

*Minutes No. 11-07, Series of 2020*

**MINUTES OF THE PRE-BID CONFERENCE**

**"Contracting the Janitorial Services for the Clark International Airport Corporation (CIAC)"**

Date : 23 November 2020  
Time : 10:15 a.m.  
Venue : CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone

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**1.0 ATTENDEES:**

Present/Member : Atty. Misheena Joyce C. Tiatco (Vice Chairperson)  
Atty. Rustico G. Quizon III (Member)  
Gerry A. Naguit (Member) via Zoom App  
Melissa D. Feliciano, EnP (Member)  
Engr. Federico E. Primero Jr. (Member)  
Engr. Josephine S. Cuyos (Provisional Member)

BAC-TWG : Robert S. Urbano (Head)  
Kristober S. Gomez (Member) via Zoom App  
Arthur Z. Galang (Member)  
Engr. Maria Vergel D. Lacanlale (Member)  
Engr. Antonio O. Pamintuan III (Member)  
Engr. Abelardo D. Sore Jr. (Member) via Zoom App

Secretariat : Sharon C. Lingad  
Miriam M. Pamindanan

Also present (via Zoom App): Mitchelle S. Cruz (IAD)  
Francis S. Mayled (COA)  
Pia Cristina Masbang (COA)

Prospective Bidder (via Zoom App):

1. Omniworx Corporation - Mr. Senando Lumboy and Ms. Cristine Gonzales; and
2. McKleene Premium Products, Inc. – Ms. Ma. Luz Rulan

**2.0 INVOCATION**

The opening prayer was led by the BAC Vice Chairperson, Atty. Misheena Joyce C. Tiatco.

**3.0 CALL TO ORDER**

After the certification of a quorum by the BAC Secretariat, Vice Chairperson Tiatco called the meeting to order and presided thereat, in view of the absence of

Chairperson Irish C. Calaguas. Considering the implementation of the Modified General Community Quarantine (MGCQ) and the stringent social/physical distancing measures, the meeting was conducted also through videoconferencing using Zoom Application.

#### **4.0 APPROVAL OF THE AGENDA ITEMS**

Ms. Lingad presented the agenda for the approval:

1. Pre-bid Conference for the project: "Contracting the Janitorial Services for the Clark International Airport Corporation (CIAC)".

On the motion duly made by Ms. Melissa D. Feliciano seconded by Engr. Federico E. Primero Jr., the BAC unanimously approved the agenda as cited.

#### **5.0 PRE-BID CONFERENCE**

To start the Pre-bid Conference, Vice Chairperson Tiatco mentioned that the purpose of the meeting is to give opportunity for prospective bidders to address their issues and/or concerns regarding the said project. Also, informed the prospective bidders that the bidding documents is posted at the CIAC and PhilGEPS website.

Further, Vice Chairperson Tiatco acknowledged the representatives of the prospective bidders attending via Zoom App, namely:

1. Omniworx Corporation - Mr. Senando Lumboy and Ms. Cristine Gonzales;  
and
2. McKleene Premium Products, Inc. – Ms. Ma. Luz Rulan

Engr. Josephine S. Cuyos presented the technical specifications as the overview of the project.

*The following paragraphs or items were taken from the said presentation.*

Project Duration is one (1) year commencing from 01 January 2021 until 31 December 2021.

1. Assigned Areas to be Maintained

The Contractor/Supplier must provide the work includes the furnishing of all materials, labor, and equipment and performance of all operations necessary for the CIAC Janitorial Services and completion of the project, all in accordance with the Specifications. The works shall include but not limited to the following assigned areas:

- i. Corporate Office Building
- ii. Clark Control Tower
- iii. CIAC Annex Building
- iv. ASD Building
- v. Motorpool

- vi. Carpentry Building
- vii. CIAC Transient Quarters
- viii. CIAC Warehouse

2. Manpower Requirement

Required Man-Days per Week – 60 janitorial personnel with good moral character industrious. Compliant with the required Manpower Qualification and other conditions on Item No. 6 below. With one (1) year janitorial experience in corporate office.

3. Manpower Schedule

Day Shift:

Work Schedule 1 – 6:00 a.m. to 3:00 p.m.

