



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








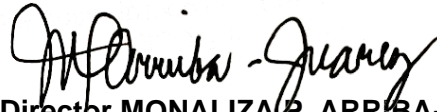
MINUTES OF MEETING CDA Bids and Awards Committee (Head Office) November 18, 2020, 10:17AM – 10:59AM

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE																																					
PROJECT	SUPPLY OF JANITORIAL SERVICES AT THE CDA HEAD OFFICE FOR CY 2021 WITH CONTRACT NO. CDA-GOODS-2020-06																																					
APPROVED BUDGET FOR THE CONTRACT (ABC)	ONE MILLION SIX HUNDRED FIFTY THOUSAND PESOS (Php1,650,000.00)																																					
ATTENDEES	<table border="1"> <tr> <td>BIDS AND AWARDS COMMITTEE</td> <td></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. Mona Liza P. Arriba-Juarez</td> <td>Member, BAC</td> </tr> <tr> <td>4. Melissa C. Santos</td> <td>Member, BAC</td> </tr> <tr> <td>5. Atty. Joanne N. Limpin</td> <td>Member, BAC</td> </tr> <tr> <td>6. Monatao Honeya R. Alawi</td> <td>Member, BAC</td> </tr> <tr> <td>BAC SECRETARIAT</td> <td></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. Ma. Antonette A. Pimentel</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>TECHNICAL WORKING GROUP</td> <td></td> </tr> <tr> <td>1. Atty. Lovely Mei Dela Cruz</td> <td>Member, BAC TWG</td> </tr> <tr> <td>2. Doris D. Teodoro</td> <td>Member, BAC TWG</td> </tr> <tr> <td>3. Romeo A. Concepcion</td> <td>Member, BAC TWG</td> </tr> </table>		BIDS AND AWARDS COMMITTEE		1. Giovanni T. Platero	Chairman, BAC	2. Atty. Elizabeth O. Batonan	Vice Chairman, BAC	3. Atty. Mona Liza P. Arriba-Juarez	Member, BAC	4. Melissa C. Santos	Member, BAC	5. Atty. Joanne N. Limpin	Member, BAC	6. Monatao Honeya R. Alawi	Member, BAC	BAC SECRETARIAT		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. Ma. Antonette A. Pimentel	Member, BAC Secretariat	TECHNICAL WORKING GROUP		1. Atty. Lovely Mei Dela Cruz	Member, BAC TWG	2. Doris D. Teodoro	Member, BAC TWG	3. Romeo A. Concepcion	Member, BAC TWG
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CALL TO ORDER	<p>The Pre-Bid Conference started at 10:17AM and was presided by DED Platero - BAC Chairman. Thereafter, the BAC Chairman instructed the BAC Secretariat to acknowledge the presence of the attendees.</p> <p>Having established the required quorum, the BAC Chairman proceeded with the Pre-Bid Conference proper.</p>																																					

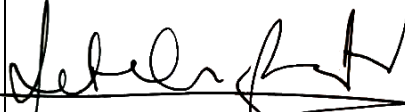


	<p>DED Platero discussed the Agency's compliance to invite representatives from COA, Philippine Chamber of Commerce & Industry and Philippine Cooperative Center as Observers to the Pre-Bid Conference. Likewise, an invitation was sent to the Board of Directors and the Executive Director to be among the observers during the conduct of the said activity.</p> <p>Further, the BAC Chairman also discuss the compliance of CDA with GPPB Resolution 2020-12 relative to the issuance of Certification confirming the readiness and capability of CDA to conduct the electronic submission and receipt of bid documents.</p>								
<p>SECTION I. INVITATION TO BID</p>	<p>The BAC Secretariat presented the following procurement timelines for the information and guidance of the BAC Members, BAC Secretariat, TWG, observers and the bidders:</p> <table border="1" data-bbox="523 907 1482 1061"> <thead> <tr> <th data-bbox="523 907 1007 943">ACTIVITY</th> <th data-bbox="1015 907 1482 943">SCHEDULE</th> </tr> </thead> <tbody> <tr> <td data-bbox="523 954 1007 990">Advertisement</td> <td data-bbox="1015 954 1482 990">November 10, 2020</td> </tr> <tr> <td data-bbox="523 1001 1007 1037">Pre-Bid Conference</td> <td data-bbox="1015 1001 1482 1037">November 18, 2020 10:00AM</td> </tr> <tr> <td data-bbox="523 1048 1007 1084">Submission & Opening of Bids</td> <td data-bbox="1015 1048 1482 1084">December 2, 2020 10:00AM</td> </tr> </tbody> </table>	ACTIVITY	SCHEDULE	Advertisement	November 10, 2020	Pre-Bid Conference	November 18, 2020 10:00AM	Submission & Opening of Bids	December 2, 2020 10:00AM
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<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 2020; 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>	<p>Presented the contents of the Bid Data Sheet. No discussion.</p>								
<p>SECTION IV. GENERAL CONDITIONS OF THE CONTRACT</p>	<p>Presented the contents of the General Conditions of the Contract. No discussion.</p>								
<p>SECTION V. SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>Presented the contents of the Special Conditions of the Contract. No discussion.</p>								

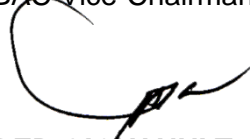
SECTION VI. SCHEDULE OF REQUIREMENTS	Presented the contents of the Schedule of Requirements. No discussion.
SECTION VII. MANPOWER REQUIREMENTS AND TECHNICAL SPECIFICATIONS	Presented the contents of the Manpower Requirements and Technical Specifications. No Discussion.
SECTION VIII. BIDDING FORMS	Presented the contents of the Bidding Forms. No discussion.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:59 PM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on November 18, 2020.
PREPARED BY	 MARYGRACE C. JAQUILMAC BAC Secretariat Date: <u>November 18, 2020</u>
CERTIFIED CORRECT	 ATTY. JOVILYN M. GAFFUD-MARQUEZ Head, BAC Secretariat <i>jr</i>
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