



**Republic of the Philippines**  
**GOVERNMENT SERVICE INSURANCE SYSTEM**  
**GSIS Headquarters, Financial Center, Pasay City**

**MINUTES OF PRE-BID CONFERENCE**

18 September 2019, 1:30 PM

GBAC Conference Room, Level 2, GSIS Headquarters Building  
Financial Center, Pasay City, GSIS Bacolod, Butuan, Cebu and  
Davao Branch Offices through Video-Conferencing

**Project Name : Janitorial Services, Visayas-Mindanao (Multi-Year Contract)**  
**5<sup>th</sup> Bidding**

**ABC :**

<b>LOT</b>	<b>GSIS BRANCH AND EXTENSION OFFICES</b>	<b>ABC (In Php)</b>
1	Visayas Office	19,202,784.00
2	Mindanao Office	23,360,045.00
	<b>TOTAL</b>	<b>42,562,829.00</b>

Present were:

**GSIS BIDS AND AWARDS COMMITTEE (GOODS & SERVICES AND CONSULTANCY – CLUSTER 1)**

SVP Severina L. Resurreccion	Chairperson
Atty. Corazon DLP. Tanglao-Dacanay	Vice-Chairperson
Mgr. Maria Rosanna C. Azarraga	Member
Mgr. Armenia N. Salvanera	Member

**END USER/TWG**

VP Joseph Philip T. Andres	EUU- VisMin
Mr. Frederick Ignacious M. Javillo	EUU-VisMin
Ms. Miles Andres C. Canastillo <sup>1</sup>	EUU-GSIS Bacolod
Ms. Karen U. Abordo <sup>1</sup>	EUU-GSIS Bacolod
Ms. Gina M. Maldo <sup>2</sup>	EUU-GSIS Cebu
Mr. Francis B. Reginaldo <sup>3</sup>	EUU-GSIS Davao
Atty. Arvin Pajaron	TWG-Member

**OBSERVER**

Mr. Roberto S. Rimorin

(Note: Notice of Meeting was also sent to the Department of Trade and Industry, Commission on Audit, Philippine Chamber of Commerce and Industry, and the Philippine International Trading Corporation. However, no representative from the said entities attended the meeting.)

**GBAC SECRETARIAT**

Ms. Virginia J. Nicolas	Senior Project Coordinator
Mr. Michael S. Mercado	Members
Ms. Pauline Marie Princess L. Begosa	Members

<sup>1</sup> Ms. Miles Andres C. Canastillo and Ms. Karen U. Abordo, who were in GSIS Bacolod, participated in the Pre-Bid through video conferencing.

<sup>2</sup> Ms. Gina M. Maldo, who was in GSIS Cebu, participated in the Pre-Bid through video conferencing.

<sup>3</sup> Mr. Francis B. Reginaldo, who was in GSIS Davao, participated in the Pre-Bid through video conferencing.

## PROSPECTIVE BIDDERS

Ms. Gregel Katricia J. Duatin <sup>4</sup>	}	RKJ General Services and Sales, Inc.
Mr. Ernesto A. Ledesma <sup>4</sup>		
Mr. Paul James Canlas <sup>4</sup>		
Mr. Berme Y. Sedillo <sup>4</sup>		
Ms. Oyen Silloie <sup>5</sup>	}	RBA Janitorial Manpower Services
Mr. Ricky Tabasa <sup>5</sup>		
Mr. Gilray Acebedo <sup>6</sup>	}	Sherlock Manpower and General Services
Mr. Michael Maligro <sup>6</sup>		
Ms. Juvy Pearl Magno	}	Helpmate Services Inc.
Ms. Babylyn Esguerra		
Ms. Dexie Calibara		Service Master
Mr. Jaime Dimaano		LServ Corporation Alert General Services Corp.

The Pre-Bid Conference for the project, *Janitorial Services, Visayas-Mindanao (Multi-Year Contract)* with an Approved budget of *Forty Two Million Five Hundred Sixty Two Thousand Eight Hundred Twenty Nine Pesos (Php42,562,829.00)* was held on 19 September 2019 and was presided by SVP Severina L. Resurreccion, Chairperson, GBAC for Goods & Services and Consultancy, Cluster 1 (GBAC).

### I. Business Matters:

- 1) Discussion on the Eligibility, Technical and Financial components of the Bid as well as Post-Qualification documents;
- 2) Discussion on the Schedule of Requirements, Technical Specifications and Schedule of Submission and Opening of Bids for the Project; and
- 3) Power Point Presentation on proper marking, labeling and sealing of bids in accordance with the *Instructions to Bidders* of the Bidding Documents (BDS) and GSIS “No Gift Policy”.

### II. Discussions

- The GBAC Secretariat (Secretariat) noted that there is a quorum to proceed with the business and acknowledged the members of GBAC, Technical Working Group (TWG), Observer and End-User Unit (EUU) representatives.

