




	<b>PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES</b> Control of Records Quality Form <b>HIGHLIGHTS OF THE MEETING</b>	PCAF-QP03-F03 Version 2
		BAC-HoM-2024-068
		Reference Number
		Date: 12/2/2024

<b>Title of Meeting:</b>	Opening and Bid Evaluation of One (1) year janitorial services to maintain cleanliness and sanitation of PCAF offices and premises for FY-2025										
<b>Date &amp; Time:</b>	November 29, 2024, 2024/11:00 AM										
<b>Venue:</b>	Apacible B Conference Room										
<b>No. of Participants:</b>	11										
<b>Sex Ratio:</b>	<input type="text" value="7"/> Male <input type="text" value="4"/> Female										
<b>Classification of Participants (No.):</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="text" value="10"/> Government</td> <td style="width: 50%; border: none;"><input type="text" value="1"/> Private Sector</td> </tr> <tr> <td style="border: none;">____ Academe</td> <td style="border: none;">____ Academe</td> </tr> <tr> <td style="border: none;">____ PWD</td> <td style="border: none;">____ PWD</td> </tr> <tr> <td style="border: none;"><input type="text" value="2"/> Senior Citizen</td> <td style="border: none;">____ Senior Citizen</td> </tr> <tr> <td style="border: none;">____ Indigenous People</td> <td style="border: none;">____ Indigenous People</td> </tr> </table>	<input type="text" value="10"/> Government	<input type="text" value="1"/> Private Sector	____ Academe	____ Academe	____ PWD	____ PWD	<input type="text" value="2"/> Senior Citizen	____ Senior Citizen	____ Indigenous People	____ Indigenous People
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____ Academe	____ Academe										
____ PWD	____ PWD										
<input type="text" value="2"/> Senior Citizen	____ Senior Citizen										
____ Indigenous People	____ Indigenous People										

Agenda/ Issues/Concerns	Agreements/ Actions to be taken	Responsible Agency/Unit	Timeline
<b>I. Call to Order</b>	The meeting was called to order at 10:00 AM by the BAC Chairperson, Ms. Melinda T. Quiñones, for the Opening of Bids for the Procurement of One (1) year janitorial services to maintain cleanliness and sanitation of PCAF offices and premises for FY-2025 - ITB No. 2024-004 with the Approved Budget for the Contract (ABC) amounting to Php 2,935,332.48.		
<b>I. Attendees</b>  <b>Prospective Bidders</b> Representative: Company:  <b>BAC</b> Chairperson: Vice Chairperson: Regular Member: Regular Member:  <b>BAC Secretariat</b> Head: Member: Member:  <b>End-User</b> OIC-Chief, GSS  <b>HEAD, BAC-TWG</b>  <b>Observer</b> Representative, PCAFEA	<ul style="list-style-type: none"> <li>● <b>Mr. Elvin Rubiso</b> D' Triumph Cleaners and Allied Services, Inc.</li> <li>● Ms. Melinda T. Quiñones</li> <li>● Ms. Marisa R. Lo</li> <li>● Ms. Catherine A. Viray</li> <li>● Mr. Alvin D. Racho</li> <li>● Mr. Ken Ryan P. Eleazar</li> <li>● Mr. Sonny A. Chua Jr.</li> <li>● Ms. Anna Mariel D.C. Aque</li> <li>● Mr. Celso R. Mateo, Jr</li> <li>● Mr. Nicky Joseph R. Yagumyum</li> <li>● Mr. John Errasmus Mari Montiano</li> </ul>		

ii. Topics Discussed									
A. Submission of the Bidding Documents	<p>D' Triumph Cleaners and Allied Services, Inc. submitted bids for the Procurement of One (1) year janitorial services to maintain cleanliness and sanitation of PCAF offices and premises for FY-2025. They submitted one (1) original copy and two (2) photocopies of the bid through the BAC Secretariat on the set deadline.</p>								
B. Checking the Technical and Financial Documents	<p>The BAC conducted the opening of bids for the procurement of one (1) year janitorial services to maintain cleanliness and sanitation of PCAF offices and premises for FY-2025.</p> <p>The D' Triumph Cleaners and Allied Services, Inc. submitted their bid on Nov. 29, 2024 at 8:04 AM.</p> <p>The BAC opened the submitted bid and found the legal/technical and financial documents in order. Using a non-discretionary "pass/fail" criterion and guided by a checklist, all the required documents are present in the submitted legal/technical and financial bids.</p> <p>After determining compliance with technical and financial requirements, the bid procedure continued to open the second envelope containing the financial offering. Below is the financial bid of the bidder:</p> <table border="1" data-bbox="483 1255 1013 1502"> <thead> <tr> <th>Name of Bidder</th> <th>Bid Offer</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>D' Triumph Cleaners and Allied Services, Inc.</td> <td>P2,928,000.00</td> <td>The bid is less than the ABC</td> </tr> </tbody> </table> <p>The BAC declared D' Triumph Cleaners and Allied Services, Inc. as the Lowest Calculated Bidder for this procurement activity with a bid offer of P2,928,000.00.</p> <p>To be forwarded to BAC-TWG for Common-Use Supplies, Equipment, and Other Office Requirements for post qualifications.</p>	Name of Bidder	Bid Offer	Remarks	D' Triumph Cleaners and Allied Services, Inc.	P2,928,000.00	The bid is less than the ABC	BAC-TWG CSE	December 4, 2024
Name of Bidder	Bid Offer	Remarks							
D' Triumph Cleaners and Allied Services, Inc.	P2,928,000.00	The bid is less than the ABC							
III. Adjournment	The meeting was adjourned at 12:00 NN.								



Date prepared: December 2, 2024	
Prepared by:	Approved by:
 <b>KEN RYAN P. ELEAZAR</b> Head, BAC Secretariat	
Recommending Approval by:	
 <b>MARISA R. LO</b> BAC Vice-Chairperson   <b>CATHERINE A. VIBAY</b> BAC Member   <b>ALVIN D. RACHO</b> BAC Member	
	 <b>MELINDA T. QUIÑONES</b> BAC Chairperson

