



# 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 8, 2021 at 2:08PM to 3:18PM





Via Google Meet


<b>TYPE OF MEETING</b>	<b>VIRTUAL PRE-BID CONFERENCE</b>																																													
<b>PROJECT</b>	<b>PROCUREMENT OF JANITORIAL MANPOWER SERVICES AT CDA HEAD OFFICE FOR CY 2022 WITH CONTRACT NO. CDA-2021-07</b>																																													
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>ONE MILLION SEVEN HUNDRED THOUSAND PESOS (P1,700,000.00)</b>																																													
<b>ATTENDEES</b>	<table border="1"> <tr> <td><b>BIDS AND AWARDS COMMITTEE</b></td> <td></td> </tr> <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> <tr> <td><b>BAC SECRETARIAT</b></td> <td></td> </tr> <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. Ronaldo G. Rivera</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>4. Mr. Romaine Niño P. Talucod</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>5. Ma. Antonette A. Pimentel</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td><b>TECHNICAL WORKING GROUP</b></td> <td></td> </tr> <tr> <td>1. Mr. Romeo A. Concepcion</td> <td>Member, BAC TWG</td> </tr> <tr> <td>2. Atty. James Fernandez</td> <td>Member, BAC TWG</td> </tr> <tr> <td>3. Mr. Bonifacio D. Garcia</td> <td>Member, BAC TWG</td> </tr> <tr> <td>4. Mr. Carlito V. Buan</td> <td>Member, BAC TWG</td> </tr> <tr> <td>5. Mr. Julio E. Casilan, Jr.</td> <td>Member, BAC TWG</td> </tr> <tr> <td><b>OBSERVER</b></td> <td></td> </tr> <tr> <td>1. Amando Ablao</td> <td>Resident Auditor, COA</td> </tr> <tr> <td><b>END-USER</b></td> <td></td> </tr> <tr> <td>1. Elmer A. Bajado</td> <td>Administrative Officer V, GSS, Administrative Division</td> </tr> </table>		<b>BIDS AND AWARDS COMMITTEE</b>		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	<b>BAC SECRETARIAT</b>		1. Atty. Jovilyn M. Gaffud-Marquez	Head, BAC Secretariat	2. Mr. Jonal A. De Los Reyes	Member, BAC Secretariat	3. Mr. Ronaldo G. Rivera	Member, BAC Secretariat	4. Mr. Romaine Niño P. Talucod	Member, BAC Secretariat	5. Ma. Antonette A. Pimentel	Member, BAC Secretariat	<b>TECHNICAL WORKING GROUP</b>		1. Mr. Romeo A. Concepcion	Member, BAC TWG	2. Atty. James Fernandez	Member, BAC TWG	3. Mr. Bonifacio D. Garcia	Member, BAC TWG	4. Mr. Carlito V. Buan	Member, BAC TWG	5. Mr. Julio E. Casilan, Jr.	Member, BAC TWG	<b>OBSERVER</b>		1. Amando Ablao	Resident Auditor, COA	<b>END-USER</b>		1. Elmer A. Bajado	Administrative Officer V, GSS, Administrative Division
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<b>CALL TO ORDER</b>	<p>The Pre-Bid Conference started at 2:08 PM and was presided by the BAC Vice Chairperson, Atty. Elizabeth O. Batonan. Thereafter, she recognized the presence the BAC Members and the observer from the COA. Furthermore, Atty. Batonan instructed the BAC Secretariat to acknowledge the presence of the members of the BAC Secretariat, the Technical Working Group, the bidders and its representatives.</p> <p>Having established the required quorum, Atty. Batonan proceeded with the Pre-Bid Conference Proper.</p>						
<b>SECTION I. INVITATION TO BID</b>	<p>The BAC Secretariat presented the procurement timelines for the project, as follows:</p> <table border="1" data-bbox="552 763 1426 936"> <thead> <tr> <th data-bbox="552 763 970 831"><b>Procurement Activities</b></th> <th data-bbox="970 763 1426 831"><b>Date</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="552 831 970 898">Submission of Bids</td> <td data-bbox="970 831 1426 898">on or before 9:00AM of November 23, 2021</td> </tr> <tr> <td data-bbox="552 898 970 936">Opening of Bids</td> <td data-bbox="970 898 1426 936">November 23, 2021 at 10:00AM</td> </tr> </tbody> </table>	<b>Procurement Activities</b>	<b>Date</b>	Submission of Bids	on or before 9:00AM of November 23, 2021	Opening of Bids	November 23, 2021 at 10:00AM
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Opening of Bids	November 23, 2021 at 10:00AM						
<b>SECTION II. INSTRUCTIONS TO BIDDERS</b>	<p>Presented the contents of Section II. Instructions to Bidders.</p> <p>No discussion.</p>						
<b>SECTION III. BID DATA SHEET</b>	<p>Presented the contents of the Bid Data Sheet.</p> <p>No discussion.</p>						
<b>SECTION IV. GENERAL CONDITIONS OF CONTRACT</b>	<p>Presented the contents of the General Conditions of Contract.</p> <p>No discussion.</p>						
<b>SECTION V. SPECIAL CONDITIONS OF CONTRACT</b>	<p>Presented the contents of the Special Conditions of Contract.</p> <p>No discussion.</p>						
<b>SECTION VI. SCHEDULE OF REQUIREMENTS</b>	<p>Presented the contents of the Schedule of Requirements.</p> <p>No discussion.</p>						
<b>SECTION VII. TECHNICAL SPECIFICATIONS</b>	<p>Presented the contents of the Technical Specification.</p>						
<b>SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</b>	<p>Presented the contents of the Checklist of Technical and Financial Documents.</p> <p>No discussion.</p>						

