

1 BIDS AND AWARDS COMMITTEE

2 Pre-Bid Conference Minutes of Meeting

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5 Project: **Service contract for the Janitorial and Utility Manpower, Services**
6 **for SEC Head Offices for a period of one (1) Year**

7 Date: July 3, 2019

8 Time: 10:00 am

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10 I. Attendees:

11 BAC Members: General Accountant Emmanuel Y. Artiza, Chairman
12 Assistant Director Armando A. Pan Jr., Vice Chairman
13 Assistant Director Daisy B. Pabuaya, Member
14 Assistant Director Oliver O Leonardo, Member
15 Assistant Director Kenneth Joy A. Quimio, Member
16 Assistant Director Isma C. Gonzales, Alternate Member
17 Ms. Pilar E. Lantin, (Financial Adviser)

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19 Technical Working Group:

20 Atty. Marlon G. Facun
21 Engr. Jose Carlo P. Ambat
22 Engr. Marlon Lester Cantor
23 Engr. Marcelo Q. Rabara
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25 Prospective Bidders:

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PROSPECTIVE BIDDER	AUTHORIZED REPRESENTATIVES
1. LBP Service Corporation	Ms. Dexie Calibara

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28 II. Call to Order

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30 Time: 10:00 am

31 Quorum: Yes

32 III. Preliminaries: In compliance with the requirements of the 2016 Revised IRR, the
33 following were presented:

DOCUMENT	POSTING	DATE
Invitation to Bid	PhilGEPS	June 24, 2019
	SEC Website	June 24, 2019

Letter to Observer	COA	June 26, 2019
	PISM	June 27, 2019
	PCCI	June 27, 2019

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35 IV. Discussion/Open Forum:

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The Secretariat discussed the Checklist of Requirements (Annex A) and the common reasons resulting to disqualification of the bidders in its submission and opening of its bids.

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Engr. Marcelo Q. Rabara, discussed the Technical Specifications of the project.

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The following clarifications were raised during the open-forum:

SEC REQUIREMENT	CLARIFICATION	SEC RESPONSE
<ul style="list-style-type: none"> Wage and Salary 	<ul style="list-style-type: none"> The wages for the Skilled worker such as (Carpenter, Plumber, Electrician, Driver) is same as the Janitors? If no, How much increase to the minimum wage. 	<ul style="list-style-type: none"> Response shall be included in the Bid Bulletin.

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45 V. Other Instructions:

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The Secretariat clarified that contracts that was Completed, Extended and/or on a month to month basis was considered completed contracts.

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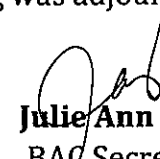
49 VI. Adjournment:

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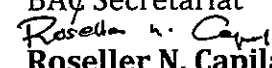
The meeting was adjourned at 10:35 am

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53 Prepared by :  Julie Ann M. Roa
BAC Secretariat


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55 Noted by :  Roseller N. Capila
Officer - in - Charge, BAC Secretariat

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58 Approved by: General Accountant Emmanuel Y. Artiza, Chairman


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Com. Secretary Armando A. Pan, Jr., Vice Chairman

Assistant Director Daisy B. Pabuaya, Member

Assistant Director Oliver O Leonardo, Member

Assistant Director Kenneth Joy A. Quimio, Member

Assistant Director Isma C. Gonzales, Alternate Member

Handwritten signatures of the five individuals listed in the text above, each written over a horizontal line. The signatures are: Armando A. Pan, Jr. (top), Daisy B. Pabuaya, Oliver O Leonardo, Kenneth Joy A. Quimio, and Isma C. Gonzales (bottom).



Bids and Awards Committee

ATTENDANCE
Pre-Bid Conference

July 3, 2019

Service Contract for the Janitorial and Utility Manpower Services for SEC Head Office and Extension Offices for a Period of One (1) Year | 10:00 AM

BAC Members	Signature
BAC Chairperson Emmanuel Y. Artiza	
Com. Sec. Armando A. Pan Jr.	
Asst. Dir. Kenneth Joy A. Quimio	
Asst. Dir. Daisy B. Pabuaya	
Asst. Dir. Oliver Leonardo	
Asst. Dir. Isma C. Gonzales	
Ms. Pilar E. Lantin (Financial Adviser)	
Technical Working Group	
Atty. Marlon G. Facun	
Engr. Jose Carlo P. Ambat	
Engr. Marlon Lester Cantor	
Engr. Marcelo Q. Rabara	
Ms. Joanna Corazon F. Fonte	
Secretariat	
Roseller N. Capila	
Mr. Norlan M. De las Alas	
Mr. Christian Noel B. Castillo	
Ms. Femmy Jane P. Baluyot	
Ms. Marilyn B. Bredes	
Ms. Julie Ann M. Roa	

