



# 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 – Head Office Bids and Awards Committee (BAC)

November 23, 2021 at 10:09AM to 12:13PM

Via Google Meet

TYPE OF MEETING	VIRTUAL OPENING OF BIDS																																									
PROJECT	PROCUREMENT OF JANITORIAL MANPOWER SERVICES AT CDA HEAD OFFICE FOR CY 2022 WITH CONTRACT NO. CDA-2021-07																																									
APPROVED BUDGET FOR THE CONTRACT (ABC)	ONE MILLION SEVEN HUNDRED THOUSAND PESOS (Php1,700,000.00)																																									
ATTENDEES	<table border="1"> <thead> <tr> <th colspan="2">BIDS AND AWARDS COMMITTEE</th> </tr> </thead> <tbody> <tr> <td>1. Atty. Elizabeth O. Batonan</td> <td>Vice Chairperson, BAC</td> </tr> <tr> <td>2. Atty. Mona Liza P. Arriba-Juarez</td> <td>Member, BAC</td> </tr> <tr> <td>3. Atty. Joanne N. Limpin</td> <td>Member, BAC</td> </tr> <tr> <td>4. Chief Monatao Honeya R. Alawi</td> <td>Member, BAC</td> </tr> <tr> <td>5. Chief Melissa C. Santos</td> <td>Member, BAC</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">BAC SECRETARIAT</th> </tr> </thead> <tbody> <tr> <td>1. Atty. Jovilyn M. Gaffud-Marquez</td> <td>Head, BAC Secretariat</td> </tr> <tr> <td>2. Mr. Jonal A. De Los Reyes</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>3. Mr. Elmer A. Bajado</td> <td>Member, BAC Secretariat/ End-User</td> </tr> <tr> <td>4. Mr. Ronaldo G. Rivera</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>5. Ms. Marygrace C. Jaquilmac</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>6. Ms. Ma. Antonette A. Pimentel</td> <td>Member, BAC Secretariat/</td> </tr> <tr> <td>7. Mr. Romaine Niño P. Talucod</td> <td>Assistant BAC Administrator</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">TECHNICAL WORKING GROUP</th> </tr> </thead> <tbody> <tr> <td>1. Mr. Romeo A. Concepcion</td> <td>Member, BAC TWG</td> </tr> <tr> <td>2. Mr. Carlito V. Buan</td> <td>Member, BAC TWG</td> </tr> <tr> <td>3. Mr. Julio E. Casilan, Jr.</td> <td>Member, BAC TWG</td> </tr> <tr> <td>4. Atty. James Fernandez</td> <td>Member, BAC TWG</td> </tr> <tr> <td>5. Chief Doris D. Teodoro</td> <td>Member, BAC TWG</td> </tr> </tbody> </table>		BIDS AND AWARDS COMMITTEE		1. Atty. Elizabeth O. Batonan	Vice Chairperson, BAC	2. Atty. Mona Liza P. Arriba-Juarez	Member, BAC	3. Atty. Joanne N. Limpin	Member, BAC	4. Chief Monatao Honeya R. Alawi	Member, BAC	5. Chief Melissa C. Santos	Member, BAC	BAC SECRETARIAT		1. Atty. Jovilyn M. Gaffud-Marquez	Head, BAC Secretariat	2. Mr. Jonal A. De Los Reyes	Member, BAC Secretariat	3. Mr. Elmer A. Bajado	Member, BAC Secretariat/ End-User	4. Mr. Ronaldo G. Rivera	Member, BAC Secretariat	5. Ms. Marygrace C. Jaquilmac	Member, BAC Secretariat	6. Ms. Ma. Antonette A. Pimentel	Member, BAC Secretariat/	7. Mr. Romaine Niño P. Talucod	Assistant BAC Administrator	TECHNICAL WORKING GROUP		1. Mr. Romeo A. Concepcion	Member, BAC TWG	2. Mr. Carlito V. Buan	Member, BAC TWG	3. Mr. Julio E. Casilan, Jr.	Member, BAC TWG	4. Atty. James Fernandez	Member, BAC TWG	5. Chief Doris D. Teodoro	Member, BAC TWG
BIDS AND AWARDS COMMITTEE																																										
1. Atty. Elizabeth O. Batonan	Vice Chairperson, BAC																																									
2. Atty. Mona Liza P. Arriba-Juarez	Member, BAC																																									
3. Atty. Joanne N. Limpin	Member, BAC																																									
4. Chief Monatao Honeya R. Alawi	Member, BAC																																									
5. Chief Melissa C. Santos	Member, BAC																																									
BAC SECRETARIAT																																										
1. Atty. Jovilyn M. Gaffud-Marquez	Head, BAC Secretariat																																									
2. Mr. Jonal A. De Los Reyes	Member, BAC Secretariat																																									
3. Mr. Elmer A. Bajado	Member, BAC Secretariat/ End-User																																									
4. Mr. Ronaldo G. Rivera	Member, BAC Secretariat																																									
5. Ms. Marygrace C. Jaquilmac	Member, BAC Secretariat																																									
6. Ms. Ma. Antonette A. Pimentel	Member, BAC Secretariat/																																									
7. Mr. Romaine Niño P. Talucod	Assistant BAC Administrator																																									
TECHNICAL WORKING GROUP																																										
1. Mr. Romeo A. Concepcion	Member, BAC TWG																																									
2. Mr. Carlito V. Buan	Member, BAC TWG																																									
3. Mr. Julio E. Casilan, Jr.	Member, BAC TWG																																									
4. Atty. James Fernandez	Member, BAC TWG																																									
5. Chief Doris D. Teodoro	Member, BAC TWG																																									
NAME OF BIDDERS/ REPRESENTATIVES	<table border="1"> <thead> <tr> <th>Name of Bidder</th> <th>Representative</th> </tr> </thead> <tbody> <tr> <td>1. Ultimate Care Janitorial and allied Services</td> <td>Rhodora Advincula</td> </tr> <tr> <td>2. A.T. Frontline Manpower Outsourcing Specialists, Inc.</td> <td>Lyngeal Chavez</td> </tr> </tbody> </table>		Name of Bidder	Representative	1. Ultimate Care Janitorial and allied Services	Rhodora Advincula	2. A.T. Frontline Manpower Outsourcing Specialists, Inc.	Lyngeal Chavez																																		
Name of Bidder	Representative																																									
1. Ultimate Care Janitorial and allied Services	Rhodora Advincula																																									
2. A.T. Frontline Manpower Outsourcing Specialists, Inc.	Lyngeal Chavez																																									



