



Republic of the Philippines
 Department of Agriculture
Fertilizer and Pesticide Authority

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FPA-QMS-F8

Title : **Pre-Bid Conferences for the Procurement of Janitorial Services, Security Services, and Fuel Requirements for FY 2021**

Date and Time : November 10, 2020, 2:00 p.m.

Venue : Online via Zoom Meeting

Attendees : ***FPA Bids and Awards Committee:***
 Ms. Romirose B. Padin – BAC Chairperson
 Ms. Elizabeth T. Ramiro – BAC Vice Chairperson
 Ms. Jerolet C. Sahagun – BAC Member
 Ms. Digna M. De Leon – BAC Member
 Ms. Suzettie M. Alcaide – BAC Member
 Engr. Jacqueline M. Romualdez – BAC Member
 Mr. John Rajah M. Anareta – TWG Vice Chairperson
 Ms. Sharmaine D. Tecson – TWG Member
 Ms. Lourdes R. Conde – TWG Member
 Ms. Genalyn I. Guardiano – TWG Member
 Ms. Angelo S. Bugarin – BAC Secretariat Head
 Mr. Errol John A. Ramos – BAC Secretariat Member
 Ms. Mirasol O. Bacarisas – BAC Secretariat Member
 Ms. Vanessa F. Salaum – BAC Secretariat Support Staff

Prospective Bidders:

Procurement of Security Services for FY 2021

Mr. Ruel C. Pilapil – Redbird Security Agency and Services, Inc.

Mr. Efraim D. Lagtapon III – Crime Hunters Security Agency

Procurement of Janitorial Services for FY 2021

No bidders participated

Fuel Requirements for FY 2021 – via Fleet Card Services

No bidders participated

Demographics : **11 Female; 5 Male; 0 PWD; 1 Senior Citizen**

Agenda	Discussion and Agreements	Actions taken/ To be taken
1. Call to Order	The meeting called to order by DED Ramirose B. Padin, BAC	None.

Agenda	Discussion and Agreements	Actions taken/ To be taken
	<p>Chairperson. She requested Mr. Angelo S. Bugarin, BAC Secretariat Head to facilitate the Pre-Bid Conference.</p> <p>Mr. Bugarin presented the attendees of the meeting which includes the FPA BAC, TWG, and its Secretariat, as well as the prospective bidders for the Procurement of Security Services for FY 2021. No bidders for the Procurement of Janitorial Services and Fuel Requirements for FY 2021 have attended the Pre-Bid Conference.</p> <p>He also mentioned that the FPA has also invited observers from the Philippine Chamber of Commerce and Industry as private sector representative, Center for Environmental Concerns as non-government organization representative, and the Commission on Audit (COA). Apparently, the invited observers were not able to attend the Pre-Bid Conference.</p>	
<p>2. Procurement of Security Services for FY 2021</p>	<p>Mr. Bugarin presented the salient parts of the Bidding Documents for the Procurement of Security Services for FY 2021 which are as follows:</p> <p>a. Invitation to Bid He highlighted the approved budget for the contract (ABC) amounting to PhP 916,670.00 covering eleven (11) month period and the cost of Bidding Documents which is free of charge. The award of the contract will be done once the General Appropriations Act for FY 2021 is already approved.</p>	

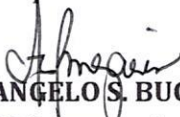
Agenda	Discussion and Agreements	Actions taken/ To be taken
	<p>b. Bid Data Sheet He highlighted the deadline of submission and opening of bids which is on November 23, 2020, 10:00 a.m. and the set of technical and financial documents to be submitted.</p> <p>c. Schedule of Requirements</p> <p>d. Technical Specifications/ Terms of Reference He highlighted the scope of work, requirements for the security guards, the need for swab testing, and evaluation from previous client with at least very satisfactory rating.</p> <p>After his presentation, the following clarificatory questions were raised:</p> <p>1. How many hours is the regular duty of the security guard? Ms. Elizabeth T. Ramiro, BAC Vice Chairperson and end-user unit representative answered that each guard should work on an eight-hour duty.</p> <p>2. Where is the additional requirements in the Terms of Reference be included? Mr. Bugarin responded that it form part to the compliance on the technical specifications, thus, it will be included in the technical component of the bid.</p> <p>3. Is there a ceiling or percentage requirement for the administrative cost to be collected?</p>	

