



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Agham Road, Diliman, Quezon City, 1104

**MINUTES OF THE PRE-BID CONFERENCE FOR THE  
PUBLIC BIDDING OF ONE (1) YEAR JANITORIAL, MAINTENANCE AND  
OTHER SERVICES REQUIREMENT (127 PERSONNEL INCLUDING  
SUPPLIES & MATERIALS) FOR THE OFFICE OF THE OMBUDSMAN  
(PB 2019-01)**

**APPROVED BUDGET FOR THE CONTRACT:**

**Thirty-Three Million One Hundred Sixty-Six Thousand Nine Hundred Forty-Eight  
Pesos and Sixty-Four Centavos (PHP 33,166,948.64)  
21 March 2019, Hearing Room, 1:30 P.M.**

The Pre-Bid Conference started at 1:40 p.m. with an invocation led by Ms. Joan DC. Escalada, Member, BAC Secretariat. It was followed by the introduction of the parties in attendance by Ms. Marjorie Hazel R. Cofino, Member, BAC Secretariat, to wit:

**The Bids and Awards Committee:**

A.O. MARIBETH T. PADIOS  
DIR. ADORIE T. CORNITO  
ATTY. LORENZO G. VERGARA  
ATTY. JANET CABIGAS-VEJERANO

- Chairperson  
- Vice-Chairperson  
- Member  
- Member

**The Technical Working Group:**

DIR. ALAN R. CAÑARES  
MR. ANTONIO F. FELICIANO  
ENGR. MADELYN M. ENERIO  
MR. GLENN B. BARCENAS

- Chairperson  
- Member  
- Member  
- Member

**BAC Secretariat:**

MS. JOSEPHINE S. VARGAS  
MS. MARJORIE HAZEL R. COFINO  
MR. ROMMEL T. NAKANOMI  
MS. JOAN DC. ESCALADA  
MS. RONALYN S. CALAYO

- Head  
- Member  
- Member  
- Member  
- Member

**Observer:**

ATTY. EMILYN CRISTINA M. CASTILLO  
  
MS. CANDY BRIGADE CRIZALDO

- OMB-Proper  
Representative  
- COA Representative

Ms. Cofino likewise announced the presence of four (4) prospective bidders, to wit:  
1) CBII PHILIPPINES INTERNATIONAL, INC. represented by Mr. Alejandro Delluta;  
2) CMPT MANPOWER SERVICE represented by Ms. Rollylyn D. Avila; 3)  
PHILCARE MANPOWER SERVICES represented by Mr. Ricardo Solivio; and 4) M8  
MANPOWER SERVICES represented by Ms. Ivy O. Macalalad.

Ms. Josephine S. Vargas, Head, BAC Secretariat, reported the following activities  
on the Office's compliance with the requirements of R.A. No. 9184:

- 1) The Invitation to Bid (ITB) was posted at the PhilGEPS, Ombudsman Website  
and BAC Bulletin Board on 06 March 2019.

- 2) Letters of Invitation for the Pre-Bid Conference, Opening of Bids and Post-Qualification were sent and received by the following Witnesses and Observers:
  - a. Hon. Melchor Arthur H. Carandang (Overall Deputy Ombudsman, OODO)
  - b. Atty. Kristine Joy M. Meñez-Macalalad (Assistant Ombudsman, OMB- Proper)
  - c. Mr. Crisanto S. Frianeza (Secretary General, Philippine Chamber of Commerce Industry)
  - d. Ms. Ma. Asuncion M. Golez (National President, Philippine Institute of Certified Public Accountants)
  - e. Mr. Joey I. Bernardino (State Auditor IV, Audit Team Leader, COA)
  - f. Mr. Gerhard G. Basco (OMBEA Representative).
- 3) Supplemental / Bid Bulletin No. 1 was issued on 08 March 2019 for the Postponement of the Pre-Bid Conference, Deadline of Submission of Bids and Opening of Bids and New Bidding Schedules (Pre-Bid Conference – 20 March 2019, 1:30 p.m; Deadline of Submission and Opening of Bids – 01 April 2019, 2:30 p.m.) It was posted at the PhilGEPS, OMB Website, and BAC Bulletin Board on the same day.
- 4) Supplemental / Bid Bulletin No. 2 was issued on 11 March 2019 for the Postponement of the Pre-Bid Conference, Deadline of Submission of Bids and Opening of Bids and New Bidding Schedules (Pre-Bid Conference – 21 March 2019, 1:30 p.m; Deadline of Submission and Opening of Bids – 02 April 2019, 1:30 p.m.) It was posted at the PhilGEPS, OMB Website, and BAC Bulletin Board on the same day.