Work Schedule 2 – 7:00 a.m. to 4:00 p.m.

Work Schedule 3 – 8:00 a.m. to 5:00 p.m.

Night Shift:

Work Schedule – 7:00 p.m. to 3:00 a.m.

Required Man-days per week

No. of Shifts	Mon	Tue	Wed	Thu	Fri	Sat	Total
Day Shift	8	8	8	8	8	8	48
Night Shift	2	2	2	2	2	2	12
TOTAL	10	10	10	10	10	10	60

4. Required Minimum Materials and Equipment

All required Supplies, Materials, and Equipment shall be subjected for inspection in strict compliance with the required Specifications and standards.

The lists of housekeeping supplies and materials in the Technical Specifications pages 33 to 37 of the bidding documents shall be supplied monthly, quarterly and semi-annually, respectively.

5. Scope of Works

The Janitorial Supplier should provide housekeeping services to CIAC eight hours per day for 6 days in a week. The total number of working days is 313 days including Legal and Special Holidays. Holiday pay should be provided to its employee and such payment will be included in the submitted progress billing by the supplier to CIAC.

I. Daily routine services for housekeeping

Corporate Offices

- 1. Regular vacuuming of all carpeted areas and rugs.

2. Sweeping and polishing of all kinds of floor finishes.
3. Sweeping, mopping, spot scrubbing of all areas including the removal of floor stains on all vinyl areas.
4. Dusting and cleaning of all mirrors, glass tops, inside windows, window edges, blinds and vents of air conditioning units.
5. Disposing and emptying waste receptacle to designated trash bins.
6. Dusting and cleaning of horizontal and vertical surfaces including all office furniture and equipment.
7. Sweeping of cobwebs on walls and ceilings.
8. Watering of existing ornamental plants inside the building
9. Glass cleaning of windows inside and out.
10. Spot cleaning of furniture and doors.
11. Sweeping outside the perimeter of the building.
12. Disinfection of all rooms.

*Note:*

- *Disinfection chemicals and machines will be provided by CIAC*
- *Other request services subject to approval of the Engineering and Maintenance Department.*

Building Hallways, Stairways and Lobby

1. Spot clean walls.
2. Sweep/dust mops all floors.
3. Clean baseboards, cornices, doors, glass windows and air vents to include lighting diffusers and metal railings.
4. Dusting and cleaning of office furniture.
5. Empty waste receptacles.
6. Damp mop stairs and clean railings.
7. Spray buff floors.
8. Damp wipe tables and chairs.
9. Clean and mop mats
10. Spot wash entry glass
11. Wet mop or machine scrub floors.
12. Water existing ornamental plants.
13. Spot clean furniture.

Restroom/Toilets and Bathrooms

1. Clean and disinfect all toilet floors, walls, bowls, urinals, commodes and wash basins.
2. Regularly empty and disinfect all waste receptacles.
3. Clean all glass mirror and window.
4. Spot clean walls on ceramic tiles and metal partition.
5. Refill liquid soap dispensers and tissue dispenser. Clean exhaust fans, lighting diffusers and doors
6. Dust mop floors.
7. Damp and dry clean mop floors.
8. Cleaning, sanitizing of toilets and restrooms with the use of effective disinfecting chemicals on the wash basins, urinals, toilet bowls and lavatories including fogging of toilets with deodorants.

9. Immediately Report to Engineering and Maintenance Department any busted bulbs and lamps including any leaking faucets, water closets and urinals.
10. Daily restrooms cleaning checklist/inspection logs must be monitored and submit to the Engineering and Maintenance Department.

#### Board Room and Conference Room

1. Spot clean all floor finishes and furniture.
2. Spot clean walls and doors.
3. Clean all glass windows with glass cleaner.
4. Empty waste containers.
5. Vacuum carpets
6. Dust mop floors
7. Water existing ornamental plants

#### Other Covered Areas

##### For Carpeted Areas

1. Sweeping of cobwebs on walls and ceilings when necessary.
2. Dusting and cleaning of all mirrors, glass tops, inside window, window ledges, blinds and all vents of air-conditioning system.