<b>SECTION IX. BIDDING FORMS</b>	Presented the prescribed bidding forms.		
<b>DISCUSSIONS</b>	The following items were discussed for clarifications:		
	<b>Particulars</b>	<b>Questions/ Issues</b>	<b>Clarification</b>
	PhilHealth contribution bracket to be used in the Cost Proposal Distribution Rate	<b>Rhodora Advincula</b> of Ultimate Care Janitorial and allied Services	Atty. Batonan explained that if a new rate approved, it shall be applied in their proposals.
	312 days requirement	<b>Rhodora Advincula</b> of Ultimate Care Janitorial and allied Services	Atty. Batonan replied that the item/query will be discussed and clarified by the BAC.
	Administrative Cost / Agency Fee	<b>Rhodora Advincula</b> of Ultimate Care Janitorial and allied Services	Atty. Batonan replied that the same item/query will also be discussed and clarified by the BAC.
	Manual Submission of documentary requirements	<b>Rhodora Advincula</b> of Ultimate Care Janitorial and allied Services	Only online / electronic submission in accordance with the approved BAC Resolution on electronic submission of bids
	RT – PCR (3 days before the deployment)	<b>Ms. Lyngeal Chavez</b> of A.T. Frontline Manpower Outsourcing Specialists, Inc.	Atty. Batonan said the RT-PCR test is required before deployment of Utility Personnel. Mr. De Los Reyes informed the Bidders that if RT-PCR test will be needed during the discharge of duties, it will be addressed by the CDA.
	Work load/assignment	<b>Ms. Lyngeal Chavez</b> of A.T. Frontline Manpower Outsourcing Specialists, Inc.	Mr. De Los Reyes explained that assignment and deployment of Utility personnel will be handled by the

			Admin. Division Chief/GSS.
	Shifting schedule of Utility Personnel	<b>Ms. Lyngael Chavez</b> of A.T. Frontline Manpower Outsourcing Specialists, Inc.	Mr. De Los Reyes explained that it will depend on the work load requirement and the 8-hour daily schedule of Utility personnel will prevail.
	After the questions have been answered, Atty. Batonan instructed the BAC Secretariat to check the legal basis of the inquiries specifically regarding the PhilHealth Contribution Rate, the annual required days to work and the Administrative Cost/Agency Fee.		
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned by Atty. Batonan at 3:18 PM.		
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on <b>November 8, 2021</b> .		
<b>PREPARED BY</b>	 <b>MA. ANTONETTE A. PIMENTEL</b> BAC Secretariat Date: <b>November 8, 2021</b>		
<b>CERTIFIED CORRECT</b>	 <b>ATTY. JOVELYN M. GAFFUD-MARQUEZ</b> Member, BAC Secretariat <i>JM</i>		
<b>APPROVED</b>	 <b>ATTY. JOANNE N. LIMPIN</b> BAC Member   <b>Chief MONATAO HONEYA R. ALAWI</b> BAC Member		



**Chief MELISSA C. SANTOS**  
BAC Member

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



**ATTY. ELIZABETH C. BATONAN**  
BAC ~~Vice~~ Chairperson  
Presiding

*Not Present*  
**DED GIOVANNI T. PLATERO**  
BAC Chairman BAC Chairman