

Bids and Awards Committee

University of the Philippines Baguio
Governor Pack Road, 2600 Baguio City

MINUTES OF MEETING

9 November 2018 10:20 AM – 12:45 PM
Vice Chancellor's Conference Room

Presiding:	VCA Jessica K. Cariño, BAC Chair	
Members:	Prof. Joel M. Addawe, Member	Absent
	Prof. Jocelyn Rafanan, Member	
	Prof. Santos Jose O. Dacanay III, Member	Absent
	Ms. Gloria Q. Rodriguera, Member	
	Ms. Cecile G. Dangawen, TWG	
	Mr. Rodolfo T. Suyat, TWG	Absent
	Ms. Irene J. Enriquez, Head Secretariat	
	Mr. Mar P. Viernes, Secretariat	
	Ms. Segrid Yan A. Bucagan, Secretariat	

Agenda: I. Pre-bid conference for the 12-month Janitorial Services Contract

The meeting was called at 10:20 AM

Agenda:

I. Pre-bid conference for the 12-month Janitorial Services Contract

There is One (1) prospective bidder who was present during the pre-bid conference, Ms. Virgie Baldo of McKleene Premium Products, Inc.

The BAC informed the body that this is a pre-bid conference for the 12-month Janitorial Services Contract. The following reminders were discussed during the pre-bid conference:

- a. The agency budget for this contract is Php 3,634,402.54.
- b. The contract duration is from January 2019 to December 2019.
- c. The contract is composed of Twenty Three (23) Janitors/Janitresses.
- d. The BAC will use a non-discretionary pass or fail criteria for Eligibility screening of documents passed.
- e. Prospective bidders can submit their PhilGeps certificate of registration (Platinum) or the following documents:
 - Registration Certification from SEC, DTI, or CDA;
 - Mayor's permit;
 - Tax clearance reviewed and approved by BIR; and


- Audited financial Statement received by BIR or its duly accredited and authorized institutions should not earlier than two (2) years from the bid submission.
- f. Name of contract, date of contract, kinds of goods and services, amount of contract and value of outstanding contracts, date of delivery, and end user's acceptance or official receipts (if competed) should be included in the bidder's statement of all its ongoing and completed government and private contracts.
- g. Bidders should include the Single Largest Completed Contract similar to the contract to the bid.
- h. Certification issued by SSS, Pag-ibig, and PhilHealth that remittance of concerned Janitorial Agency are up-to-date.
- i. Omnibus Sworn Statement should be duly notarized.
- j. For the Add-on services, bidders are requested to submit a plan for the entire campus on how they intend to maintain the cleanliness of the University.
- k. Late bids will not be accepted. All bids that will be received will be stamped with date and time.
- l. Bidder's cost distribution should be included in the Financial Bid form.
- m. All Bid Documents should be signed by duly authorized representative/s, otherwise an authorization should be made. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s.
- n. Each bidder should submit One (1) original and One (1) duplicate copy of the documents contained in Envelopes 1 and 2 of its bid.
- o. Submission of bids is until 20 November 2018, Wednesday, at 9:30 AM at the Office of the Vice Chancellor for Administration.
- p. Opening of bids will be on 20 November 2018, Wednesday, at 10:00 AM at the Vice Chancellor's Conference Room.
- q. Post-Qualification is from 21 November 2018 to 26 November 2018.
- r. Issuance of Notice of Award will be on 27 November 2018.
- s. Bid Documents can be acquired at the cost of Php 3,000.00.

The meeting was adjourned at 12:45 PM.

Prepared by:


Segido Yan A. Bucagan
Secretariat

Noted by:


Prof. Jessica K. Cariño
VCA & BAC Chair