



DEPARTMENT OF TOURISM

PROCUREMENT MANAGEMENT DIVISION

SUMMARY OF AGREEMENTS

Activity : Bids and Awards (BAC) Meeting
Venue : Video Conferencing thru MS Teams
Date and Time : 1000H , 07 January 2021

ATTENDEES:

| BAC MEMBERS | BAC SECRETARIAT | PROJECT OFFICER |
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| <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 | <ul style="list-style-type: none">- ROLANDO BAUTISTA (GSD) |
| | | BIDDER/REPRESENTATIVES D' TRIUMPH CLEANERS AND ALLIED SERVICES, INC. <ul style="list-style-type: none">- MS. MARION M. MAALA |

PROCEEDINGS:


| AGENDA ITEM | CLARIFICATIONS/RESPONSE/ AGREEMENTS | OFFICE/PERSON IN- CHARGE | UPDATES/ REMARKS |
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| VIRTUAL PRE-BID CONFERENCE FOR THE PROCUREMENT OF JANITORIAL SERVICES FOR THE DEPARTMENT OF | Clarification 1: How many copies of the technical and financial bid are to be submitted | Mr. Rolando Bautista – General Service Division | |

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| <p style="text-align: center;">TOURISM</p> | <p>Response: One original and five certified true copies are required to be submitted with the technical and financial bid envelopes to be separately placed in sealed envelopes then packed in one sealed main envelope. There is no need to submit soft copies.</p> <p>Clarification 2: Manual submission of bid documents are required but during the opening of bids, only virtual participation is allowed but not required</p> <p>Clarification 3: Submission of satisfactory performance certification from government or private client must cover the last five (5) years</p> <p>Clarification 4: Proof of payment of contributions tp SSS, PhilHealth, Pag-ibig, etc. is required</p> <p>Clarification 5: For ongoing contracts, matrix of the list of the bidders ongoing contracts is sufficient and no supporting documents is required. However, for the submitted SLCC, this must be accompanied by supporting documents</p> <p>Clarification 6: Bidder asked if the ABC already considered/included the adjustments in the Philhealth and SSS rates pursuant to existing and current government issuances</p> <p>Response: This is to be reviewed by the project officer and will be included in the bid bulletin</p> | | |
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| | <p>Clarification 7: bidder asked if they will be allowed to indicate an administrative cost which is lower than 10% and if they will be disqualified if they offer an administrative cost lower than the 10% mentioned in the TOR.</p> <p>Response: Computation and clarification on the administrative cost will be clarified by the project officer and will be provided in the bid bulletin</p> <p>Relative to this clarification, the BAC requested the project officer to submit to the BAC, a computation showing how they arrived with the Approved Budget for the Contract (ABC) and in order for the BAC to determine whether the updated rates are included</p> <p>All clarifications/responses/agreements mentioned above and during the pre-bid conference will be posted in a bid bulletin to be issued by the BAC in coordination with the project officer which includes the following:</p> <ul style="list-style-type: none">• Number of days to be considered by the bidder when computing for their financial bid• Payment for the bidding documents may be made thru online deposit and receipt to be scanned and sent via email to the BAC Secretariat <p>With no other clarifications, the bidder was advised that further clarifications and</p> | | |
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| | queries can be raised and submitted to the BAC Secretariat until 11 January 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