



07 January 2021

ASTI – BIDS AND AWARDS COMMITTEE

**Pre-Bid Conference for Provision of Janitorial Manpower Services with
Cleaning Supplies, Materials and Equipment, Provision of Twelve (12) Months
Security Services, Eight (8) Security Personnel with Supplies, Materials and Equipment, and
Supply and Delivery of One (1) Lot Managed Print Services**

10:30 AM, 05 January 2021
Via Videoconferencing
(Microsoft Teams)

A. Call to Order:

The meeting was formally called to order at around 10:34 in the morning and was presided by **Mr. Reynaldo Joseph A. Callao, Jr.**, Chairperson of the Bids and Awards Committee.

The following were also present:

Bids and Awards Committee (BAC) Members

	Name	Position	Remarks
1.	Paul John M. Serrano	Vice Chairperson	Via videoconferencing
2.	Emmanuel P. Balintec	Member	Via videoconferencing
3.	Glenn Vincent C. Lopez	Member	Via videoconferencing
4.	Roxanne S. Aviñante	Member	Via videoconferencing
5.	Roel M. de la Cruz	Member	Via videoconferencing
6.	Jayson C. Hernandez	Member	Via videoconferencing

BAC Secretariat

	Name	Position	Remarks
1.	Katherine B. Ramos	Head, BAC Secretariat	Via videoconferencing
2.	Victoria Vivian V. Victorino	Member, BAC Secretariat	Via videoconferencing

End-user Representative/s

	Name	Position	Remarks
1.	Mary Drol Dee Q. Gilla	Administrative Officer V	Via videoconferencing

Prospective Bidder/s

	Name	Company	Remarks
1.	Irene Bravo	Excellent General Services	Via videoconferencing
2.	Ruel Pilapil	Redbird Security Agency Services, Inc.	Via videoconferencing
3.	Sherryl de Guzman	Quartz Business Products Corp.	Via videoconferencing

B. Discussion and Presentation of Agenda for Pre-bid Conference:

1. The following have been reiterated in the presentation for the requirements of the procurement projects:
 - a. The deadline for the submission of bids on 18 January 2021, 10:00 AM (PST) through manual submission.
 - b. The date and time of bid opening on 18 January 2021, 10:30 AM (PST).
 - c. Subcontracting is not allowed.
 - d. Documents comprising the bid - Eligibility and Technical Components and Financial Component
 - e. The requirement is only one (1) copy of the documents for submission (original), but it is preferred to submit another copy for filing purposes.

2. Bidders were requested to submit a list of their clients' contact information to verify submitted documents during post-qualification.
3. The BAC Chairperson discussed all the contents of the bidding documents.
4. Queries propounded by prospective bidders and BAC comments/decisions/instructions
 - a. Invitation to Bid No. 20-12-3321
Provision of Twelve (12) Months Security Services, Eight (8) Security Personnel with Supplies, Materials and Equipment
ABC - ₱4,000,000.00

