



DEPARTMENT OF FOREIGN AFFAIRS  
**FOREIGN SERVICE INSTITUTE**

CENTER FOR INTERNATIONAL RELATIONS AND STRATEGIC STUDIES • FSI PUBLICATIONS  
 CARLOS P. ROMULO SCHOOL OF DIPLOMACY • CARLOS P. ROMULO LIBRARY

**MINUTES OF THE MEETING  
 PRE-BID CONFERENCE**

**Provision of Janitorial Services for CY 2021  
 Identification No.: FSI-PB-2020-10-01**

DATE : 10 November 2020  
 TIME : 10:00 a.m.  
 VENUE : Online Video Conference  
 Through Google Meet

**I. Attendance**

**Bids and Awards Committee**

- 1. Rhodora M. Joaquin - Acting BAC Chairperson
- 2. Rowena C. Villanueva - Member
- 3. Sonia D. Diaz - Member
- 4. Maria Olive E. Taclan - Member

**BAC Secretariat**

- 1. Hope B. Tornilla - Head
- 2. Zenaida C. Bautista - Member
- 3. Allan V. Padilla - Member

**Prospective Bidder**

- 1. Peter G. Jayco - Cancu Enterprises and General Services, Inc.

**Observers\***

None

*\*BAC invited observers from the Commission on Audit (COA), the Philippine Chamber of Commerce and Industry (PCCI), and the Transparency and Accountability Network, but none attended the Pre-bid Conference.*

**II. Call to Order**

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

**III. Highlights of the Meeting**

The Acting BAC Chairperson, Ms. Rhodora M. Joaquin, presided the meeting.

During the meeting, the Acting BAC Chairperson responded to questions/queries raised by the bidder's representative.

The following important contents of the bidding documents were discussed/emphasized during the Pre-Bid Conference:

Bidding Documents	Clarifications
Invitation to Bid 1. ABC is Php1,900,000.00 2. Bidders should have completed within two (2) years prior to the date of submission and receipt of bids, a contract similar to the Project. 3. Bidding will be conducted through open competitive bidding procedures using a non-	Completed projects must be from 23 November 2018 to 23 November 2020

*This document contains information from the Foreign Service Institute (FSI). Any disclosure or reproduction is prohibited, unless written permission is obtained from FSI.*

5th Floor, DFA Building, 2330 Roxas Boulevard, Pasay City 1300, Metro Manila, Philippines  
 (+632) 8834 3179 (Administration), 4355 (Research), & 3952 (Training) • fsiphilippines@fsi.gov.ph • www.fsi.gov.ph



<p>discretionary "pass/fail" criterion.</p> <p>4. Bidding Documents may be acquired/downloaded, free of charge, from the FSI and PhilGEPS websites.</p> <p>5. Bids must be duly received by the BAC Secretariat through manual submission on or before 23 November 2020, Monday, 2:00 p.m.</p> <p>6. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.</p> <p>7. Bid opening shall be on 24 November 2020, Tuesday, 10:00 a.m. through video conferencing (face-to-face for the BAC/BAC Secretariat). The link to the video conference will be sent to the bidders' representatives at least one (1) day before the event through email.</p>	<p>Due to restrictions on the entry of visitors to the DFA premises during the pandemic, bidder must inform the BAC Secretariat two days prior to the submission of bid proposal in order to secure entry clearance from the DFA-ISU.</p> <p>Bidder was also informed of the new working hours/schedule in FSI, which is from 8:00 a.m. to 2:00 p.m., Monday to Thursday.</p> <p>Bidder shall participate in the bid opening through video conference only.</p>
<p><b>Instructions to Bidders</b></p> <p>1. Funding source is National Expenditure Program (NEP) FY 2021.</p> <p>2. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.</p> <p>3. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents.</p> <p>4. Sealing and Marking of Bids</p>	<p>Bidder may submit a matrix of its Certification of Ongoing Projects. Copy of the contracts will be required during the post qualification.</p> <p>Bidder may submit as its SLCC a project originally bid for a three-year contract but was terminated after a year. However, bidder must indicate the cause of the termination of the said contract.</p> <p>The Acting BAC Chairperson showed an illustration on how to seal the bidding envelopes which contain the bidder's technical and financial documents.</p>
<p><b>Bid Data Sheet</b></p>	
<p><b>General Conditions of the Contract</b></p>	
<p><b>Special Conditions of the Contract</b></p>	
<p><b>Schedule of Requirements</b></p>	
<p><b>Technical Specifications</b></p> <p>1. Janitorial Personnel – 2 female and 6 male Janitors are required to report eight (8) hours a day, six (6) days a week</p> <p>2. Janitorial Supplies and Materials and General Scope of Work</p> <p>3. Administrative Fee (Standard Computation)</p> <p>4. Philhealth contribution (Standard Computation)</p>	<p>The schedule of janitors will be modified due to the new working hours/schedule being observed in FSI.</p> <p>With additional requirements (related to prevention of covid-19).</p> <p>Administrative Fee is 10%.</p> <p>The amount of Philhealth contribution will</p>


<p>5. Areas of Operation Fifth Floor, Main Building, South Wing Annex, Apron Wing, and Ground Floor, Carlos P. Romulo Library</p>	<p>be adjusted as soon as a new contribution schedule is issued by Philhealth. But for purposes of submitting a bid proposal, the current rate will be used.</p>
<p>Bidding Forms</p>	<p>May be downloaded in the PhilGEPS website.</p>

There having no other matters to discuss, the meeting was adjourned at 10:52 a.m.

Prepared by:

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

Noted by: .

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

Approved by:

  
**RHODORA M. JOAQUIN**  
Acting BAC Chairperson