



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE VIII  
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF MEETING  
PRE-BID CONFERENCE  
SECURITY AND JANITORIAL SERVICES**

November 26, 2019, 9:30 AM @ DBM-RO8, Tacloban City

**I. Attendance**

**BAC/BAC Sec/TWG**

	<b><u>Remarks</u></b>
Florita M. Lacdo-o	Chairperson
Aleli N. Hernandez	Vice-Chairperson
Liberace N. Limsiaco	Member
Josefina P. Escoto	Member
Absal N. Abah	Member
Rheand Cornell M. Palomino	Secretary
Mylene G. De Veyra	Secretary
Maria Rina P. Ygaña	TWG

*Absent:*

Juvy A. Lobedica (on official business)	Member
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**Prospective Bidders/Suppliers**

Maria Luisa G. Valuis	Vision Janitorial and Allied Services
Romualdo Ver R. Valuis	Vision Security

**Observers\***

None

*\*BAC invited observers from Commission on Audit (COA) Resident Auditor, Leyte Chamber of Commerce and Industry, and Leyte Family Development Organization-Multi-Purpose Cooperative (LEFADO-MPC) but none attended from the said office/organization.*

**II. Preliminaries**

Facilitated by the BAC Secretary, the following preliminaries were executed prior to the start of the meeting proper:

- i. Invocation
- ii. Singing of the Philippine National Anthem
- iii. Acknowledgment of Attendees

The BAC Secretary then informed the Body that Observers from COA, Leyte Chamber of Commerce and Industry, and LEFADO-MPC, were invited to attend the procurement activities of this particular project, however, none was present in the pre-bid conference.

### III. Call to Order

Upon declaration of a quorum, the BAC Chairperson called the meeting to order at 9:30 A.M.

### IV. Highlights of the Meeting

The Chairperson informed the Body that the main purpose of the pre-bid conference is to ensure that bidders fully understand the requirements. Further, she added that since there are no significant changes, the body agreed to skip the discussion of eligibility and technical requirements but encouraged the bidders to ask questions/clarifications instead. She then called Ms. Maria Rina P. Ygaña, TWG, to discuss the Price Schedule and followed by Ms. Liberace N. Limsiaco for the Technical Specifications/Special Conditions of the Contract. Questions and corresponding answers were as follows:

Question/Clarification	Answer
Are the original documents need to be submitted?	Chairperson: yes
Why is the contract for Security Services up to November 2020 only and not until December 2020?	TWG: budget allocation is only good until November 2020 and the remaining month of December shall then be charged to savings subject to contract extension
Will the SG w/ no OT and no night shift work from 8 AM to 5 PM?	Limsiaco: yes, but the time stated already includes 1-hr break
13 <sup>th</sup> month pay should be computed at 12/12 per labor standards. The DOLE uses the 12/12 in its computation but may nevertheless be adjusted during implementation based on actual months worked.	TWG: 11/12 computation was used since contract is only good for 11 months. This has already been confirmed by DOLE in the previous bidding but will be clarified again.
Authentication of income tax returns take time and is dependent on the availability of the signatory.	Chairperson: An authenticated copy or a copy stamped received by the BIR will suffice.
The DOLE only certifies that a business is in good standing and not that it has no pending case.	Escoto: we will include 'or its equivalent' in the DOLE certification requirement.

Matters for supplemental/bid bulletin were identified, to wit:

1. Bid opening shall be changed from 9:00 AM to 2:00 PM of the same day, December 9, 2019;
2. Submission of latest income and business tax returns may only be duly received by the BIR instead of duly authenticated;
3. Submission of DOLE Certificate may be that of No Pending Case or any equivalent document; and
4. Adjustment of price schedule due to computation changes in 13<sup>th</sup> month pay.

BAC members made some reminders, as follows:

1. To ensure that their PhilGEPS Platinum is updated with respect to documents/attachments;
2. To take note of the prescribed forms;

3. To give the office ample time to decide/process in case of security guard assignment changes;
4. Bid Opening and Evaluation will be on December 9, 2019.

**V. Adjournment**

There having no other matters up for discussion, the meeting adjourned at 11:10 A.M.

Prepared by:




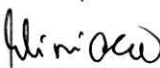
**RHEAND CORNELL M. PALOMINO**  
BAC Secretary

Noted and Approved by BAC Members:

  
**FLORITA M. LACDO-O**  
Chairperson

  
**ALELI N. HERNANDEZ**  
Vice-Chairperson

  
**JOSEFINA P. ESCOTO**  
Member

  
**LIBERACE N. LIMSIACO**  
Member

(on official business)  
**JUVY A. LOBEDICA**  
Member

  
**ABSAL N. ABAH**  
Member