#### *Prospective Bidders*

- There were seven (7) interested bidders present, namely: 1) RKJ General Services and Sales, Inc. (RKJ); 2) RBA Janitorial Manpower Services (RBA); 3) Sherlock Manpower and General Services (SHERLOCK); 4) Helpmate Services Inc. (HIS); 5) Service Master (SM); 6) LServ Corporation (LSERV) and 7) Alert General Services Corp. (AGSC). None of the interested bidders had purchased the bidding documents for the project.

<sup>4</sup> Ms. Gregel Katricia J. Duatin, Mr. Ernesto A. Ledesma, Mr. Paul James Canlas and Mr. Bernie Y. Sedillo, who were in GSIS Bacolod, participated in the Pre-Bid through video conferencing.

<sup>5</sup> Ms. Oyen Silloie and Mr. Ricky Tabasa, who were in GSIS Butuan, participated in the Pre-Bid through video conferencing

<sup>6</sup> Mr. Gilray Acebedo and Mr. Michael Maligro, who were in GSIS Cebu, participated in the Pre-Bid through video conferencing.

- Pursuant to the Section 22.3 of the 2016 Revised IRR of RA 9184, “The Pre-Bid Conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications raised by the prospective bidders and is open to all prospective bidders”. Hence, the GBAC allowed all bidders to raise clarifications regarding the project. However, after the Pre-Bid Conference, the GBAC will entertain questions from prospective bidders that purchased the bidding documents.

***Presentation of the Eligibility/Technical and Financial components of the Bid as well as Post-Qualification documents***

- The Secretariat presented the checklist of requirements and discussed every requirement comprising the eligibility/technical and financial components of the bid.
- Thereafter, the Secretariat presented the checklist of the required post-qualification documents for the project that must be submitted within five (5) calendar days from receipt of notice from the GBAC that the bidder has the Lowest Calculated Bid (LCB) or the Single Calculated Bid (SCB).

***Presentation of the Schedule of Requirements and Technical Specifications of the Project, Schedule of Submission and Opening of Bids***

- The EUU presented the Schedule of Requirements, Technical Specifications and Terms of Payment.
- The following are the clarifications sought by interested bidders:
  - a) On the provision that only Taxes Returns Filed and Paid through the BIR EFPS shall be accepted, considering that there was a BIR announcement to file their returns manually, copy of BIR Announcement/Memorandum for that matter should be attached to the documents to be submitted.
  - b) Regarding the provision that the Service Provider’s Operations Manager should visit/inspect GSIS offices every 5<sup>th</sup> working day of the month, since this will be too costly for the Service Provider considering the geographical location of GSIS Branch Offices, the EUU said that this provision will be discussed before contract implementation on how this will be implemented.
  - c) It was stressed that the Cost of Living Allowance (COLA), must be included in the computation of SSS premiums and Service Incentive Leave (SIL).
  - d) On the query of interested bidders regarding the wage rates to be used, the EUU replied that wage rates issued and effective at the time of posting of the Invitation to Bid were considered in the computation of the ABC. However, this will be re-checked and a Bid Bulletin will be issued if necessary.
  - e) The detailed computation should be attached to the Itemized Bid Form for evaluation purposes.

- Interested bidders were reminded of the following:
  - a) Submission of additional written queries shall be until Monday, 23 September 2019.
  - b) Submission of bid proposals shall be on/or before 01 October 2019 not later than 11:00 AM. Opening of bids shall follow at 1:30PM. Late bids shall be rejected.
  - c) After the opening of bids, GBAC will conduct a detailed evaluation of the financial bids to determine the Lowest Calculated Bid (LCB). Bidder with the LCB will be notified to submit post-qualification documents specified in the BDS.

***Power Point Presentation on proper marking, labeling and sealing of bids in accordance with the Instructions to Bidders of the Bidding Documents and GSIS No Gift & Solicitation Policy***

- A visual presentation on the proper sealing and marking of bid envelope was presented to the interested bidder.

While Section 25.9 of the 2016 Revised RIRR allowed that bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, the GBAC encouraged bidders to follow the proper sealing and marking of bids to facilitate identification of documents during the opening of proposals.

- The GBAC stressed that it is the bidders responsibility to have taken all necessary steps to carefully examine the BDS. GSIS shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the GSIS. It is also the responsibility of the bidders to inquire or secure supplemental of bid bulletins.
- Lastly, the GBAC Secretariat emphasized the full compliance of GSIS with the “NO SOLICITATION AND GIFT POLICY”. The public/bidders were warned not give to unscrupulous individuals and groups posing as officers of the GSIS soliciting money for alleged aid for whatever purpose. The cooperation of the public was enjoined to report these individuals to the GSIS through the Office of the President and General Manager and the GBAC Secretariat.

Having no other matters to discuss, the pre-bid conference was adjourned.

**Prepared by:**

*(Original Signed)*  
**MICHAEL S. MERCADO**  
 Member, GBAC Secretariat

**Reviewed by:**

*(Original Signed)*  
**VIRGINIA J. NICOLAS**  
 Senior Project Coordinator

**Certified Correct:**

*(Original Signed)*  
**SVP SEVERINA L. RESURRECCION**  
 Chairperson, GBAC for Goods,  
 Services & Consultancy (Cluster 1)

Date Signed: \_\_\_\_\_