

**FSI BIDS AND AWARDS COMMITTEE  
MINUTES OF THE PRE-BID CONFERENCE  
Re-Bid of Computer Rental for One Year  
(2 May 2018 – 30 April 2019)**

5/F Apron, FSI Conference Room  
2 April 2018, 2:10 p.m.

**IN ATTENDANCE :**

**FSI BIDS AND AWARDS COMMITTEE:**

- |                           |   |                         |
|---------------------------|---|-------------------------|
| 1. Carmelita S. Marasigan | - | Chairperson             |
| 2. Rhodora M. Joaquin     | - | Vice-Chairperson        |
| 3. Arniel D. Estrella     | - | Member                  |
| 4. Rowena C. Villanueva   | - | Member                  |
| 5. Maria Olive E. Taclan  | - | Member                  |
| 6. Hope B. Tornilla       | - | Head, BAC Secretariat   |
| 7. Zenaida C. Bautista    | - | Member, BAC Secretariat |
| 8. Allan V. Padilla       | - | Member, BAC Secretariat |
| 9. Bienvenido S. Basal    | - | Head, MISS              |

**PROSPECTIVE BIDDER'S REPRESENTATIVES:**

- |                        |   |                                     |
|------------------------|---|-------------------------------------|
| 1. Rose Perdigon-Usita | - | ISSI Information Technologies, Inc. |
| 2. Shirly Dalida       | - | ISSI Information Technologies, Inc. |

**I. CALL TO ORDER**

Upon declaration of a quorum, the Chairperson called the meeting to order at 2:10 p.m.

Invited observers from COA, NGO, and CSO were not able to send their respective representatives.

Only one prospective bidder purchased the bidding documents and was able to send representatives to attend the Pre-Bid Conference.

**II. DISCUSSION ON THE BIDDING DOCUMENTS**

The Chairperson focus<sup>ed</sup> the discussion on the Technical Specifications of the project to be re-bid since the ISSI Information Technologies, Inc. representatives participated in the previous Pre-Bid Conference held on 2 March 2018 for the Bidding of Computer Rental for One Year (which was a failed bid).

No further questions/clarifications were asked by the ISSI Information Technologies, Inc. representatives during the meeting.

**ADJOURNMENT**

There having no other matters to discuss, the meeting was adjourned at 2:25 p.m.


Prepared by:

  
**ZENAIDA C. BAUTISTA**  
BAC Secretariat Member

Noted by:

  
**HOPE B. TORNILLA**  
BAC Secretary

Approved by:

  
**CARMELITA S. MARASIGAN**  
BAC Chairperson

**ATTENDANCE SHEET**

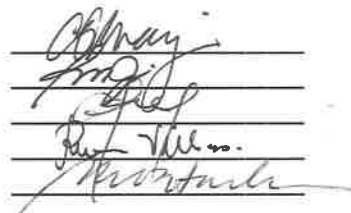
**PRE-BID CONFERENCE**

Monday, 2 April 2018, 2:00 p.m., FSI Conference Room

**PARTICULARS: RENTAL OF COMPUTERS FROM 1 MAY 2018 - 30 APRIL 2019**

**BIDS AND AWARDS COMMITTEE**

1 CARMELITA S. MARASIGAN	Chairperson
2 RHODORA M. JOAQUIN	Vice-Chairperson
3 ARNIEL D. ESTRELLA	Member
4 ROWENA C. VILLANUEVA	Member
5 MARIA OLIVE E. TACLAN	Member

  
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**PROVISIONAL MEMBER**

<u>NAME</u>	<u>OFFICE</u>
1 ARMANDO R. BUESER, JR.	MIS
2 BIENVENIDO BAWAL	MIV

SIGNATURE  
 \_\_\_\_\_  
 \_\_\_\_\_

**BIDS AND AWARDS SECRETARIAT**

1 HOPE B. TORNILLA	BAC Secretary
2 ZENAIDA C. BAUTISTA	Member
3 ALLAN V. PADILLA	Member

  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OBSERVERS:**

	<u>NAME</u>	<u>OFFICE</u>
1	_____	_____
2	_____	_____

SIGNATURE  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMPANY REPRESENTATIVES:**

