <tr> <td>1. Chief Doris D. Teodoro</td> <td>Member, TWG</td> </tr> <tr> <td>2. Mr. Romeo A. Concepcion</td> <td>Member, TWG</td> </tr> <tr> <td>3. Julio E. Casilan, Jr.</td> <td>Member, TWG</td> </tr> </table> <p><u>Observers</u></p> <table border="0"> <tr> <td>1. Jenelyn Maga</td> <td>Representative from COA</td> </tr> </table>	1. DED Giovanni T. Platero	BAC Chairman	2. Director Pedro T. Defensor, Jr.	BAC Member	3. Chief Melissa C. Santos	BAC Member	1. Mr. Jonal A. De Los Reyes	Member, BAC Secretariat	2. Mr. Elmer A. Bajado	Member, BAC Secretariat	3. Ms. Marygrace C. Jaquilmac	Member, BAC Secretariat	1. Chief Doris D. Teodoro	Member, TWG	2. Mr. Romeo A. Concepcion	Member, TWG	3. Julio E. Casilan, Jr.	Member, TWG	1. Jenelyn Maga	Representative from COA
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CALL TO ORDER	<p>The Pre-Bid Conference was started at 2:59 PM and presided by the BAC Chairman. Thereafter, DED Platero instructed the BAC Secretariat to acknowledge the presence of the attendees.</p> <p>Having established the required quorum, DED Platero proceeded with the pre-bid conference proper.</p> <p>DED Platero also discussed the Agency's compliance to invite representatives from COA, Philippine Chamber of Commerce & Industry and Philippine Cooperative Center as Observers to the Pre-Bid Conference.</p>																				
SECTION I. INVITATION TO BID	The BAC Secretariat presented the procurement timelines. DED Platero including the other members of the BAC agreed to the following schedules:																				

Office of the Chairman : (02) 721-5325
: (02) 721-5324

Office of the Executive Director : (02) 725-6450
Officer of the Day : (02) 725-3764




Management System
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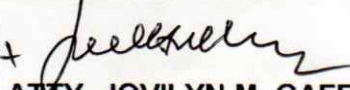

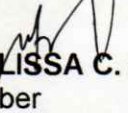



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	<p>Advertisement November 6, 2019 Pre-Bid Conference November 14, 2019 at 2:00PM Submission & Opening of Bids November 26, 2019 at 2:00PM</p>
<p>SECTION II. INSTRUCTIONS TO BIDDERS</p>	<p>The BAC Chairman advised the bidders who availed the Certificate of PhilGEPS Registration (Platinum Membership) that they are exempted from the submission of the following documents during the Opening of Bids:</p> <ol style="list-style-type: none"> 1. Registration Documents from DTI, SEC and CDA; 2. Copy of Mayor's Permit for 2019; 3. Copy of Audited Financial Statement, stamped "received" by the BIR; and 4. Valid and current Tax Clearance. <p>Further, the above-mentioned requirements shall be readily available during the conduct of the post-qualification by the BAC Technical Working Group (TWG).</p>
<p>SECTION III. BID DATA SHEET</p>	<ol style="list-style-type: none"> 1. As unanimously agreed by the BAC Members, be it RESOLVED as it is hereby RESOLVED, to issue a Supplemental Bid Bulletin on the 2nd and 4th paragraph of Item 5.4 to rephrase the sentence from "For this purpose, similar contracts shall refer to any contract for SUPPLY OF JANITORIAL SERVICES FOR THE CDA CENTRAL OFFICE FOR CY 2020" to "For this purpose, similar contracts shall refer to any contract for SUPPLY OF JANITORIAL SERVICES"; 2. On Item 13.2, the BAC Members unanimously agreed to issue a Supplemental Bid Bulletin to amend "c) Administrative Overhead and Profit Margin" to c) Administrative Overhead and Profit Margin Compliant with latest DOLE Department Order; 3. On Item 13.2, the BAC Members unanimously agreed to issue a Supplemental Bid Bulletin to amend "f) Compliant to latest DOLE-Wage Order - NCR" to Compliant to latest DOLE Department Order No. 174-17; 4. On Item 29.2(b), the BAC Members unanimously agreed to issue a Supplemental Bid Bulletin to amend the latest income and business tax returns within the last six (6) months preceding the date of bid submission from "(April, May, June, July, August, September 2019)" to (May, June, July, August, September, October 2019); and 5. On Item 29.2(d), the BAC Members unanimously agreed to issue a Supplemental Bid Bulletin to amend "5. DOLE-Department Order No. 18-A and updated revision (if any), Certificate of Registration" to 5.

	DOLE-Department Order No. 174-17 and updated revision (if any), Certificate of Registration.
SECTION IV. GENERAL CONDITIONS OF CONTRACT	No discussion.
SECTION V. SPECIAL CONDITIONS OF CONTRACT	No discussion.
SECTION VI. SCHEDULE OF REQUIREMENTS	No discussion.
SECTION VII. MANPOWER REQUIREMENTS AND TECHNICAL SPECIFICATIONS	<ol style="list-style-type: none"> 1. On Item II MANPOWER REQUIREMENTS, the BAC Members unanimously agreed to issue a Supplemental Bid Bulletin to amend the covering period of janitorial services from "<i>January 1 2019 to December 31, 2019</i>" to January 1, 2020 to December 31, 2020; 2. On Item IV LIST OF EQUIPMENT, TOOLS, SUPPLIES AND MATERIALS REQUIRED FOR JANITORIAL SERVICES specifically No. 2 SUPPLIES AND MATERIALS REQUIRED FOR JANITORIAL SERVICES, the BAC Members unanimously agreed to issue a Supplemental Bid Bulletin to amend the monthly replenishment of supplies from <i>15. Soft broom (24 pcs.) and 16. Stick broom (24pcs.)</i> to Soft broom (12 pcs.) and Stick broom (12pcs.) respectively; and 3. On Item V TRACK RECORD OF BIDDER, the BAC Members unanimously agreed to issue a Supplemental Bid Bulletin to rephrase "<i>a) With at least five (5) years track record in engaging security service provider</i>" to a) With at least five (5) years track record in engaging janitorial service provider;
SECTION VIII. BIDDING FORMS	On the Cost Proposal/ Distribution Rate , the BAC Members unanimously agreed to issue a Supplemental Bid Bulletin to amend " <i>7 Days a Week/ 5 Days a Week</i> " to 7 Days a Week (393.8) / 5 Days a Week (261) .
ADJOURMENT	Having no other matters for discussion, the meeting was adjourned at 4:09 PM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on November 14, 2019.
PREPARED BY	<p style="text-align: center;">  MARYGRACE C. JAQUILMAC BAC Secretariat Date: <u>NOVEMBER 15, 2019</u> </p>

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CERTIFIED CORRECT	 ATTY. JOVILYN M. GAFFUD-MARQUEZ Head, BAC Secretariat
APPROVED	 Director PEDRO T. DEFENSOR, JR. BAC Member  Chief, MELISSA C. SANTOS BAC Member ATTY. MONA LIZA P. ARRIBA-JUAREZ BAC Member ATTY. ELIZABETH O. BATONAN BAC Vice-Chairman  DED GIOVANNI T. PLATERO BAC Chairman

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