



Republic of the Philippines  
**Department of Education**  
 Cordellera Administrative Region

**MINUTES OF PRE-PROCUREMENT**  
 SNC Hall  
 November 4, 2020- 10:45-11:30AM

**Present:**

1. Florante E. Vergara- Chairman
2. Atty. Sebastian G. Tayaban- Co-Chairman
3. Aida L. Payang- Vice Chairman
4. Edgardo T. Alos- Member
5. Ethielyn E. Taqued- Member
6. Lilia A. Banawe- End User
7. Cornelia Adaci-Dulnuan- Secretariat
8. Cristina L. Paquit- Secretariat
9. Rogelia A. Rique- Secretariat
10. Jose Lorenzo Cubarubias- Secretariat
11. Archie Russel Baluyo- Secretariat
12. Eugene Aquino- Secretariat
13. Jefferson Villena- Secretariat
14. Virginia Baldo- MCKleene
15. Julie D. Cuyan- Gentle Blossoms
16. Leandra Edaño- Dirtfree
17. Evelyn Joy De Jesus- Dirtfree

**Agenda:**

- Pre-Bid Conference for the Procurement of Janitorial Services for the Regional Office for 2021

**Meeting Proper:**

- Opened by BAC Chairman Sir Florante Vergara
- Opening prayer by Ma'am Aida L. Payang
- Introduction of BAC Members, Secretariat, TWG and acknowledgement of the prospective Suppliers/bidders
- Presentation of Agenda Procurement of the Janitorial Services for the Regional Office for 2021.
- Presentation of the BID Docs, Specs and Requirements by the BAC Chairman

**Discussions/ Agreements:**

ISSUES	AGREEMENTS
1. ABC	➤ Php 1,000,000.00
2. Personnel	➤ 5 Personnel ➤ With proper uniform

3. Schedule	<ul style="list-style-type: none"> <li>➤ 8 hrs. per day 5 days per week no Saturdays and Sundays</li> <li>➤ Employees will be requested for overtime if needed. Salaries will be included in the statement of Account for the billing.</li> </ul>
4. BID Documents	<ul style="list-style-type: none"> <li>➤ Three (3) folders will be submitted to facilitate evaluation (for Bid Bulletin)</li> </ul>
5. Omnibus Sworn Statement	<ul style="list-style-type: none"> <li>➤ Used the new form with 10 provisions instead of 9</li> <li>➤ (for Bid Bulletin)</li> </ul>
6. Statement of Bidders for all its ongoing government and private contracts including contracts awarded but not yet started	<ul style="list-style-type: none"> <li>➤ Names of Outstanding Contracts with other contracting party, i.e. Procuring entity or private company allowed by the rules, contract date, period and amount or value</li> <li>➤ For goods, kind of goods and dates of delivery</li> <li>➤ For Bid Bulletin</li> </ul>
7. Statement of the Bidder's SLCC similar to the contract to be bid	<ul style="list-style-type: none"> <li>➤ Name of the completed contract with contract date, period and amount, which should correspond to the required percentage of the ASBC to be bid, adjusted to current prices using PSA consumer price indices, when necessary</li> <li>➤ For Goods, the relevant period delivery date when the said SLCC was completed; end user's acceptance or official receipt/s issued for the contract, if complete; and</li> <li>➤ Description of the similar project or major category of work.</li> </ul>
8. Administrative Cost	<ul style="list-style-type: none"> <li>➤ Used the prevailing rate prescribed by DOLE which is not lower by 20%</li> </ul>
9. Implementation	<ul style="list-style-type: none"> <li>➤ This is an early procurement for 2021 and the implementation will be after the approval of the GAA</li> <li>➤ Notice to proceed will only be issued after the Approval of GAA</li> <li>➤ The winning supplier will be notified through letters.</li> </ul>
10. Representative	<ul style="list-style-type: none"> <li>➤ Any representative should present Special Power of Attorney</li> </ul>
11. Bid Opening	<ul style="list-style-type: none"> <li>➤ November 16,2020 at SNC Hall, 11:00 AM Any representative should present Special Power of Attorney</li> </ul>
12. Areas to be maintained	<ul style="list-style-type: none"> <li>➤ The winning bidders shall be guided by the cleanliness and maintenance</li> </ul>



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**Adjournment:**

There being no matters to discuss, the meeting adjourned at 11:30am

Prepared by:

  
**ROGELIA A. RIQUE**  
BAC Secretariat

Noted by:

  
**FLORANTE E. VERGARA**  
Chairman-BAC