<b>CALL TO ORDER</b>	<p>The Opening of Bids started at 10:09AM and was presided by the BAC Vice Chairperson, Atty. Elizabeth O. Batonan. Thereafter, she instructed the BAC Secretariat to acknowledge the presence of all the attendees.</p> <p>After the declaration of quorum by the BAC Secretariat, Atty. Batonan acknowledged and thanked all the bidders for participating in the Opening of Bids.</p> <p>She discussed the Agency's compliance to invite observers from the Commission on Audit, Philippine Chamber of Commerce &amp; Industry and NATCCO. Likewise, an invitation was also sent to the CDA Board of Directors and end-user to be among the observers during the conduct of the said activity.</p> <p>She also discussed the contents of the Supplemental Bid Bulletin, as a result of discussion during the Pre-Bid Conference.</p>									
<b>SUBMISSION OF BID DOCUMENT BY THE BIDDERS</b>	<p>Atty. Batonan explained that the sequence for the Opening of Bids shall follow the "first-come first serve basis".</p> <p>Further, the BAC Secretariat informed the Members of the BAC on the sequence of submission by the following bidders, to wit:</p> <table border="1" data-bbox="528 1200 1449 1453"> <thead> <tr> <th data-bbox="528 1200 963 1263">Name of Bidder</th> <th data-bbox="963 1200 1246 1263">Date</th> <th data-bbox="1246 1200 1449 1263">Time of Submission</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 1263 963 1361">1. Ultimate Care Janitorial and Allied Services</td> <td data-bbox="963 1263 1246 1361">November 22, 2021</td> <td data-bbox="1246 1263 1449 1361">8:43PM</td> </tr> <tr> <td data-bbox="528 1361 963 1453">2. A.T. Frontline Manpower Outsourcing Specialists, Inc.</td> <td data-bbox="963 1361 1246 1453">November 23, 2021</td> <td data-bbox="1246 1361 1449 1453">8:48AM</td> </tr> </tbody> </table>	Name of Bidder	Date	Time of Submission	1. Ultimate Care Janitorial and Allied Services	November 22, 2021	8:43PM	2. A.T. Frontline Manpower Outsourcing Specialists, Inc.	November 23, 2021	8:48AM
Name of Bidder	Date	Time of Submission								
1. Ultimate Care Janitorial and Allied Services	November 22, 2021	8:43PM								
2. A.T. Frontline Manpower Outsourcing Specialists, Inc.	November 23, 2021	8:48AM								