	<u>NAME</u>	<u>COMPANY</u>	<u>CONTACT NO.</u>
1	CHRIS YANINA	ISSIPETH	81-7465
2	ROSE UBITA	ISSIPETH	703-3044 / 5762393
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____

**FSI BIDS AND AWARDS COMMITTEE  
MINUTES OF THE OPENING OF BIDS  
Re-bid of Computer Rental for One Year  
(2 May 2018 – 30 April 2019)**

5/F Apron, FSI Conference Room  
16 April 2018, 2:00 p.m.

**IN ATTENDANCE :**

**FSI Bids and Awards Committee:**

- |                           |   |                         |
|---------------------------|---|-------------------------|
| 1. Carmelita S. Marasigan | - | Chairperson             |
| 2. Rhodora M. Joaquin     | - | Vice-Chairperson        |
| 3. Arniel D. Estrella     | - | Member                  |
| 4. Rowena C. Villanueva   | - | Member                  |
| 5. Maria Olive E. Taclan  | - | Member                  |
| 6. Armando R. Bueser, Jr. | - | Provisional Member      |
| 7. Hope B. Tornilla       | - | Head, BAC Secretariat   |
| 8. Zenaida C. Bautista    | - | Member, BAC Secretariat |
| 9. Allan V. Padilla       | - | Member, BAC Secretariat |

**Prospective Bidder's Representatives:**

- |                        |   |                                     |
|------------------------|---|-------------------------------------|
| 1. Rose Perdigon-Usita | - | ISSI Information Technologies, Inc. |
| 2. Shirly Dalida       | - | ISSI Information Technologies, Inc. |

**Business Matters:**

1. Call to Order

Upon declaration of a quorum the Chairperson called the meeting to order at 2:13 p.m.

Invited observers from COA, NGO, and CSO were not able to send their respective representatives.

2. Opening and Preliminary Examination of Bids

The Chairperson put into vote the eligibility of Microbest Solutions Inc. to participate in the bidding process as the representative of the said prospective bidder was able to submit their bid proposal at the Office of the BAC Secretariat on 16 April 2018 at 11:04 a.m.

It was stated in the Invitation to Bid for the re-bid of computer rental for one (1) year, which was published by the BAC Secretariat at the PhilGEPS electronic bulletin board and posted at the FSI Website and in a conspicuous place at the FSI premises, that submission of bids is on or before 16 April 2018 at 11:00 a.m.

The FSI-BAC unanimously voted to allow the Microbest Solutions Inc. to participate in the bidding procedure since its representative was able to register at the DFA Main Lobby at 11:00 a.m.

That being settled, the representatives of the prospective bidders were ushered into the FSI Conference Room.

The two (2) bid proposals submitted came from the ISSI Information Technologies, Inc. and Microbest Solutions, Inc. but only the former sent their representatives to witness the bidding procedure.

The Chairperson proceeded with the opening of the bidders' eligibility and technical documents. Upon examination of the documents using a non-discretionary "pass/fail" criterion, ISSI Information Technologies, Inc. was found to be eligible while the Microbest Solutions Inc. was disqualified due to non-submission of a Statement of Single Largest Completed Contract similar to the contract to be bid in accordance with ITB Clause 5.4. The Chairperson proceeded with the opening of the ISSI Information Technologies, Inc.'s financial documents. The Financial Documents of Microbest Solutions Inc. were not opened since they failed on the eligibility part.

Shown below is the result of the bids opened for the re-bid of computer rental for one (1) year covering the period 2 May 2018 to 30 April 2019:

Company	Envelope 1		Envelope 2
	Eligibility Documents	Technical Documents	Financial Documents (ABC – Php 820,000.00)
ISSI Information Technologies, Inc.	Passed	Passed	Passed – Php 816,600.00
Microbest Solutions Inc.	Failed	-	-

The representatives of the lowest calculated bidder (ISSI Information Technologies, Inc.) were informed by the Chairperson that the FSI-BAC will conduct a post evaluation of their bid proposal to determine its responsiveness and the veracity of documents submitted.