Topics/Issues	Comments/Decisions/Instructions
Additional contract documents, proof of payments/official receipts for payment contributions for Social Security System (SSS), Philippine Health Insurance Corporation (PhilHealth), and Home Development Mutual Fund (Pag-IBIG), so we are required to submit all the contributions we have paid for six (6) months?	Query directed to the end-user and answered that the requirement is the same as that indicated in the previous contract requirement.
Can we use the new form of performance security, the notarized Performance Securing Declaration?	As long as the conditions stipulated in the GPPB Resolution No. 09-2020 are met, i.e., State of Calamity, or implementation of community quarantine, or similar restrictions declared or being implemented either in the locality of the Procuring Entity (PE) or of the Bidder.
The contract is for twelve (12) months, so if the contract will be awarded February 2021 then this will be until February 2022?	The contract is only until 31 December 2021, based on the cash-based budgeting imposed by the Department of Budget and Management. The computation of the bid is still for twelve (12) months.
For the client/customer feedback form, will this be modified?	Yes, same in the Section III. Bid Data Sheet for consistency purposes. This will be included in the Supplemental Bulletin.
Is the client/customer feedback form the same with the Certification of Performance Rating?	If the client will give a Certification and the same will be submitted for the purpose of bidding, it is acceptable.
Does the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) issue license (<i>question from PE</i>)?	Question was directed to the prospective bidder, to which Mr. Pilapil answered "no". PADPAO, according to him, only issues Certificate of Membership and Certificate of No Derogatory Record. Mr. Callao instructed to modify the license requirement will be modified to Certificates of Membership and Certificate of No Derogatory Record, which will be included in the Supplemental Bulletin.
Shall we submit the profile of security guards as part of the bid, during post-qualification or in the contract implementation?	Since the security guards cannot be identified yet, the submission will be after the award of contract. This will be clarified to the end-user and the same will be included in the Supplemental Bulletin.
For the supplies, materials and equipment, it was specified that the security agency will provide, we just encounter this requirement with DOST-ASTI. For example, we provided these supplies to DOST-ASTI, as we are the current service provider of your agency, items will be duplicated. Can this be omitted or modified?	There is a contractual relationship between the security agency and DOST-ASTI, which the former must observe. It simply says that the guards should have the supplies, materials and equipment upon deployment to perform their duties.
The timepiece requirement, is it a bundy clock or digital wall clock?	Digital wall clock, the requirement will be the same.
For the eligibility requirement, since it says "or", if we have Platinum Certificate, we will no longer submit the Class "A" documents?	Yes, the valid Platinum Certificate will be submitted.
Our mayor's permit is for renewal, will you accept the application form for the business permit as proof?	The Government Procurement Policy Board (GPPB) has issued a resolution regarding this.

	The BAC will verify matter and answer will be included in the Supplemental Bulletin.
For the Statement of Single Largest Completed Contract (SLCC), are we required to attach our contract?	Required attachment are listed in the SLCC form, included in the bidding documents.
For the statement of ongoing government and private contracts, shall we attach all our contracts?	No attachment needed, only the statement. However, this will be validated by the BAC. Therefore, the prospective bidders are requested to include the contact persons and information of the clients.
For the recomputation of Net Financial Contracting Capacity (NFCC), does the BAC use the Audited Financial Statements (AFS) specified in the PhilGEPS or another submission of AFS is required?	Another set of AFS consistent with Letter (f), Section VIII. Checklist of Technical and Financial Documents, must be submitted as part of the bid.
What if there are expired Class "A" Documents attached to the PhilGEPS Platinum Certificate, will the BAC require submission of the expired eligibility requirements?	Once the PhilGEPS Platinum Certificate is valid, it will be accepted by the Committee. Once the PhilGEPS is invalid, Class "A" Documents may be submitted, as specified in Section VIII. Checklist of Technical and Financial Documents
What administrative cost will be observed in this procurement? Is it the ten percent (10%) from the GPPB or twenty percent (20%) from the Department of Labor and Employment (DOLE)?	GPPB Circular 04-2015 dated 30 April 2015 provides that administrative fees are direct contravention of Article IX, Section 31 of Republic Act No. 9184. This results in the imposition of floor in bid prices, which clearly runs counter to the pronouncement in Section 31 that <i>"there shall be no lower limit to the amount of the award."</i>
What will be the rate of computation for SSS and PhilHealth?	If there are new SSS and PhilHealth Contribution Schedule, then it will be observed or basis of computation.
How many bid copies will be submitted?	The BAC only requires one (1) copy of the documents for submission (original). The Committee will highly appreciate it if the bidder submits another copy, as this will be filed by the Secretariat, for purposes of reference or managing/routing documents (if needs approval of higher authority).

