

**PROCUREMENT OF JANITORIAL SERVICES FOR CY 2019**

**Pre-bid Conference**

**Bids and Awards Committee**

Oct 17 2018, 10:00 am

MINUTES:

Attendance:

*BAC MEMBERS*

IMELDA M. PANOLONG	- Chairperson
CHARMAINE A. SERNA-CHUA	- Member
FERDINAND P. FLORES	- Member
ROY SAMBITAN	- End-User Member
ANTONIO LUCENA	- End-User Member
TEDDY PAVON	- Secretariat Head

The Pre-bid conference for the Department of Foreign Affairs' procurement of **JANITORIAL SERVICES FOR CY 2019** with an Approved Budget for the Contract of Sixty-Five Million Pesos (PhP65,000,000.00) was held at the BAC Conference Room at 17 October 2018 and presided by BAC Chairperson Imelda M. Panolong. The pre-bid conference started at 10:10pm when a quorum was declared.

In attendance were representatives of the following prospective Bidders:

1. CBII
2. PHILCare

For the information of the prospective bidders in attendance, the BAC Secretariat facilitated the discussion the requirements of the Technical Specifications for the project, as discussed in the Bidding Documents. Discussions on the specific requirements were provided by the End-user representatives and members of the BAC.

During the pre-bid, there were typographical errors and additional information placed in the Terms of Reference, which will be reflected in a supplemental bid bulletin.

It was noted by the potential bidders that the ABC for the project was the same as the current year's, and with the wage order increase and opening of new Consular Offices which require more personnel, the ABC would not be sufficient to cover such increase in wages.

As the End user agreed with this observation and stated that it is in the process of recomputing and recalibrating the terms and specifications. The end user stated that the procurement may be cancelled and reposted if their study requires an adjustment of the ABC.

After the reminder on the dates for the Deadline and Opening of Bids, the Pre-Bid Conference was adjourned.