**Adjournment**

There having no other matters to discuss, the meeting was adjourned at 3:00 p.m.

Prepared by:



**ZENAIDA C. BAUTISTA**  
Member, BAC Secretariat

Noted by:



**HOPE B. TORNILLA**  
Head, BAC Secretariat

Approved by:



**CARMELITA S. MARASIGAN**  
BAC Chairperson

ATTENDANCE SHEET

OPENING OF BIDS

Monday, 16 April 2018, 2:00 p.m., FSI Conference Room

PARTICULARS: RENTAL OF COMPUTERS FROM 2 MAY 2018 - 30 APRIL 2019

**BIDS AND AWARDS COMMITTEE**

- |                          |                  |
|--------------------------|------------------|
| 1 CARMELITA S. MARASIGAN | Chairperson      |
| 2 RHODORA M. JOAQUIN     | Vice-Chairperson |
| 3 ARNIEL D. ESTRELLA     | Member           |
| 4 ROWENA C. VILLANUEVA   | Member           |
| 5 MARIA OLIVE E. TACLAN  | Member           |

*[Handwritten signatures for Bids and Awards Committee members]*

**PROVISIONAL MEMBER**

- | <u>NAME</u>              | <u>OFFICE</u> |
|--------------------------|---------------|
| 1 ARMANDO R. BUESER, JR. | MIS           |
| 2 _____                  | _____         |

SIGNATURE  
*[Handwritten signature]*

**BIDS AND AWARDS SECRETARIAT**

- |                       |               |
|-----------------------|---------------|
| 1 HOPE B. TORNILLA    | BAC Secretary |
| 2 ZENaida C. BAUTISTA | Member        |
| 3 ALLAN V. PADILLA    | Member        |

*[Handwritten signatures for Bids and Awards Secretariat members]*

**OBSERVERS:**

- | <u>NAME</u> | <u>OFFICE</u> |
|-------------|---------------|
| 1 _____     | _____         |
| 2 _____     | _____         |

SIGNATURE  
\_\_\_\_\_

**COMPANY REPRESENTATIVES:**

- |   | <u>NAME</u>    | <u>COMPANY</u> |
|---|----------------|----------------|
| 1 | SHIRLY BARRERA | ISSI PDAH      |
| 2 | ROSE UBITA     | ISSI PDAH      |
| 3 | _____          | _____          |
| 4 | _____          | _____          |
| 5 | _____          | _____          |
| 6 | _____          | _____          |
| 7 | _____          | _____          |
| 8 | _____          | _____          |
| 9 | _____          | _____          |

CONTACT NO.  
516 2393  
813065

## MINUTES OF THE PRE-BID CONFERENCE

### Supply of Janitorial Services for period 1 January to 31 December 2019 PhilGEPS Reference No. 5761913

DATE : 7 November 2018  
TIME : 2:00 p.m.  
VENUE : FSI Conference Room, 5<sup>th</sup> Floor Apron,  
DFA Building, Roxas Blvd., Pasay City

#### Attendees:

#### Bids and Awards Committee:

1. Carmelita S. Marasigan - Chairperson
2. Rhodora M. Joaquin - Vice-Chairperson
3. Sonia D. Diaz - Member

#### BAC Secretariat:

1. Hope B. Tornilla - Head
2. Zenaida C. Bautista - Member
3. Wilson Alivio - GSS Staff

#### Prospective Bidder's Representative

1. Peter Jayco - Cancu Enterprises & General Services, Inc.

### Minutes of the Proceedings

Upon declaration of a quorum the Pre-Bid Conference was formally opened by Ms. Carmelita S. Marasigan, Chairperson, Bids and Awards Committee, at around 2:16 p.m. The Chairperson introduced herself and the members of the Bids and Awards Committee and Secretariat.

Invited observers from COA, NGO, and CSO were not able to send their respective representatives.

Only one prospective bidder was able to attend the Pre-Bid Conference.

The discussion of the bidding documents focused on the following topics:

Particulars	Clarifications/Instructions by BAC
Section VI. Schedule of Requirements	Chairperson discussed the schedule of deliveries of supplies (monthly, quarterly and semi-annually). And also the timely delivery of janitorial equipment.