With the presence of the Chairperson and three (3) Members of the Bids and Awards Committee (BAC) and the Chairperson and three (3) Members of the Technical Working Group (TWG), a quorum to transact business was manifested by Ms. Vargas.

The Pre-Bid Conference was called to order by AO Maribeth T. Padios, BAC Chairperson. She then turned over the discussion to the TWG.

Dir. Alan R. Cañares proceeded with the presentation of the Invitation to Bid, Eligibility requirements, and Post-Qualification documents. AO Padios asked the prospective bidders if they had questions regarding the eligibility requirements.

Then Dir. Cañares presented the project's technical specifications, required number of janitors, Terms of Reference, frequency of work, tools and equipment, and the various supplies and materials. He reminded the prospective bidders to tick all the comply boxes in OMB Bid Form No. 1 and sign at the end of the form.

Then he presented OMB Bid Form No. 2 (Financial Proposal) and showed the bidders how to properly calculated their bid based on the Detailed Cost Breakdown.

The following were the issues / questions raised and the corresponding reply / comments of the BAC and TWG:



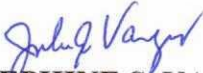
PARTICULARS	ISSUES / QUESTIONS RAISED	REPLY / ADDITIONAL COMMENTS
<b>ELIGIBILITY REQUIREMENTS</b>	CMPT MANPOWER SERVICE (Ms. Rollylyn D. Avila) and PHILCARE MANPOWER SERVICES (Mr. Ricardo Solivio): On the requirement of <b>Statement of all ongoing government and private contracts</b> , should we submit the NTP, NOA and/or Contracts?	BAC / TWG: Yes, you should submit them.
<b>POST-QUALIFICATION DOCUMENTS</b>	Clarification on the post-qualification requirement <b>“Ombudsman Clearance showing that the directors and officers of the service provider do not have a pending case before the Office of the Ombudsman”</b> (Sec. 29.2.A.xiii of the Bid Data Sheet - see page 38 of the Bidding Documents)	TWG: We will issue a Supplemental/Bid Bulletin, to remove this document as a post-qualification requirement and include another item in Ombudsman Bid Form No. 1 to read as follows: <b>Other Requirements:</b> <b><i>“9) The directors and officers of the service provider do not have a pending case before the Office of the Ombudsman.”</i></b>
<b>FINANCIAL PROPOSAL</b>	PHILCARE MANPOWER SERVICES (Mr. Solivio): The SSS has issued a new bracket system which shall be effective on 01 April 2019.	BAC (AO Padios): We will allow the TWG to study the matter and issue a Supplemental/Bid Bulletin regarding this, if necessary.
	CBII PHILIPPINES INTERNATIONAL, INC. (Mr. Delluta): Are we going to follow Department Order 174 which says that the standard administrative fee should not be less than ten percent (10%) of the total contract cost?	TWG (Dir. Cañares): This has already been clarified in GPPB Policy Matter 03-2012 dated 30 November 2012. Kindly look into it.
	M8 MANPOWER SERVICES (Ms. Ivy O. Macalalad): In addition to the question of CBII,	TWG (Dir. Cañares): We are going to follow the clarification by the GPPB. Please look into GPPB Policy Matter No. 03-2012 dated 30 November 2012
	Clarification on the 3 shifts of the Electricians	TWG: The 3 shifts are as follows: <b>1<sup>st</sup> shift – 12 mn to 8 am</b> <b>2<sup>nd</sup> shift – 8 am to 5 pm</b> <b>3<sup>rd</sup> shift – 4 pm to 12 am</b>  We will issue a Supplemental/Bid Bulletin on this matter.

AO Padios reminded the bidders that all questions after the Pre-Bid Conference should be in writing and coursed through the BAC Secretariat.

The BAC Secretariat then showed a short video / presentation on how the bidders should prepare their bids.

There being no more further queries, the Pre-Bid Conference for the Public Bidding of One (1) Year Janitorial, Maintenance and Other Services Requirement (127 Personnel Including Supplies and Materials) of the Office of the Ombudsman (PB 2019-01) was adjourned at 2:34 P.M.

Prepared and attested by:

  
**JOSEPHINE S. VARGAS**  
Member, BAC Secretariat

#### **BIDS AND AWARDS COMMITTEE**

  
**JANET CABIGAS-VEJERANO**  
Member

  
**LORENZO G. VERGARA**  
Member

**MARY RAWNSLE V. LOPEZ**  
Member

  
**ADORIE T. CORNITO**  
Vice-Chairperson

  
**MARIBETH T. PADIOS**  
Chairperson