##### For Vinyl Areas/Laminated Wood Planks/Ceramic Tiles/Plain Cement Floor

1. Sweeping, mopping, spot scrubbing and polishing of all floor areas.
2. Sweeping of cobwebs on walls and ceilings when necessary.
3. Dusting and cleaning of all mirrors, glass tops, inside window, window ledges, blinds and all vents of air-conditioning system.

##### For Sodded Areas and adjacent street

1. Sweeping at the sodded areas and adjacent street five meters from the perimeter wall of the Corporate Office Building.
2. Hauling and disposal of trash.

## II. Weekly Maintenance Services

1. General cleaning of floor areas and shampooing spot scrubbing and or dry shampooing of carpets as the need arises.
2. General cleaning of toilets and bathrooms. Thorough cleaning and disinfecting of toilet floors, walls, bowls, commodes and wash basins.
3. Cleaning of doors, screens, roofing's and gutters.
4. Dusting of light fixtures suspended from ceiling.
5. Cleaning, waxing and polishing of furniture and fixtures, counters, etc., excluding items of equipment that require specialized maintenance.

## III. Monthly Maintenance Services

1. Steam shampooing of carpets, beds and furniture with foam cover as warranted.

2. Thorough General Cleaning of all areas covered for maintenance.
3. Scrubbing/ cleaning of outer/ exterior walls, fire exits and other related areas
4. Stripping and waxing of granites/ceramics floor areas.

#### Manpower Qualification and other Conditions

The following information is provided to assist the bidders in understanding the scope of services needed by CIAC. The CIAC takes pride in providing an exceptionally clean and safe environment at all times for its customers and employees and expects the janitorial services to demonstrate this same pride in their work performed.

#### 1. Staffing and Employee Recruitment

- 1.1. The Supplier shall provide a total of Sixty (60) Man-Days per Week of janitorial personnel.
- 1.2. The Housekeepers should be properly screened, experienced in proper cleaning and janitorial methods and techniques to properly and satisfactorily maintain the facilities on a day-to-day basis during the scheduled times indicated. The Supplier shall provide female personnel to maintain female comfort rooms and provide utility works to concerned departments.
- 1.3. The list of personnel shall be submitted to CIAC for verification, including the required clearances for approval at least seven (7) calendar days prior to start of work. No janitors will be reporting for work without the necessary approval of CIAC and proper orientation with regards to CIAC policies and standards.
- 1.4. The Supplier warrants that all personnel that it will supply and hire are healthy, reliable, honest, professionally trained, industrious, carefully selected and properly screened, have passed the necessary tests such as but not limited to neuro-psychological and drug tests accredited by DOH and possessed the necessary latest and valid clearances from the National Bureau of Investigation (NBI), Philippine National Police (PNP), Barangay, CIAC Safety Office & Aviation Security Department. The said tests and clearances shall be copy furnished to CIAC for verification and documentation prior to the start of work.
- 1.5. The Supplier shall provide equally qualified relievers for the absentees to ensure a complete manpower at any given time. The said relievers should comply with the required qualification requirements and clearances of CIAC and are subject to approval of CIAC prior to report for work.
- 1.6. The Supplier shall provide at least one (1) biometric finger scanning device for efficient timekeeping of each personnel. Once the project has been completed said device will be returned to the Supplier.
- 1.7. The number of personnel maybe increased or decreased whenever the exigency of the service so requires upon written notice to the Supplier,

provided that corresponding adjustment in the consideration prescribed shall be affected.

