



DEPARTMENT OF FOREIGN AFFAIRS
FOREIGN SERVICE INSTITUTE

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

**Provision of Janitorial Services for CY 2022
Identification No.: FSI-PB-2021-10-02**

DATE : 29 October 2021
TIME : 10:00 a.m.
VENUE : Online Video Conference
Through Zoom

I. Attendance

Bids and Awards Committee

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

BAC Secretariat

1. Zenaida C. Bautista - Member
2. Allan V. Padilla - Member

Prospective Bidder

1. Peter G. Jayco - Cancu Enterprises and General Services, Inc.
2. Carmen J. Amurao - Dearjohn Services Inc.
3. Trixia Alcoy - Triple 7 Manpower Services, Inc.

Observer

1. Auditor Basilio M. Baes - Commission on Audit (COA)

II. Call to Order

Declaration of a quorum

Meeting was called to order at 10:25 a.m.

Introduction of the FSI Bids and Awards Committee

Introduction of the Prospective Bidders Representatives in attendance

Acknowledgement of the presence of Observer from the Commission on Audit (COA)

III. Highlights of the Meeting

The BAC Chairperson, Ms. Carmelita S. Marasigan, presided the meeting.

Ms. Marasigan discussed the bidding documents. As she went over the bidding documents, questions/queries were raised by the bidder's representatives.

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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



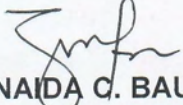
The following important contents of the bidding documents were discussed/emphasized during the Pre-Bid Conference:

Bidding Documents	Clarifications
<p>Invitation to Bid</p> <ol style="list-style-type: none"> 1. ABC is Php2,100,000.00 2. Bidders should have completed within five (5) 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-discretionary "pass/fail" criterion. 4. Bidding Documents may be downloaded from the FSI and PhilGEPS websites and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Two Thousand Pesos (Php2,000.00). 5. The Foreign Service Institute shall allow the bidder to present its proof of payment for the fees either by presenting it in person or through electronic means on or before 10 November 2021 5. Bids must be duly received by the BAC Secretariat through manual submission (hard copy) at the office address indicated below on or before 10 November 2021, Wednesday, 2:00 p.m. Late bids shall not be accepted 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. 7. Bid opening shall be on 11 November 2021, Thursday, 10:00 a.m. at the given address below 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>For the payment of bidding documents fee, bidders will be informed of the availability of the FSI Cashier for purposes of issuing the original receipt as proof of payment.</p> <p>Due to the tight security in the DFA premises, bid proposals will be received at the gate.</p> <p>Bidders shall participate in the bid opening through video conference only.</p>
<p>Instructions to Bidders</p> <ol style="list-style-type: none"> 1. Funding source is National Expenditure Program (NEP) FY 2022. 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>In response to the question raised by Ms. Carmen Amurao of the Dearjohn Services Inc. bidders will only submit a matrix of its Certification of Ongoing Projects. Copy of the contracts and other supporting documents will be required during the post qualification.</p>


<p>Bid Data Sheet</p> <p>1. Bidders shall submit one (1) original and two (2) certified true copies of the first and second components of its bid.</p>	<p>In response to the question raised by Ms. Carmen Amurao of the Dearjohn Services Inc., bidders shall submit one (1) original and two (2) certified true copies of the first and second components of its bid.</p>
<p>General Conditions of the Contract</p>	
<p>Special Conditions of the Contract</p>	
<p>Schedule of Requirements</p> <p>1. Janitorial equipment shall be delivered one week before the start of the contract period.</p> <p>2. Monthly janitorial supplies shall be delivered every 1st week of the month.</p> <p>3. Quarterly janitorial supplies shall be delivered every 1st week of every quarter.</p> <p>4. Semi-annually janitorial supplies shall be delivered within the first month of the semester.</p>	
<p>Technical Specifications</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 Equipment</p> <p>3. Janitorial Supplies and Materials</p> <p>4. General Scope of Work</p> <p>5. Administrative Fee (Standard Computation)</p> <p>6. Areas of Operation Fifth Floor, Main Building, South Wing Annex, Apron Wing, and Ground Floor, Carlos P. Romulo Library</p>	<p>The schedule of janitors may be modified depending on the working hours/schedule being observed in FSI.</p> <p>The prospective bidders were also informed of the usual practice in FSI with regards to the absorption of existing janitorial personnel by the winning bidder. Although the leadman or the working supervisor will come from the winning bidder.</p> <p>In response to the question made by Ms. Carmen Amurao of the Dearjohn Services Inc., FSI preferred new janitorial equipment.</p> <p>Administrative Fee is 10%.</p>
<p>Checklist of Requirements</p>	
<p>Bid Forms</p>	

There having no other matters to discuss, the meeting was adjourned at 11:00 a.m.

Prepared by:


ZENAIDA C. BAUTISTA
Member, BAC Secretariat

Noted by:


HOPE B. TORNILLA
Head, BAC Secretariat

Approved by:


CARMELITA S. MARASIGAN
BAC Chairperson