Section VII. Technical Specifications	
<ul style="list-style-type: none"> <li>• Janitorial Personnel</li> </ul>	Janitorial personnel needed are as follows: 2 Female and 6 Male who will be assigned to Three (3) shifts.
<ul style="list-style-type: none"> <li>• General Scope of Work</li> </ul>	As enumerated in the bidding documents
<ul style="list-style-type: none"> <li>• Janitorial Equipment</li> </ul>	As enumerated in the bidding documents
<ul style="list-style-type: none"> <li>• Janitorial Supplies and Materials</li> </ul>	As enumerated in the bidding documents
<ul style="list-style-type: none"> <li>• Standard Computation</li> </ul>	BAC will issue bid bulletin to address the query of Cancu representative regarding the 10% Administrative Cost and the legality of putting "zero" in the bid proposal.
Statement of Ongoing Government and Private Contracts	Bidders should submit a matrix only.
Statement of Single Largest Completed Contract (SLCC)	Bidders should submit an SLCC apart from the Statement of Ongoing Government and Private Contracts..
Wage Increase of additional P25.00/day.	The approved wage will take effect 15 days after the publication of the Wage Order in the newspaper. BAC will wait for the effectivity of the said Order. But until then the prospective bidders should base their computation on the current rate.
Possibility of absorbing the existing janitors if the winning bidder is not the current provider.	Cancu is willing to absorb existing janitors as long as the lead or working supervisor will come from their office.

There having no other matters to discuss, the meeting was adjourned at 3:05 p.m.

Prepared by:

  
**ZENAÍDA C. BAUTISTA**  
 Member, BAC Secretariat

Noted by:

  
**HOPE B. TORNILLA**  
 Head, BAC Secretariat

Approved by:

  
**CARMELITA S. MARASIGAN**  
 BAC Chairperson

ATTENDANCE SHEET

PRE-BID CONFERENCE

Wednesday, 7 November 2018, 2:00 p.m., FSI Conference Room

PARTICULARS: SUPPLY OF JANITORIAL SERVICES FOR 2019

BIDS AND AWARDS COMMITTEE

1 CARMELITA S. MARASIGAN	Chairperson	<u>[Signature]</u>
2 RHODORA M. JOAQUIN	Vice-Chairperson	<u>[Signature]</u>
3 SONIA D. DIAZ	Member	<u>[Signature]</u>
4 ROWENA C. VILLANUEVA	Member	<u>- O</u>
5 MARIA OLIVE E. TACLAN	Member	<u>-</u>

PROVISIONAL MEMBER

	<u>NAME</u>	<u>OFFICE</u>	<u>SIGNATURE</u>
1	_____	_____	_____
2	_____	_____	_____

BIDS AND AWARDS SECRETARIAT

1 HOPE B. TORNILLA	BAC Secretary	<u>[Signature]</u>
2 ZENAIDA C. BAUTISTA	Member	<u>[Signature]</u>
3 WILSON T. ALIVIO		<u>[Signature]</u>

OBSERVERS:

	<u>NAME</u>	<u>OFFICE</u>	<u>SIGNATURE</u>
1	_____	_____	_____
2	_____	_____	_____

COMPANY REPRESENTATIVES:

	<u>NAME</u>	<u>COMPANY</u>	<u>CONTACT NO.</u>
1	Peter Jayco	Canau	421-4613-508-4643
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____



## MINUTES OF THE OPENING OF BIDS

### Supply of Janitorial Services for the period 1 January to 31 December 2019 PhilGEPS Reference No. 5761913

DATE : 19 November 2018  
TIME : 2:00 p.m.  
VENUE : FSI Conference Room, 5<sup>th</sup> Floor Apron,  
DFA Building, Roxas Blvd., Pasay City

#### Attendees:

#### Bids and Awards Committee:

1. Carmelita S. Marasigan - Chairperson
2. Rhodora M. Joaquin - Vice-Chairperson
3. Sonia D. Diaz - Member
4. Rowena C. Villanueva - Member
5. Maria Olive E. Taclan - Member

#### BAC Secretariat:

1. Hope B. Tornilla - Head
2. Zenaida C. Bautista - Member
3. Wilson Alivio - GSS Staff

#### Observer:

1. Norma Sumpingang - COA Representative

#### Prospective Bidder's Representative:

1. Peter Jayco - Cancu Enterprises & General Services, Inc.

### Minutes of the Proceedings

Upon declaration of a quorum the Chairperson, Ms. Carmelita S. Marasigan, called the meeting to order at 2:25 p.m.

