



**MINUTES OF PRE-BID CONFERENCE**  
**DOLE-BIDS AND AWARDS COMMITTEE (DOLE-BAC)**  
 LGLC, 2<sup>nd</sup> Floor, Blas F. Ople Hall, San Jose St., Intramuros, Manila  
 14 March 2019

The pre-bid conference for the two (2) projects, namely: (1) AS' Request for the Provision of Janitorial Services for One Year in the DOLE Central Office (ABC: P9,455,393.26) and (2) HRDS' Request for the Unrestricted Use of Online Assessment/Testing for One (1) Year (ABC: P400,000.00) was conducted. The meeting was presided by Assistant Secretary Federico V. Abuan, BAC Chairperson. After determining that there was a quorum, Assec Abuan called the meeting to order at 9:55 a.m.

**I. IN ATTENDANCE:**

<b>BAC Members:</b> Director Philip A. Paredes (LS) Director Raul M. Francia (IPS) Director Warren M. Miclat (FMS) OIC-Director Lily Pearl L. Guerrero (AS)		
<b>Technical Working Group Members:</b> Atty. Jonathan B. Uy (LS) Janice L. Layola (FMS) Desiree E. Estrella (AS) Arvin G. Carandang (HRDS)	<b>BAC Secretariat</b> Ma. Victoria E. Marquez (AS) Liberty C. Angeles (AS) Mylene Boots S. Lamac (AS) Lorna A. Bugais (AS)	
<b>Other Attendees:</b> Corazon Manzana (HRDS) Donna Salve M. Cordova (HRDS)		
<b>Bidders</b>		
<b>Project</b>	<b>Interested Bidders</b>	<b>Name/s of Representative/s</b>
AS' Procurement of Fuel and Oil/ Lubricant through Fleet Card of the DOLE Motor Vehicles for CY 2019 (ABC: P2,768,000.00)	No bidder attended	
AS' Provision of CY 2019 Janitorial Services for One Year in the DOLE Central Office (ABC: P9,455,393.26)	First Country Manpower Services  Corporate Solutions Manpower & Gen. Services., Inc.	Edwin C. Punzalan  Lilibeth V. Paguirigan Marvin S. Mamuad

	Triple-7 Manpower Services Inc.	Marilyn L. Dioquino Elizabeth Guevarra Raquel C. Camacho
	LBP Service Corp.	Jun Canlas
	Mansion Maintenance Company Inc.	Hilbert Bandigas Gloria Basagsag

## II. HIGHLIGHTS OF THE PRE-BID CONFERENCES:

### 1. AS – Procurement of Fuel and Oil/Lubricant through Fleet Card of the DOLE Motor Vehicles for CY 2019 (ABC: P2,768,000.00)

No bidder participated.

The scheduled submission, receipt and opening of bids is on March 28, 2019.

### 2. AS – Provision of CY 2019 Janitorial Services for One Year in the DOLE Central Office (ABC: P9,455,393.26)

The AS presented/discussed the technical and financial components indicated in the PR and TOR. Five interested bidders participated, namely: a) First Country Manpower Services, b) Corporate Solutions Manpower and General Services, Inc., c) Triple-7 Manpower Services Inc., d) LBP Service Corp. and e) Mansion Maintenance Company, Inc.

The bidders raised the following concerns:

	Issued Raised	Response by the BAC
1.	The amount to government deducted from the salaries of the janitors, like Philhealth and HDMF are based on the old rates.	The BAC will make some verifications. If the issues raised are found to be valid, the BAC will issue a Supplemental Bid Bulletin/revise the TOR.
2.	The basis of the computation of SSS contributions is the basic wage. SIL should be included.	
3.	Can the DOLE do away with the Certificate of no DOLE/NLRC pending cases?	The DOLE will comply with labor standard laws, hence we need to look into that.
4.	On the form for the Statement of Completed Contracts: which OR date should be indicated under the column "OR date"?	The last payment made by the provider immediately prior to the project's completion.

The BAC reminded the bidders on the other requirements for eligibility.

### 3. HRDS – Unrestricted Use of Online Assessment/Testing for One (1) Year (ABC: P400,000.00)

The HRDS presented the technical and financial components indicated in the PR and TOR. Two (2) interested bidders, namely: a) People Dynamics; and b) Assessment Analytics, participated.