



COOPERATIVE DEVELOPMENT AUTHORITY

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MINUTES OF MEETING

CDA Bids and Awards Committee (BAC) - Head Office
Opening of Bids, November 10, 2023 at 10:00 AM

Via Google Meet

TYPE OF MEETING	VIRTUAL OPENING OF BIDS	
PROJECT	PROCUREMENT OF JANITORIAL MANPOWER SERVICES AT CDA HEAD OFFICE FOR CY 2024 WITH CONTRACT NO. CDA-GOODS-2023-04	
AMOUNT OF BUDGET FOR THE CONTRACT (ABC)	TWO MILLION THREE HUNDRED THOUSAND PESOS (Php 2,300,000.00), being the Approved Budget for the Contract	
ATTENDEES	BIDS AND AWARDS COMMITTEE	
	1. Ray R. Elevazo 2. Atty. Ma. Lourdes P. Pacao 3. Augusto Salvador P. Balles 4. Mr. Inocencio M. Malapit 5. Ms. Mildred S. Esguerra	Chairperson Member Member Member Member
	BAC SECRETARIAT	
	1. Josie L. Villaver 2. Benjie R. Magdayo, 3. Mae Joi Pia S. Santos 4. Elmer B. Bajado 5. Ma. Antonette A. Pimentel	Member Member Member Member Member
	BAC ADMINISTRATOR ON ELECTRONIC SUBMISSION	
1. Ronaldo G. Rivera 2. Romaine Niño P. Talucod		
TECHNICAL WORKING GROUP		
1. Doris D. Teodoro 2. Angelo Bugarin 3. Marygrace Jaquilmac,	Member Member Member	
OBSERVERS		
1. Estela Salandanan 2. Irene Lim	COA Representatives COA Representatives	



NAME OF BIDDER(S)/ REPRESENTATIVE (S)	Prospective Bidder		Representative	
	Ultimate Care Janitorial and Allied Services		Ms. Rhodora Advincula	
CALL TO ORDER	The meeting started at 10:00 AM with an INVOCATION led by Mr. Malapit. Mr. Bajado, a member of the BAC Secretariat, acknowledged the members present, and a quorum was declared.			
AGENDA	As instructed by the BAC Chairperson, Mr. Bajado stated the Agendum for the meeting, which is the Opening of Bids relative to the PROCUREMENT OF JANITORIAL SERVICES AT CDA HEAD OFFICE FOR CY2023 WITH CONTRACT NO. CDA-GOODS-2023-04 Atty. Pacao moved for the approval of the sole agendum of the meeting duly seconded by Ms. Esguerra.			
SUBMISSION OF BID DOCUMENT BY THE BIDDER(S)	According to Mr. Talucod, a lone bidder named Ultimate Care Janitorial and Allied Services submitted their bid documents on November 10, 2023, at 8:47 PM. Mr. Elevazo requested to proceed with the Opening of Bid Documents and the presentation of details.			
A. REVIEW OF ELIGIBILITY AND TECHNICAL COMPONENT				
Mr. Talucod accessed and opened the zipped and PDF files of the Eligibility and Technical documents submitted by the Lone Bidder, Ultimate Care Janitorial, and Allied Services . The Password for the legal/Technical Document is <u>0808</u> . The following were the contents of the Technical component:				
a. PhilGEPS Certificate of Registration	Name of Bidder	Status of Compliance		Remarks
		Compliant	Non-Compliant	
	Ultimate Care Janitorial and Allied Services	√		Platinum Membership

b. Statement of Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started	Name of Bidder		Status of Compliance		Remarks
			Compliant	Non-Compliant	
	Ultimate Care Janitorial and Allied Services		√		COMPLIED
c. Statement of Single Largest Completed Contract Similar to the Contract to be Bid	Name of Bidder		Status of Compliance		Remarks
			Compliant	Non-Compliant	
	Ultimate Care Janitorial and Allied Services		√		COMPLIED
d. Bid Securing Declaration Form	Name of Bidder		Status of Compliance		Remarks
			Compliant	Non-Compliant	
	Ultimate Care Janitorial and Allied Services		√		Notarized
e. Conformity with the Schedule of Requirements	Name of Bidder		Status of Compliance		Remarks
			Compliant	Non-Compliant	
	Ultimate Care Janitorial and Allied Services		√		COMPLIED
f. Conformity with Technical Specifications	Name of Bidder		Status of Compliance		Remarks
			Compliant	Non-Compliant	
	Ultimate Care Janitorial and Allied Services		√		COMPLIED

