



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA Philippines



MINUTES OF MEETING CDA Bids and Awards Committee (BAC) - Head Office October 23, 2023 Via Google Meet

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE																																													
PROJECT	PROCUREMENT OF JANITORIAL MANPOWER SERVICES AT CDA HEAD OFFICE FOR CY 2024 WITH CONTRACT NUMBER CDA-GOODS-2023-04																																													
APPROVED BUDGET FOR THE CONTRACT (ABC)	TWO MILLION THREE HUNDRED THOUSAND PESOS (P2,300,000.00) being the Approved Budget for the Contract																																													
ATTENDEES	<table border="1"> <tr> <td>BIDS AND AWARDS COMMITTEE</td> <td></td> </tr> <tr> <td>1. Mr. Ray R. Elevazo</td> <td>Chairperson, BAC</td> </tr> <tr> <td>2. Atty. Ma. Lourdes P. Pacao</td> <td>Vice Chairperson, BAC</td> </tr> <tr> <td>3. Mr. Augusto Salvador P. Balles</td> <td>Member, BAC</td> </tr> <tr> <td>4. Mr. Inocencio M. Malapit</td> <td>Member, BAC</td> </tr> <tr> <td>BAC SECRETARIAT</td> <td></td> </tr> <tr> <td>1. Atty. August Owen P. Magdato</td> <td>Head</td> </tr> <tr> <td>2. Ms. Mae Joi Pia Santos</td> <td>Member</td> </tr> <tr> <td>3. Ms. Josie L. Villaver</td> <td>Member</td> </tr> <tr> <td>4. Mr. Benjie R. Magdayo</td> <td>Member</td> </tr> <tr> <td>5. Mr. Elmer A. Bajado</td> <td>Member</td> </tr> <tr> <td>6. Ms. Ma. Antonette A. Pimentel</td> <td>Member</td> </tr> <tr> <td>7. Mr. Ronaldo G. Rivera</td> <td>Online Administrator</td> </tr> <tr> <td>8. Mr. Romaine Niño P. Talucod</td> <td>Online Administrator, Alternate</td> </tr> <tr> <td>TECHNICAL WORKING GROUP</td> <td></td> </tr> <tr> <td>1. Atty. James B. Fernandez</td> <td>Member</td> </tr> <tr> <td>2. Mr. Julio Casilan</td> <td>Member</td> </tr> <tr> <td>3. Mr. Angelo Bugarin</td> <td>Member</td> </tr> <tr> <td>4. Ms. Marygrace Jaquilmac</td> <td>Member</td> </tr> <tr> <td>OBSERVER:</td> <td></td> </tr> <tr> <td>1. Ms. Estela F. Salandanan</td> <td>COA, Representative</td> </tr> <tr> <td>2. Ms. Irene Lim</td> <td>COA, Representative</td> </tr> </table>		BIDS AND AWARDS COMMITTEE		1. Mr. Ray R. Elevazo	Chairperson, BAC	2. Atty. Ma. Lourdes P. Pacao	Vice Chairperson, BAC	3. Mr. Augusto Salvador P. Balles	Member, BAC	4. Mr. Inocencio M. Malapit	Member, BAC	BAC SECRETARIAT		1. Atty. August Owen P. Magdato	Head	2. Ms. Mae Joi Pia Santos	Member	3. Ms. Josie L. Villaver	Member	4. Mr. Benjie R. Magdayo	Member	5. Mr. Elmer A. Bajado	Member	6. Ms. Ma. Antonette A. Pimentel	Member	7. Mr. Ronaldo G. Rivera	Online Administrator	8. Mr. Romaine Niño P. Talucod	Online Administrator, Alternate	TECHNICAL WORKING GROUP		1. Atty. James B. Fernandez	Member	2. Mr. Julio Casilan	Member	3. Mr. Angelo Bugarin	Member	4. Ms. Marygrace Jaquilmac	Member	OBSERVER:		1. Ms. Estela F. Salandanan	COA, Representative	2. Ms. Irene Lim	COA, Representative
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NAME OF BIDDERS/ REPRESENTATIVES	Prospective Bidder	Representative																																												
	ULTIMATE CARE JANITORIAL AND ALLIED SERVICES	RHODORA C. ADVINCULA																																												
	FIRST COUNTRY MANPOWER SERVICE	JESSIELYN TODARA																																												
	RCL CLEANERS SERVICES CORP.	(not in the attendance form)																																												

Office of the Chairman : (02) 8721-5325
(02) 8721-5324
Office of the Administrator : (02) 8721-0633
Officer of the Day : (02) 8725-3764