## A. REVIEW OF ELIGIBILITY AND TECHNICAL COMPONENT

Mr. Talucod designated electronic Administrator, downloaded the file and successfully opened the zipped and PDF files of the Eligibility and Technical documents submitted by the above-mentioned Bidders.

**ULTIMATE CARE JANITORIAL AND ALLIED SERVICES – 8889** for zipped and PDF files

**A.T. FRONTLINE MANPOWER OUTSOURCING SPECIALISTS, INC. - ATFCD2021** for zipped file and **ATF2021** for PDF file.

a. Certificate of PhilGEPS Registration	<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 and Allied Services</td> <td>√</td> <td></td> <td>PhilGEPS Platinum Certificate Holder</td> </tr> <tr> <td>2. A.T. Frontline Manpower Outsourcing Specialists, Inc.</td> <td>√</td> <td></td> <td>PhilGEPS Platinum Certificate Holder</td> </tr> </tbody> </table>			Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	1. Ultimate Care Janitorial and Allied Services	√		PhilGEPS Platinum Certificate Holder	2. A.T. Frontline Manpower Outsourcing Specialists, Inc.	√		PhilGEPS Platinum Certificate Holder
	Name of Bidder	Status of Compliance			Remarks												
		Compliant	Non-Compliant														
1. Ultimate Care Janitorial and Allied Services	√		PhilGEPS Platinum Certificate Holder														
2. A.T. Frontline Manpower Outsourcing Specialists, Inc.	√		PhilGEPS Platinum Certificate Holder														
<p>Since the bidders have submitted their <b>Certificate of PhilGEPS Registration (Platinum Membership)</b>, the BAC will not be requiring the bidders to present the following documents during the Opening of Bids, to wit:</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 2021 and</li> <li>3. Valid and Current Tax Clearance.</li> </ol> <p>Further, it was explained that the following documents shall be submitted by the bidder with the Lowest Calculated Bid during the post-qualification.</p>																	
b. Statement of On-Going and Awarded But Not Yet Started Contracts	<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 and Allied Services</td> <td>√</td> <td></td> <td>COMPLIED</td> </tr> <tr> <td>2. A.T. Frontline Manpower Outsourcing Specialists, Inc.</td> <td>√</td> <td></td> <td>COMPLIED</td> </tr> </tbody> </table>			Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	1. Ultimate Care Janitorial and Allied Services	√		COMPLIED	2. A.T. Frontline Manpower Outsourcing Specialists, Inc.	√		COMPLIED
	Name of Bidder	Status of Compliance			Remarks												
		Compliant	Non-Compliant														
1. Ultimate Care Janitorial and Allied Services	√		COMPLIED														
2. A.T. Frontline Manpower Outsourcing Specialists, Inc.	√		COMPLIED														
c. Statement of Single Largest Completed Contracts Similar to the Contract to be Bid	<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 and Allied Services</td> <td>√</td> <td></td> <td>COMPLIED</td> </tr> <tr> <td>2. A.T. Frontline Manpower Outsourcing Specialists, Inc.</td> <td>√</td> <td></td> <td>COMPLIED</td> </tr> </tbody> </table>			Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	1. Ultimate Care Janitorial and Allied Services	√		COMPLIED	2. A.T. Frontline Manpower Outsourcing Specialists, Inc.	√		COMPLIED
	Name of Bidder	Status of Compliance			Remarks												
		Compliant	Non-Compliant														
1. Ultimate Care Janitorial and Allied Services	√		COMPLIED														
2. A.T. Frontline Manpower Outsourcing Specialists, Inc.	√		COMPLIED														