g. Omnibus of Sworn Statement	Name of Bidder	Status of Compliance		Remarks
		Compliant	Non-Compliant	
h. Audited Financial Statements	Name of Bidder	Status of Compliance		Remarks
		Compliant	Non-Compliant	
i. Net Financing Contracting Capacity (NFCC)	Name of Bidder	Status of Compliance		Remarks
		Compliant	Non-Compliant	
APPROVAL OF THE SUBMITTED ELIGIBILITY AND TECHNICAL REQUIREMENTS	Mr. ELevazo solicited a motion for the acceptance of the bid documents as presented.			
	Mr. Malapit moved for the approval of the contents of the 1 st envelope containing the technical and legal requirements of the Lone bidder. It was duly seconded by Atty. Pacao.			
Ultimate Care Janitorial and Allied Services	√		ARLYN S. DE LEON-GREGORIO is the authorized representative who will sign all the documents related to the Project	
Ultimate Care Janitorial and Allied Services	√		COMPLIED	
Ultimate Care Janitorial and Allied Services	√		The NFCC of the bidder is Php 903,808,458.27 which is over and above the ABC.	

B. REVIEW OF FINANCIAL COMPONENT

As instructed by the BAC Chairperson, Mr. Bajado proceeded to the next step of the procurement process, which was the opening of the Financial document of the lone bidder.

Mr. Talucod accessed the zipped and PDF files of the Financial documents submitted by **Ultimate Care Janitorial and Allied Services**. The Password for the Financial Document is 8888.

a. Financial Bid

Name of Bidder	Bid Offer	Remarks
Ultimate Care Janitorial and Allied Services	Php 2,299,794.60	The financial bid is lower than the ABC

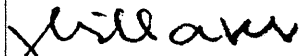
APPROVAL OF THE CONTENT ON THE SUBMITTED FINANCIAL COMPONENT ENVELOPE

Atty. Pacao moved for the acceptance of the contents of the financial documents as presented which was duly seconded by Mr. Malapit.

ADJOURNMENT

The meeting was adjourned at 12:00PM.

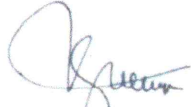
PREPARED BY:



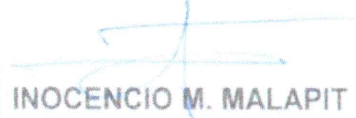
JOSIE L. VILLAYER
Member, BAC Secretariat

Date: November 20, 2023

APPROVED



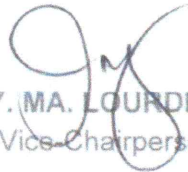
MILDRED S. ESGUERRA
BAC Member



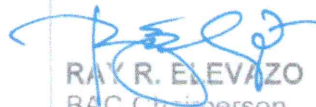
INOCENCIO M. MALAPIT
BAC Member



AUGUSTO SALVADOR P. BALLE
BAC Member

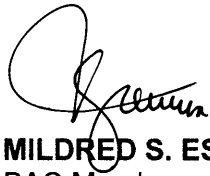


ATTY. MA. LOURDES P. PACAO
BAC Vice-Chairperson

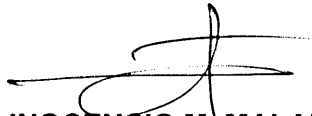


RAY R. ELEVAZO
BAC Chairperson

APPROVED



MILDRED S. ESGUERRA
BAC Member



INOCENCIO M. MALAPIT
BAC Member



AUGUSTO SALVADOR P. BALLE
BAC Member



ATTY. MA. LOURDES P. PACAO
BAC Vice-Chairperson

RAY R. ELEVAZO
BAC Chairperson