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CALL TO ORDER	The BAC convened at 10:05AM. The BAC Chairman, Mr. Elevazo lead the prayer. Thereafter, Mr. Bajado acknowledged the presence and confirmed that the BAC has reached a quorum.						
AGENDUM	The presentation of Bid Documents on the PROCUREMENT OF JANITORIAL MANPOWER SERVICES AT CDA HEAD OFFICE FOR CY 2024 WITH CONTRACT NUMBER CDA-GOODS-2023-04 Atty. Pacao moved for the approval of the agenda as presented by the Secretariat which was duly seconded by Mr. Malapit.						
SECTION I. INVITATION TO BID	The BAC Secretariat presented the procurement timelines for the project, as follows: <table border="1" data-bbox="536 846 1410 1025"> <thead> <tr> <th>Procurement Activities</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Submission of Bids</td> <td>on or before 9:00 AM of November 10, 2023</td> </tr> <tr> <td>Opening of Bids</td> <td>November 10, 2023 at 10:00 AM</td> </tr> </tbody> </table>	Procurement Activities	Date	Submission of Bids	on or before 9:00 AM of November 10, 2023	Opening of Bids	November 10, 2023 at 10:00 AM
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Submission of Bids	on or before 9:00 AM of November 10, 2023						
Opening of Bids	November 10, 2023 at 10:00 AM						
SECTION II. INSTRUCTIONS TO BIDDERS	Presented the contents of the Bid Data Sheet. No discussion.						
SECTION III. BID DATA SHEET	Presented the contents of the Bid Data Sheet. No discussion.						
SECTION IV. GENERAL CONDITIONS OF CONTRACT	Presented the contents of the General Conditions of Contract. No discussion.						
SECTION V. SPECIAL CONDITIONS OF CONTRACT	Presented the contents of the Special Conditions of Contract. No discussion.						
SECTION VI. SCHEDULE OF REQUIREMENTS	Presented the contents of the Schedule of Requirements. No discussion.						
SECTION VII. TECHNICAL SPECIFICATIONS	Presented the contents of the Technical Specifications. No Discussion.						
SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS	Presented the contents of the Checklist of Technical and Financial Documents. No discussion.						

**SECTION IX.
BIDDING FORMS**

After presenting the Bidding Forms, the following items were discussed:

PARTICIPANT	ITEM FOR DISCUSSION	CLARIFICATION
Rhodora Advincula	Ongoing Contracts – “all documents shall be provided including Contracts, NOA, NTP or only the statement will suffice”	Mr. Bajado replied that documents shall be presented during the post-qualification assessment
Rhodora Advincula	Cost Distribution – VAT will be based on the Gross or over-all cost	Mr. Bajado responded that the 12% VAT is based on the over-all cost
Rhodora Advincula	Satisfactory rating from all its clients for the past five (5) years – consider “not” from all clients for the past (5) years	Mr. De Los Reyes answered that the item/issue will be discussed with the BAC Members
Chief Angelo Bugarin	Checklist of Technical and Financial Documents – PhilGEPS Platinum Registration shall be submitted with all other documentary requirement	Mr. Elevazo reacted that the same shall be included in the item to be discussed with the BAC Members
Rhodora Advincula	Cost Distribution – PhilHealth Contribution	Mr. Bajado replied that the current applicable by the law shall be followed

After the questions have been answered, Mr. Elevazo instructed the BAC Secretariat and the TWG to check the legal basis of the inquiries and apply necessary adjustments regarding the presented provision on documentary requirements, Track Record of the Bidder and Cost Distribution particularly on PhilHealth Contribution Rate.


ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at 12:00 PM.

CERTIFICATION

We certify that the foregoing is the true account of the Pre-Bid Conference conducted on **October 24, 2023**.

PREPARED BY



MA. ANTONETTE A. PIMENTEL
Member, BAC Secretariat
Date

CERTIFIED CORRECT

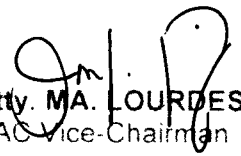

ATTY. AUGUST OWEN P. MAGDATO
Head, BAC Secretariat


APPROVED

(not present)
MILDRED S. ESGUERRA
BAC Member


INOCENCIO M. MALAPIT
BAC Member


AUGUSTO SALVADOR P. BALLE
BAC Member


Atty. MA. LOURDES P. PACAO
BAC Vice-Chairman


RAY R. RLEVAZO, CESE, MNSA
BAC Chairperson