



DEPARTMENT OF TOURISM
PROCUREMENT MANAGEMENT DIVISION

MINUTES OF THE MEETING

Activity : Bids and Awards (BAC) Meeting
 Venue : via MS Teams
 Date and Time : 1000H, 26 February 2021

ATTENDEES:

BAC MEMBERS	BAC SECRETARIAT	BIDDER/REPRESENTATIVES
<ul style="list-style-type: none"> - DIR. MILAGROS Y. SAY - ATTY. JENNIFER A. OLBA - MR. RAYMUND GLEN A. AGUSTIN - MS. SUSAN NAGTALON 	<ul style="list-style-type: none"> - GODOFREDO R. MALDONADO JR. - MELANIE CLAIRE P. SINGZON - MARIA ALMA O. ALMAZAN - JOHN PHIRE P. VILLAMIN - NORJANNAH P. LUCMAN - VAL RAYMUND C. CERVANTES 	<ul style="list-style-type: none"> - D'TRIUMPH CLEANERS - RYDER AND SPARKS PRIME CORP. - SERVICIO FILIPINO, INC. - ANYTIME CLEANERS - CORPORATE SOLUTIONS MANPOWER GENERAL SERVICES INC. - ULTIMATE CARE JANITORIAL AND ALLIED SERVICESLSER CORP.
	<p>PROJECT OFFICER</p> <ul style="list-style-type: none"> - ROLANDO BAUTISTA - ROLDAN PINEDA - JENIFER TUMLOS 	

PROCEEDINGS:

AGENDA ITEM	AGREEMENTS	OFFICE/PERSON IN-CHARGE	UPDATES/REMARKS
VIRTUAL PRE-BID CONFERENCE FOR THE PROCUREMENT JANITORIAL SERVICES FOR THE DEPARTMENT OF TOURISM	<ul style="list-style-type: none"> • Bidder mentioned that per DOLE, minimum administrative cost is 10% while the minimum admin cost indicated in the Terms of Reference is 15%. To be clarified 	Mr. Rolando Bautista (General Service Division)	

	<p>in the bid bulletin</p> <ul style="list-style-type: none"> • Bidder asked if the cost of supplies are going to be billed separately to which the PO replied that it is already included in the 15% administrative cost reflected in the TOR. Bidder then asked if they can go lower than 5% if this is the case. This will be clarified in the bid bulletin. • End-user office to revisit their requirements and to be clarified in the bid bulletin • Covid test certifications of personnel only to be required from the winning bidder before the deployment of personnel to be included in Bid Bulletin • All computations to be reviewed by the end-user office to check consistency on the divisor to be used for the number of days (313 days vs. 236 days) and the amount of the Value Added Tax indicated in the computation. • For completed contracts, the bidder can submit Certification of Satisfactory Performance from at least three (3) clients from the government or private corporation for the last 3 years instead of copy of the contracts while a matrix will suffice for the ongoing government or private contracts. • Additional form/template to be used for the breakdown of the cost estimate to be provided in the bid bulletin 		
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	<ul style="list-style-type: none"> • One (1) original and five (5) copies is required for the submission of proposals • Bidders who already paid the bid documents during the 1st bidding shall no longer be required to pay the bid documents for the 2nd bidding/posting. This will be included in the bid bulletin • Additional queries and clarification may be sent thru email to the BAC secretariat until 01 March 2021 • Tentative date for the release of bid bulletin will be on 04 March 2021 		
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Prepared by:



VAL RAYMUND C. CERVANTES
Administrative Assistant III

Noted by:



GODOFREDO R. MALDONADO JR.
Head, BAC Secretariat

Approved [] Disapproved

DIR. MILAGROS Y. SAY
BAC Vice-Chairperson