#### Opening and Preliminary Examination of Bids

Cancu Enterprises and General Services Inc. submitted the lone bid.

The Chairperson, in the presence of the Bids and Awards Committee Members and Secretariat, proceeded with the opening of the lone bidder's eligibility and technical documents. Upon examination of the said documents using a non-discretionary "pass/fail" criterion, Cancu Enterprises and General Services, Inc. was found to be eligible. The Chairperson then proceeded with the opening of the financial documents.

During the opening of Cancu's financial documents, the representative of the Commission on Audit (COA), Ms. Norma Sumpingán, noticed the inconsistency in the amount of SSS Premium indicated in the bid documents (Standard Computation) as against the proposal of Cancu. The BAC Secretariat informed Ms. Sumpingán that it was due to an error made in the Standard Computation but was subsequently corrected by the issuance of Supplemental/Bid Bulletin No. 2 dated 14 November 2018 (copy attached). Said Bulletin was also posted in the PhilGEPS and FSI website.

Shown below is the result of the bid opened for the one (1) year supply of janitorial services (1 January to 31 December 2019):

Company	Envelope 1		Envelope 2
	Eligibility Documents	Technical Documents	Financial Documents
Cancu Enterprises and General Services, Inc.	Passed	Passed	Passed – PhP 1,792,128.00

The representative of Cancu Enterprises and General Services, Inc. was then informed by the Chairperson that the FSI-BAC will conduct a post evaluation to determine the responsiveness of the bid and the veracity of the documents submitted.

### Adjournment

There having no other matters to discuss, the meeting was adjourned at 3:00 p.m.

Prepared by:

  
**ZENAIDA C. BAUTISTA**  
 Member, BAC Secretariat

Noted by:

  
**HOPE B. TORNILLA**  
 Head, BAC Secretariat

Approved by:

  
**CARMELITA S. MARASIGAN**  
 BAC Chairperson

ATTENDANCE SHEET

OPENING OF BIDS

Monday, 19 November 2018, 2:00 p.m., FSI Conference Room

PARTICULARS: SUPPLY OF JANITORIAL SERVICES FOR 2019

BIDS AND AWARDS COMMITTEE

- 1 CARMELITA S. MARASIGAN
- 2 RHODORA M. JOAQUIN
- 3 SONIA D. DIAZ
- 4 ROWENA C. VILLANUEVA
- 5 MARIA OLIVE E. TACLAN

- Chairperson
- Vice-Chairperson
- Member
- Member
- Member

*[Handwritten signatures for the Bids and Awards Committee members]*

PROVISIONAL MEMBER

	<u>NAME</u>	<u>OFFICE</u>	<u>SIGNATURE</u>
1	_____	_____	_____
2	_____	_____	_____

BIDS AND AWARDS SECRETARIAT

- 1 HOPE B. TORNILLA
- 2 ZENaida C. BAUTISTA
- 3 WILSON T. ALIVIO

- BAC Secretary
- Member

*[Handwritten signatures for the Bids and Awards Secretariat members]*

OBSERVERS:

	<u>NAME</u>	<u>OFFICE</u>	<u>SIGNATURE</u>
1	<i>Norma M. Sumpingon</i>	<i>COA</i>	<i>[Signature]</i>
2	_____	_____	_____

COMPANY REPRESENTATIVES:

	<u>NAME</u>	<u>COMPANY</u>	<u>CONTACT NO.</u>
1	<i>Peter G. Jayco</i>	<i>CSJSI</i>	<i>621-4613/508-4643</i>
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____