<b>d. Bid Securing Declaration</b>	<b>Name of Bidder</b>	<b>Status of Compliance</b>		<b>Remarks</b>
		<b>Compliant</b>	<b>Non-Compliant</b>	
	1. <b>Ultimate Care Janitorial and Allied Services</b>	√		Notarized Bid Securing Declaration
	2. <b>A.T. Frontline Manpower Outsourcing Specialists, Inc.</b>	√		Notarized Bid Securing Declaration
<b>e. Conformity with the Schedule of Requirements</b>	<b>Name of Bidder</b>	<b>Status of Compliance</b>		<b>Remarks</b>
		<b>Compliant</b>	<b>Non-Compliant</b>	
	1. <b>Ultimate Care Janitorial and Allied Services</b>	√		Conformed with the prescribed form
	2. <b>A.T. Frontline Manpower Outsourcing Specialists, Inc.</b>	√		Conformed with the prescribed form
<b>f. Conformity with Technical Specifications</b>	<b>Name of Bidder</b>	<b>Status of Compliance</b>		<b>Remarks</b>
		<b>Compliant</b>	<b>Non-Compliant</b>	
	1. <b>Ultimate Care Janitorial and Allied Services</b>	√		COMPLIED
	2. <b>A.T. Frontline Manpower Outsourcing Specialists, Inc.</b>	√		COMPLIED

g. Omnibus Sworn Statement	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			<b>Compliant</b>	<b>Non-Compliant</b>	
	1. <b>Ultimate Care Janitorial and Allied Services</b>		√		<b>Arlyn D. Gregorio</b> is the authorized representative who will sign all the documents related to the Project
2. <b>A.T. Frontline Manpower Outsourcing Specialists, Inc.</b>		√		<b>Guillermo T. Tabaldo</b> is the authorized representative who will sign all the documents related to the Project	
h. Audited Financial Statement	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			<b>Compliant</b>	<b>Non-Compliant</b>	
	1. <b>Ultimate Care Janitorial and Allied Services</b>		√		COMPLIED
2. <b>A.T. Frontline Manpower Outsourcing Specialists, Inc.</b>		√		COMPLIED	
i. Net Financing Contracting Capacity (NFCC)	<b>Name of Bidder</b>		<b>Status of Compliance</b>		<b>Remarks</b>
			<b>Compliant</b>	<b>Non-Compliant</b>	
	1. <b>Ultimate Care Janitorial and Allied Services</b>		√ Php 950,942,052.05		NFCC is over and above the ABC
2. <b>A.T. Frontline Manpower Outsourcing Specialists, Inc.</b>		√ Php 55,204,795.19		NFCC is over and above the ABC	
<b>APPROVAL OF THE SUBMITTED ELIGIBILITY AND TECHNICAL REQUIREMENTS</b>	The BAC unanimously declared the Bidders, <b>ULTIMATE CARE JANITORIAL AND ALLIED SERVICES</b> and <b>A.T. FRONTLINE MANPOWER OUTSOURCING SPECIALISTS, INC.</b> as eligible in their submitted Technical and Legal Requirements, thus, they are all qualified to participate in the opening of their financial documents.				

	It was noted that the Legal and Technical documents submitted by both bidders are still subject for independent review and validation of the BAC.
--	---

**B. REVIEW OF FINANCIAL COMPONENT**

Mr. Talucod has successfully opened the zipped and PDF files of the Financial documents submitted by the bidders.

**ULTIMATE CARE JANITORIAL AND ALLIED SERVICES – 8888** financial for zipped file and **cdamarban2021** for PDF file.

**A.T. FRONTLINE MANPOWER OUTSOURCING SPECIALISTS, INC. - ATFJANITORIAL2021** for zipped file and **ATFBID2021** for PDF file.

