

**Republic of the Philippines**  
**DEPARTMENT OF TOURISM**  
 351 Sen. Gil Puyat Avenue, 1200 Makati City  
 Tel. No. (02) 459-5200 to 459-5230  
<http://www.tourism.gov.ph>

**MINUTES OF PRE-BID CONFERENCE**  
**JANUARY 20, 2020 (MONDAY), 1:30 P.M.**  
**2<sup>ND</sup> FLOOR TRAINING ROOM**

Present were:

***Bids and Award Committee:***

A Sec. Roberto P. Alabado III	-	Chairperson
Dir. Milagros Y. Say	-	Vice-Chairperson
Atty. Jennifer A. Olba	-	Member
Ms. Ma. Luz F. Falcunaya	-	Member

***Procurement Management and Administrative Service:***

Ms. Mary Angelene A. Tolentino	-	Director
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***BAC Secretariat:***

Ms. Melanie Claire P. Singzon	-	Member
Ms. Maria Alma O. Almazan	-	Member
Mr. John Phire P. Villamin	-	Staff
Mr. Val Raymund C. Cervantes	-	Staff

***End-User:***

Mr. Rolando Bautista	-	GSD
Mr. Roldan Pineda	-	GSD
Mr. Alvin Cabasan	-	GSD

***Bidders:***

Mr. Rey Cuna	-	CBII Phils. Int'l Inc.
Mr. Alejandro Delluta	-	CBII Phils. Int'l Inc.
Mr. Elvin Rubiso	-	D'Triumph Cleaners

**AGENDA**

- ❖ **PROCUREMENT OF JANITORIAL SERVICES FOR THE DEPARTMENT OF TOURISM**  
**DOT-BAC-IB NO. 2019-38 (EPA)**  
**PHP6,382,197.45**

**CALL TO ORDER AND QUORUM:**

Upon declaration of a quorum, the BAC Chairperson, ASec. Roberto P. Alabado III called the meeting to order at around 1:42 p.m. He acknowledged the presence of the BAC members, Procurement Management and Administrative Service Director, BAC secretariat members, project officers and prospective bidders.

**BUSINESS MATTERS:**

- It was noted that a notice for the pre-bid conference was given to the Philippine Chamber of Commerce and Industry, Transparency and Accountability Network and the Commission on Audit. However, no representatives were sent.
- The presiding officer mentioned that the purpose of the pre-bid conference is to give an opportunity for the prospective bidders to seek clarifications on the terms of reference, including the bidding documents. However, it should be noted that any statement made at the pre-bid conference would not modify the terms of the bidding documents, unless such statement is specifically identified in writing as an amendment of the documents and issued as a supplemental/bid bulletin (2016 Revised IRR - Section 22.4).
- The bidders were asked if they have seen and checked the Terms of Reference which was posted at the PhilGEPS and DOT websites. Copies of the terms of reference were distributed to the BAC members before the start of the meeting for their reference.

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The following questions and clarifications were raised on the Terms of Reference after Mr. Rolando Bautista briefly discussed its contents:

- Under qualifications of the bidder, item number 6 (*bidder must be based or have an office in Metro Manila*) will be removed to allow more bidders to participate and to have more competitive bidding process
- Clarification was made that for the purpose of submission of bids, a valid PhilGEPS Platinum certificate will suffice in lieu of the Class A documents; validation and verification of Class A documents shall be done during post-qualification
- Clarification was also made that there is no need to attach supporting documents for the list of ongoing contracts; Supporting documents is only required for the Single Largest and Completed Contracts (SLCC)
- Under the *Duties and Responsibilities of the Service Provider*, item number 16, *The service provider shall absorb ~~forty~~ sixty percent (60%) of the ...*
- Administrative costs should be in line with the GPPB guidelines; bidders may opt to bid with 10% or higher as long as within the labor laws
- It was also mentioned that PhilHealth rates were updated as of January 2020 from 2.75 to 3%
- The bidders were also informed that a total of 313 days should be factored in for the purposes of costing
- Queries may be emailed to the BAC Secretariat until 24 January 2020

**Adjournment:**

With no further instructions from the BAC and clarifications from the body, the Pre-Bid Conference was adjourned at 2:07 p.m.

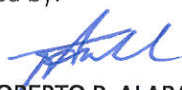
Prepared by:

  
**VAL RAYMUND C. CERVANTES**  
*Administrative Assistant III, BAC Secretariat*

Noted by:

  
**GODOFREDO R. MALDONADO, JR.**  
*Head, BAC Secretariat*

Approved by:

  
**ASEC. ROBERTO P. ALABADO III**  
*BAC Chairperson*