

	PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Control of Records Quality Form HIGHLIGHTS OF THE MEETING	PCAF-QP03-F03 Version 2
		BAC-HoM-2024-058 <small>Reference Number</small>
		Date: 11/15/2024





Title of Meeting:	Pre-Bid Conference re: Early Procurement of One (1) Lot One 1 year Janitorial Services to Maintain Cleanliness and Sanitation of PCAF Offices and Premises for FY 2025
Date & Time:	November 15, 2024/11:00 AM
Venue:	BAC Conference Room
No. of Participants:	10
Sex Ratio:	<input type="checkbox"/> 6 Male <input type="checkbox"/> 4 Female
Classification of Participants (No.):	<input type="checkbox"/> Government <input type="checkbox"/> Private Sector <input type="checkbox"/> Academe <input type="checkbox"/> PWD <input type="checkbox"/> 1 PWD <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Indigenous People <input type="checkbox"/> Indigenous People

Agenda / Issues/Concerns	Agreements/ Actions to be taken	Responsible Agency/Unit	Timeline
I. Call to Order	The meeting was called to order at 2:00 PM by the BAC Chairperson Ms. Melinda T. Quiñones for the Procurement of One (1) Lot One (1) Year Janitorial Services to Maintain Cleanliness and Sanitation of PCAF Offices and Premises for FY 2024 with the Approved Budget (ABC) for the Contract amounting to Php 2,935,332.48.		
II. Attendees Prospective Bidders Operation Officer: Agency: BAC Chairperson: Alternate Member: Alternate Member: BAC Secretariat Head: Member: Member: Member: HEAD, BAC-TWG End-User OIC-Chief, GSS Observer Representative, PCAFEA	<ul style="list-style-type: none"> • Mr. Elvin F. Rubiso D'Triumph Cleaners • Ms. Melinda T. Quiñones • Ms. Angelica Grace Carpio • Mr. Bernard Masa • Mr. Ken Ryan P. Eleazar • Jeodith T. Diyan • Mr. Sonny A. Chua Jr. • Ms. Anna Mariel Aque • Mr. Clarence Olimpo • Mr. Celso R. Mateo, Jr • Mr. John Errasmus Mari Montiano 		



<p>III. Topics Discussed</p> <p>A. Presentation of the Bidding Documents</p>	<p>Ms. Melinda T. Quinoñes, BAC Chairperson, presented the following:</p> <p>a. Rules for the Conduct of Early Procurement Activity (EPA)</p> <ul style="list-style-type: none"> ● GPPB Circular No. 2019-06 (Guidelines on the Implementation of Early Procurement Activities) ● Fixed Price Rules in Procurement ● Bid Validity ● Award of Contract <p>b. Instructions to Bidders</p> <ul style="list-style-type: none"> ● Scope of Bid ● Funding Information ● Eligible Bidders ● Subcontracting ● Clarification and Amendment of Bidding Documents ● Eligibility and Technical Components ● Bid and Payment Currencies ● Bid Security ● Sealing and Markings of Bid ● Post Qualification <p>c. General Condition of Contract</p> <ul style="list-style-type: none"> ● Advance Payment and Terms of Payment ● Performance Security ● Inspection and Test ● Warranty ● Liability of the Supplier <p>d. Checklist of Technical and Financial Documents</p>	
<p>-Terms of Reference</p>	<p>Mr. Celso R. Mateo, Jr, OIC-Chief of the AFMD-General Service Section (GSS) presented the Terms of Reference (TOR) of the study.</p> <p>Mr. Mateo discussed the following:</p> <ul style="list-style-type: none"> I. Manpower Requirements II. Supplies and Materials, and Equipment Requirements III. Scope of Work IV. Schedule and Area of Assignments V. Others <ul style="list-style-type: none"> ● Submission of proof of payment of the following government employee contributions: <ul style="list-style-type: none"> a. Social Security System (SSS) b. Philhealth Premium c. EGC Insurance Premium d. Pag-ibig Fund 	
<p>B. Questions and Answers</p>	<p>From Mr. Elvin F. Rubiso Operation Officer D'Triumph Cleaners</p> <ol style="list-style-type: none"> 1. He asked if they could submit only the statement of all on-going contracts, without the attachments. 	

	<p>Reply: No, there must be a list of all completed and ongoing contracts, with copies of the completed contracts attached. Furthermore, for ongoing projects, they must submit the contracts with the Notice of Awards (NOA) and Notice to Proceed (NTP). For completed projects, they must also submit the certificate of completion.</p> <p>2. He asked if SSS, Philhealth, and HDMF clearances are not required to submit for post-qualification.</p> <p>Reply: The BAC TWG will ask for these clearances from the lowest calculated bidder during post-qualification.</p> <p>3. He asked if the Administrative Cost of 10% is fixed.</p> <p>Reply: Yes, the Administrative Cost of 10% is mandated by law.</p> <p>Ms. Quiñones noted that the expiry date of the bid security in the bidding documents is March 28, 2024, it should be March 28, 2025</p> <p>The BAC will issue a supplemental bid bulletin on this matter.</p> <p>The deadline for the clarification on and/or interpretation of any part of the bidding documents is on November 19, 2024.</p>	
IV. Adjournment	The meeting was adjourned at 12:30 AM.	

Date prepared: November 15, 2024	
Prepared by:  KEN RYAN P. ELEAZAR Head, BAC Secretariat	Approved by:
Recommending Approval by:  ANGELICA GRACE CARPIO BAC Alternate Member  BERNARD MASA BAC Alternate Member	 MELINDA T. QUIÑONES BAC Chairperson