**a. Financial Bid**

NAME OF BIDDER	BID OFFER	REMARKS
1. <b>Ultimate Care Janitorial and Allied Services</b>	<b>Php1,658,460.00</b>	<b>Rank 2</b>
2. <b>A.T. Frontline Manpower Outsourcing Specialists, Inc.</b>	<b>Php1,299,905.60</b>	<b>Rank 1</b>

**ADJOURNMENT OF THE OPENING OF BIDS**



Having no other matters for discussion and upon motion by Atty. Mona Liza P. Arriba-Juarez, duly seconded by Chief Monatao Honeya R. Alawi, the Opening of Bids was adjourned at 11:00AM.

Further, the bidders are requested to leave the virtual meeting room to give way for the post assessment activity of the BAC.

**RESULTS OF THE POST ASSESSMENT**

1. After validation of the submitted documents, the BAC declared the **Ultimate Care Janitorial and Allied Services** to have **PASSED** the Technical and Legal requirements.

2. On the other hand, the BAC observed that the **A.T. Frontline Manpower Outsourcing Specialists, Inc.** did not follow the instructions of Section VII-Technical Specifications of the Bidding Documents, to state either **“COMPLY”** or **“NOT COMPLY”** against each of the individual parameters of each specification stating the corresponding performance parameter. As a result, the BAC unanimously declared the disqualification of the bidder for failure to comply with the instruction to state its compliance to the individual technical specification.

	<p>3. Atty. Batonan instructed the BAC secretariat to prepare the corresponding BAC Resolution on the results of the Opening of Bids and the letter to A.T. Frontline Manpower Outsourcing Specialists, Inc. on the disqualification due to the non-compliance on the Requirements of Section VII of the Bidding Documents.</p>
<b>DECLARATION OF THE LOWEST CALCULATED BIDDER</b>	<p>Upon motion by Atty. Joanne N. Limpin, jointly seconded by Chief Melissa C. Santos, RESOLVED as it is hereby RESOLVED to declare the <b>ULTIMATE CARE JANITORIAL AND ALLIED SERVICES</b> with bid offer amounting to <b>ONE MILLION SIX HUNDRED FIFTY-EIGHT THOUSAND FOUR HUNDRED SIXTY PESOS Php1,658,460.00</b>, as the <b>LOWEST CALCULATED BIDDER</b> for the Project.</p>
<b>INSTRUCTIONS FROM THE MEMBERS OF THE BAC</b>	<ol style="list-style-type: none"> <li>1. Atty. Juarez instructed the BAC Secretariat to adopt the pertinent BAC Resolution as reference in the preparation of letters, responses and resolution for the Project.</li> <li>2. Atty. Batonan instructed the Technical Working Group to assist the BAC Members in the conduct of the post-qualification activity. She likewise directed the mandatory attendance of Chief Doris D. Teodoro, Mr. Romeo A. Concepcion and Mr. Julio E. Casilan, Jr. during the conduct of the post-qualification activity. Further, the tentative date for the conduct of the post-qualification shall be on December 1, 2021.</li> </ol>
<b>ADJOURNMENT</b>	<p>Having no other matters for discussion and upon motion by Atty. Mona Liza P. Arriba-Juarez, duly seconded by Atty. Joanne N. Limpin, the second part of the meeting was adjourned at 12:13 PM.</p>
<b>CERTIFICATION</b>	<p>We certify that the foregoing is the true account of the Opening of Bids conducted on <b>November 23, 2021</b>.</p>
<b>PREPARED BY</b>	<p style="text-align: center;"></p> <p style="text-align: center;"><b>MARYGRACE C. JAQUILMAC</b> BAC Secretariat Date: <u>November 23, 2021</u></p>
<b>CERTIFIED CORRECT</b>	<p style="text-align: center;"></p> <p style="text-align: center;"><b>ATTY. JOVILYN A. GAFFUD-MARQUEZ</b> Head, BAC Secretariat <i>JM</i></p>

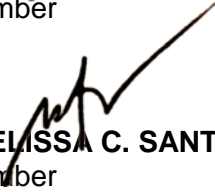
**APPROVED**



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



**Atty. JOANNE N. LIMPIN**  
BAC Member



**Chief MELISSA C. SANTOS**  
BAC Member



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



**Atty. ELIZABETH O. BATONAN**  
BAC Vice-Chairperson

**Not Present**  
**Dir. GIOVANNI T. PLATERO**  
BAC Chairperson