Agenda	Discussion and Agreements	Actions taken/ To be taken
	<p>Per GPPB Resolution No. 14-2012, the provision stipulated in the DOLE DO No. 18-A on imposing minimum administrative cost is in violation of the provisions of Section 31 of R.A. No. 9184 and its IRR. Thus, the agency has no ceiling or percentage cost requirement for administrative cost.</p> <p>4. During the opening of bids, is it okay for the bidders to be physically present in the venue of the said activity? The BAC allowed the bidders to be physically present and witness the bid opening at the 4th floor, FPA Bldg., BAI Compd., Visayas Ave., Diliman, Quezon City, 10:00 a.m. However, they are encouraged to submit their bids ahead of time and attend the virtual bid opening where the online link will be provided to them.</p> <p>Aside from these discussion, Ms. Ramiro raised that there was typographical error in the period covered stipulated in the Terms of Reference (February to December 2020). The BAC will issue a Supplemental Bid Bulletin to correct this wrong input as it should be from February to December 2021.</p> <p>DED Padin asked the prospective bidders if there are other questions for clarifications. Both Mr. Ruel C. Pilapil and Mr. Efraim D. Lagtapon III said that they have no more questions or clarifications. With that, DED Padin thanked the bidders and</p>	<p>BAC: to issue Supplemental Bid Bulletin to correct the typographical error in the Terms of Reference.</p>


Agenda	Discussion and Agreements	Actions taken/ To be taken
	adjourned the pre-bid conference for the Procurement of Security Services for FY 2021.	
3. Procurement of Janitorial Services and Fuel Requirements for FY 2021	<p>Mr. Bugarin briefly presented the salient parts of the Bidding Documents for the Procurement of Janitorial Services for FY 2021 which are as follows:</p> <p>a. Invitation to Bid He highlighted the approved budget for the contract (ABC) amounting to PhP 870,835.00 covering eleven (11) month period and the cost of Bidding Documents which is free of charge like that of Security Services. The award of the contract will be done once the General Appropriations Act for FY 2021 is already approved.</p> <p>b. Bid Data Sheet He highlighted the deadline of submission and opening of bids which is on November 23, 2020, 10:00 a.m. and the set of technical and financial documents to be submitted which is similar to the Security Services.</p> <p>c. Schedule of Requirements</p> <p>d. Technical Specifications/ Terms of Reference He highlighted the scope of work, requirements for the janitor/ janitress, the need for swab testing, and evaluation from previous client with at least very satisfactory rating.</p> <p>Likewise, he also presented the Bidding Documents for the Fuel</p>	

Agenda	Discussion and Agreements	Actions taken/ To be taken
	<p>Requirements for FY 2021 – via Fleet Card Services, as follows:</p> <p>a. Invitation to Bid He highlighted the approved budget for the contract (ABC) amounting to PhP 3,498,000.00 covering eleven (11) month period and the cost of Bidding Documents which is free of charge like the other two procurement projects.</p> <p>b. Bid Data Sheet He highlighted the deadline of submission and opening of bids which is on November 23, 2020, 10:00 a.m. and the set of technical and financial documents to be submitted which is similar to the other two procurement projects.</p> <p>c. Schedule of Requirements</p> <p>d. Technical Specifications He presented the estimated volume and the list of motor vehicles to be provided with fleet cards.</p>	
4. Adjournment	The BAC also discussed other matters during this meeting which are no longer part of this Pre-Bid Conference or these procurement projects. The meeting was adjourned by DED Padin at around 3:30 p.m.	None.

Prepared:


ANGELO S. BUGARIN
 BAC Secretariat Head

Approved:


ROMIROSE B. PADIN
 BAC Chairperson