

Standard Form Number: SF-INFR-32  
Revised on: July 29, 2004

**Republic of the Philippines**  
University of the Philippines Baguio  
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**MINUTES OF PRE-BID CONFERENCE**  
**4 December 2020**

**Present were:**

VCA Jessica K. Cariño, BAC Chair	Ms. Cecile G. Dangawen, TWG
Prof. Santos Jose O. Dacanay III, Vice Chair	Prof. Jose Kym Alvaro, TWG
Prof. Jocelyn Rafanan, Member (via zoom)	Ms. Irene J. Enriquez, Head Secretariat
Prof. Joel M. Addawe, Member	Ms. Segrid Yan A. Bucagan, Secretariat
Ms. Gloria Q. Rodriguera, Member	

**Also present:**

Virgie Baldo, Mckleene  
Evelyn Joy De Jesus, Dirt Free Janitorial and Allied Services  
Stephanie Demayo, Dirt Free Janitorial and Allied Services

The Pre-bid Conference for the project: Procurement of Twelve (12) Months Janitorial Services (UPB-BID-EPA2021-2), was called to order at 10:30 AM of 4 December 2020, and was presided by the BAC Member, Prof. Joel M. Addawe.

**1. Business Matters**


- This is for the period 1 January to 31 December 2021;
- The Approved Budget for the Contract (ABC) is Four million Six Hundred One Thousand Two Hundred Thirty Three and 68/100 (PhP 4,601,233.68);
- Advertised in the PhilGEPS, conspicuous places in the University and Central Business District, and at the UP Baguio website on 26 November 2020;
- Reference Number is UPB-BID-EPA2021-2;
- Prof. Addawe presented the Schedule of Requirements
  - The project is composed of Twenty Six (26) Janitor/Janitress during Monday to Fridays at 0700-1500
  - Twelve (12) Janitor/Janitress during Saturdays at 0700-1500
  - Uniforms, Raincoats and Boots, and disposable facemask is included in the contract
- Bidders should make sure that they comply in the Technical Specifications indicated in the Philippine Biddings Documents;
- Prof. Addawe presented and explained the legal, technical, and financial components of the Bid including the explanation of the different documents to be submitted by each bidder. Some important reminders are the following:
  - Bid Security
    - Bid Securing declaration
    - Cash or Cashier's/Manager's Check or Bank Draft/ Guarantee, 2% of the ABC (PhP 92,024.67 )
    - Surety Bond, 5% of the ABC (PhP 230,061.68)
  - The Single Largest Completed Contract that is similar to the project of the bidders should be at least 50% of the ABC and should be within the last Three (3) years


- Contracts similar to the Project shall be with experience in providing services in Universities, Colleges, Government Agencies, Hospitals and other Public/Private entities
- Bidders should have a physical office in Baguio City;
- Checklist is part of the bidding documents which is in accordance with Republic Act 9184 and its IRR. Prospective Bidders should use this checklist to ensure that all requirements are complete and organized. This will be the same checklist that will be used during the Opening of Bids on 16 December 2020 at 2:00 PM;
- Cost distribution table is part of the Bidding Documents;
- In the Cost distribution, letter D should be equal to or not more than 25% of C. A bid addendum will be issued;
- If both bidders have the same bid, the BAC's decision will be depending on the add-on services indicated;
- Bid Documents can be paid directly at the Cash Office, Bank deposit, online transfer at the cost of Five Thousand Pesos Only (Php 5,000.000);
- Submission of Bids is 1:30 PM of 16 December 2020;
- Opening of Bids is 2:00 PM on 16 December 2020 at the Chancellor's Board Room;
- The BAC will use a non-discretionary pass or fail criteria for Eligibility screening of documents submitted; and
- Each bidder should submit One (1) original and One (1) duplicate copy of the documents contained in Envelopes 1 and 2 of its bids or can via electronic submission. Please ensure to follow the instructions indicated in the Philippine Bidding Documents for the project to ensure the security of the bid submitted.

2. Noted comments/reactions from the BAC representatives and prospective bidders:

- During Post-qualification, the Technical Working Group (TWG) will do a verification of the authenticity and validity of the documents submitted;
- All of the pages of the financial proposal should be signed by duly authorized representative/s;
- Any erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s;
- Non-submission of any documents prescribed in the checklist may lead to disqualification; and
- No contact between bidders and Bids and Awards Committee Members to ensure fairness of the bidding process.

Questions	Answers
Ma'am, sa DOLE po kasi ang Agency estimate should not be lower than 10%. Pwede po bang mag-set tayo ng minimum percentage sa Agency estimates?	In our technical specifications, it is stated that the service provider hold the UP Baguio free from any action or liability arising from any claims of the janitors and other personnel deployed by the Janitorial Agency for benefits under the labor Code of the Philippines. Any increase in wage, social security contribution, or any similar payment as may be imposed by law or competent authority shall be automatically adjusted in accordance with accounting and auditing rules and regulations. So if you know that the agency estimate should not be below 10%, you should already comply that in your bid.

Prepared by:  
  
 Segrid Yan A. Bucagan  
 BAC Secretariat

Noted by:  
  
 VCA Jessica K. Cariño  
 BAC Chairman

The BAC Secretariat shall record the minutes of the pre-bid conference and shall be made available to all participants not later than Five (5) calendar days after the pre-bid conference (IRR-A Section 22.4), through the issuance of Bid Bulletins incorporating the issued discussed and the corresponding responses to said issues.