

**Republic of the Philippines
Department of Foreign Affairs
Bids and Awards Committee (BAC)**

MINUTES OF THE MEETING

Procurement Project: Janitorial Services for CY 2019
Activity Conducted: Pre-Bid Conference
Date and Time: 15 May 2019; 10:00 A.M.
Venue: BAC Conference Room, 12th Floor, DFA Main Bldg.

I. ATTENDEES

BAC MEMBERS

Ms. Imelda M. Panolong	Chairperson
Ms. Grace Anne G. Bulos	BAC Member
Ms. Joy Anne B. Lai	Alternate BAC Member
Mr. Johnny B. Dianson	End-user Representative (OAMSS)
Mr. Felix B. De Vera III	End-User Representative (OAMSS)

TWG MEMBERS

Mr. Bienvenido V. Miranda Jr.	Member
Mr. Audie Murphy R. Taragua	Member
Ms. Grace C. Fernandez	Member

BAC SECRETARIAT

Mr. Teddy Edmund T. Pavon	Head
Mr. Linoernbar D. Blanco	Member
Ms. Micaella J. Tobias	Member

BIDDER/S

Mr. Jose M. Mabalot	Manila Allied Management Services Coop.
Mr. Mc Edwin Montanes	Philcare Manpower Services
Mr. Ricardo Solivio	Philcare Manpower Services
Mr. Alesandro Delluta	CBII Philippines Int'l, Inc.
Mr. Renato Carpio	CBII Philippines Int'l, Inc.

II. CALL TO ORDER

The meeting was called to order at 2:11 p.m. upon confirmation of a quorum by the BAC Secretariat.

III. POINTS DISCUSSED / ACTIONS TAKEN

- The Chairperson introduced the attendees and three (3) potential bidders namely, Manila Allied Management Services Coop, Philcare Manpower Services and CBII Philippines International, Inc.
- The Committee went through the Terms of Reference (ToR) for the Procurement of Janitorial Services for CY 2019 with an Approved Budget for the Contract of forty-three million nine hundred thousand pesos (PhP 43,900,000.00) only.
- The bidder namely, Philcare Manpower Services asked if the vehicles are to be stationed on the Department or per demand of the end-user. The Committee clarified that the vehicles to be procured are on per demand basis or as needed by the end-user.
- The end-user noted the change of the name of their office from Engineering and Maintenance Section (EMS) to Engineering and Maintenance Division (EMD).
- Philcare Manpower Services further inquired on what document to submit to prove their eight (8) years of service in the janitorial service industry. The Committee clarified that either registration certificates from Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) is enough to prove their length of service.
- The bidders informed the Committee that the Annex F is missing from the attachments of the Technical Specifications. The Committee will include the missing Annex in the Supplemental/Bid Bulletin to be posted.
- The schedule of activities will be as follows:
 - a. Submission and Receipt of Bids – 28 May 2019, 9:00 a.m
 - b. Bid Opening – 28 May 2019, 10:00 a.m.
 - c. Post-Qualification – 30 May 2019, 2:00 p.m.

IV. ADJOURNMENT

There having been no other remaining matters to be discussed, the Chairperson thanked everyone and adjourned the meeting at 3:04 p.m.

Minutes taker: (sgd.)
Ms. Micaella J. Tobias
BAC Secretariat Member

Noted by: (sgd.)
Mr. Teddy Edmund T. Pavon
BAC Secretariat Head