

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING BAC MEETING

November 20, 2019, 9:00 A.M.
Board Room, 4th Floor, FPA Building, BAI Compound,
Visayas Ave., Diliman, Quezon City

Attendance:

| Name | Bids and Awards Committee |
|----------------------------|---|
| Digna M. De Leon | : Chairperson |
| Julieta B. Lansangan | : Vice-Chairperson |
| Aurea V. Cagayat | : Member |
| Suzettie M. Alcaide | : Member |
| Wilbert Newton T. Pollisco | : Head, BAC Secretariat |
| John Rajah M. Anareta | : Member, BAC Secretariat |
| Amelia P. Urquia | : Member, BAC Secretariat |
| Joshua P. Bumacod | : Member, BAC Secretariat |
| Sharmaine D. Tecson | : Chairperson, BAC-Technical Working Group |
| Mirasol O. Bacarisas | : Vice-Chairperson, BAC-Technical Working Group |
| Alisa M. Sibal | : Member, BAC- Technical Working Group |

I. Call to Order

The meeting was called to order by Ms. Julieta B. Lansangan, BAC Vice-Chairperson, at 9:05 A.M.

II. Agenda of the Meeting

- 1) Approval of the minutes of the previous meeting;
- 2) Pre-bid Conference for the following procurement projects:
 - a. Fuel Requirement for FY 2020 (ABC = PhP 3,515,000.00)
 - b. Janitorial Services for FY 2020 (ABC = PhP 635,000.00)
 - c. Security Services for FY 2020 (ABC = PhP 670,000.00);
- 3) Other Matters

III. Highlights of the Meeting

1) Approval of the Minutes of the Previous Meeting

This activity was set for another time to give way for the preparations on the upcoming Management Review set within the same date as this meeting.

2) Pre-bid Conference for the following Procurement Projects:

Ms. Lansangan recognized the attendees from the BAC Members, Secretariat and Technical Working Group for FY 2020 and those representing the suppliers for the procurement projects namely:

- a) Mr. JC Hipolito of Petron Corporation and
- b) Ms. Rhodora Advincula of Ultimate Care Janitorial and Allied Services.

The following were invited as observers: a) Center for Environmental Concerns (CEC), b) Philippine Chamber for Commerce and Industry (PCIC) and the c) Commission on Audit (COA). Only the in-house COA was able to send two (2) representatives, Ms. Sarah Jane S. Bangit and Mr. Fran Salomon, which were duly recognized by Ms. Lansangan.

a. Fuel Requirement for FY 2020 (ABC = PhP 3,515,000.00)

Clarifications from Mr. JC Hipolito of Petron Corporation are as follows:

- a) Is the fixed price as indicated on the bid proposal the same as the prevailing 'pump price' because the Billing/Statement of Account shall be based on said price.
- b) The operating hours of 24/7 services nationwide since there are outlets which are not open 24/7.
- c) Is it alright if the information as contained on the fleet card do not reflect details pertaining the product restriction but may be accessed via the Petron website.

Ms. Lansangan informed Mr. Hipolito that his clarifications will be given a feedback by November 22, 2019 after discussion of the BAC.

b. Janitorial Services for FY 2020 (ABC = PhP 635,000.00)

Clarifications of Ms. Rhodora Advincula of Ultimate Care Janitorial and Allied Services which were directly addressed by the Committee:

- a) In the event that some personnel be replaced in the middle of the contract duration, the replacement personnel should be coordinated for updating to the Finance and Administrative Division (FAD) of this Office granted that all qualifications from the Terms of Reference per Bidding Documents have been satisfied.
- b) The government contributions such as SSS and Philhealth shall follow the prevailing rates while the Administrative Cost will still be at ten (10) percent.

c. Security Services for FY 2020 (ABC = PhP 670,000.00)

There were no bidders present during the activity but the information on the Bidding Documents were scanned for the benefit of the invited representatives from COA.

IV. Other Matters

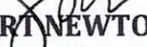
The next meeting was scheduled on November 21, 2019, 2:30 P.M. at the 4th Floor, Board Room, FPA Building.

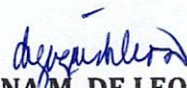
IV. Adjournment

The meeting was adjourned at 10:15 A.M.

Prepared by:

Approved by:


WILBERT NEWTON T. POLLISCO
BAC Secretariat


DIGNA M. DE LEON
BAC Chairperson