- a. Invitation to Bid No. 20-12-3322
Provision of Janitorial Manpower Services with Cleaning Supplies, Materials and Equipment
Approved Budget for the Contract (ABC) - ₱2,310,000.00

Topics/Issues	Comments/Decisions/Instructions
How many bid copies will be submitted?	The Committee only requires one (1) document and that is the original submission, but bidders are requested to submit one (1) copy to be retained by the Secretariat. It bears stressing that non-submission of the requested copy will not be a ground of disqualification.
What is the basis of working days for this project, 313 days or 310 days? We need the basis of working days to come up with the financial, i.e., rates of janitors per month, 13 th month pay, etc., as DOLE implements two (2) computations.	Question directed to end-user. The computation of working days was not considered in coming up with the ABC of the project. The PE shall adopt the working days from Monday to Saturday scheme, which will be clarified by the PE in its Supplemental Bulletin.
Are all legal and special non-working holidays included in the contract?	Yes, they are included.
What will be the administrative fee for the project? Based on the technical specifications of the project, service providers must be under DOLE and for janitorial services, the admin fee is ten percent (10%).	The BAC shall observe the position of the GPPB regarding the matter. Administrative fees are direct contravention of Article IX, Section 31 of Republic Act No. 9184 as provided for in GPPB Circular 04-2015 dated 30 April 2015.
For the client/customer feedback forms, is that the Certificate of Very Satisfactory Rating from the client? Is this submitted as part of the bid?	It is the same with Certification of Performance Rating issued by clients. Yes, it must be submitted as part of the bid.

What will be the rate of computation for SSS and PhilHealth?	If there are new SSS and PhilHealth Contribution Schedule, then it will be observed or basis of computation.
Regarding the VAT Computation, some bidders only impose VAT on their administrative fee, will this be a ground for disqualification?	No, the BAC has the right to correct the bid of the bidders during bid evaluation.
For Clause 21.1 under Bid Data Sheet, requirements will be submitted during post-qua or as part of the bid? For the proof of payments, shall we submit all contributions? If so, voluminous documents will be submitted.	The requirements will be submitted as part of the bid. The end-user requirement for proof of payments are specific to employer's contributions.

- b. Invitation to Bid No. 20-12-3316
Supply and Delivery of One (1) Lot Managed Print Services
ABC - ₱1,500,000.00

Topics/Issues	Comments/Decisions/Instructions
How many bid copies will be submitted?	The Committee only requires the submission of original bid documents; however, bidders are requested to submit one (1) copy for filing purposes. Non-submission of the requested copy will not be a ground of disqualification.
For payment of bidding documents, is it possible to pay via bank transfer or bank transactions and send to the Secretariat the deposit slip or proof of payment?	According to the Cashier, bank transfers or transactions will entail a lengthy process, as DOST-ASTI must request for the release of funds from the Department of Budget Management prior to confirming its receipt.

5. Other Matters

Topics/Issues	Comments/Decisions/Instructions
Extension of DOST-ASTI's contracts for general support services	Janitorial and security personnel are crucial in the operations of DOST-ASTI and the Committee agreed to extend the contract from 01 January 2021 to 30 January 2021.
New BAC composition	The OIC will call a meeting regarding the matter as some of the current members of the BAC will serve only until 15 January 2021.
New procurement projects for posting	The Committee decided to post/start new procurement projects after 15 January 2021 or assumption of the new set of BAC members.
Signing of Request for Quotations (RFQs) as Mr. Callao agreed to be the BAC Chairperson until September 2021	Mr. Callao may sign the RFQs for posting purposes.

C. Action Plan:

Action Items	Due Date	Person Responsible	Remarks
Supplemental Bulletin	11 January 2021	BAC and Secretariat	

D. Adjournment:

The meeting was adjourned at around 12:53 PM.

Prepared by:

KATHERINE B. RAMOS
Head, BAC Secretariat

Approved by:

REYNALDO JOSEPH A. CALLAO, JR.
BAC Chairperson