- 1.8. Personnel with any history of drugs, violence of any type including deadly weapons violation, theft of all types, fraud and/or forgery shall not be assigned to work at CIAC facility. Violation of this requirement will be a cause for contract termination.
  - 1.9. The supplier must demonstrate the ability to provide industrious, trustworthy, reliable employees and shall make in good faith effort to retain the same employees on the same schedule in the same area for as long as possible. If the change of personnel is to occur, the Engineering and Maintenance Department shall be notified thru written communication before the change of personnel or as quickly as possible thereafter.
  - 1.10. All Personnel shall have the ability to read, write and have the necessary public relations skill to deal with employees and customers in a professional, courteous manner. They must understand written and oral rules and regulations and apply them in a tactful and non-confrontational manner as well as maintain poise, self-control, tact, diplomacy and mature judgment under stress.
  - 1.11. All hired personnel shall have related one (1) year janitorial experience in corporate office or airport terminal and physically fit prior to working within the CIAC Premises and shall have undergone proper orientation regarding CIAC working policies and procedures.
  - 1.12. All equally qualified relievers shall possess the same document and clearance requirements as that of the regular duty personnel.
2. Uniform and Appearance Standards
- 2.1 The selected Supplier's personnel shall be neat and clean in appearance and shall wear suitably prescribed uniforms with the personnel's name displayed and with appropriate company issued identification cards. The Contractor shall secure access passes to be requested to LIPAD Corporation-Pass Control Office for the personnel involved in this particular project. The identification cards shall be provided by the supplier at no cost to the personnel.
  - 2.2 All housekeepers shall wear the prescribed uniform while working in CIAC premises from Monday to Saturday. The housekeepers shall wear the standard uniform provided by the supplier. No personnel will be allowed to enter and work within CIAC premises without the appropriate uniforms, access pass and identification cards.
3. Assignment/Replacement of Supplier's Personnel
- 3.1. The specific location or assignment of the Supplier's Personnel to be detailed in the premises of CIAC shall be determined by the Supplier. The said location or assignment maybe changed whenever the exigency so requires, and is to be approved by CIAC. The Engineering and Maintenance Department shall have the right to inspect at all times the personnel detailed

or assigned by the Supplier and request for a change, replacement or substitution of the assigned personnel for legitimate reasons upon written notice to the Supplier by CIAC.

- 3.2. A Monthly Detailed Work Assignment of all personnel shall be submitted to CIAC for approval one (1) week prior to the start of each month. It shall include the names of personnel, time of work and areas of work assignment. Any changes in work assignment thereafter should be properly notified in writing addressed to CIAC-EMD at least one (1) week before its implementation.
  - 3.3. The Supplier shall ensure that their Personnel are within their respective work assignments during their working hours and should properly inform the Engineering and Maintenance Department if they will perform other utility works outside their work assignments but within CIAC premises. Proper coordination with the Engineering and Maintenance Department should be undertaken by the Janitorial Team Leader prior to perform such janitorial works.
  - 3.4. The Janitorial Team Leader shall properly inform and coordinate the concerned department in-charge or the secretary if they will re-assign or require additional manpower to perform an approved EMD work request.
4. Supplier's Responsibility
- 4.1 Being the employer that Contractor shall assume full responsibility for the acts of its personnel during the performance of their duties, and the proper maintenance, safekeeping and upkeep of the required janitorial equipment ensuring that the equipment & tools are properly operating during the duration of the contract.
  - 4.2 Shall be responsible for the issuance of the uniforms of its personnel including identification card.
  - 4.3 Shall at all times be solely liable and/or responsible for the enforcement and compliance with all existing labor laws, including minimum wage, 13<sup>th</sup> month pay, holiday premium, SSS/ Philhealth /ECC/Pag-ibig premium contributions and other mandatory benefits as prescribed by law for all its employees assigned at CIAC. Non-compliance thereof is a valid ground for cancellation of the service contract. The Supplier shall bind itself to save and hold CIAC free and harmless from any and all liabilities arising thereof.
  - 4.4 Shall be responsible for all coordination and supervision of personnel associated with the janitorial services at CIAC facilities.
  - 4.5 Shall recruit, screen, background check and train personnel and ensure that the said personnel comply with the standard qualifications as required by CIAC. For the training of personnel, a minimum training fee will be charged to the personnel only. No other payments will be charged for the personnel such as recruitment fees and others.
  - 4.6 Train personnel about CIAC's security protocol and procedures including confrontation avoidance; and ensure that employees abide by the said procedures.

- 4.7 Cooperate with CIAC Airport Security Department official investigation of suspected criminal activity in case of theft and burglary in the maintained buildings.
- 4.8 The Janitorial Team Leader shall establish a routine communication with the Engineering and Maintenance Department to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by CIAC. The Janitorial Team Leader shall contact EMD to review overall performance, receive special instructions regarding cleaning items, or discuss other pertinent items regarding the contract and the Supplier's performance.
- 4.9 Furnish all the required supplies and equipment necessary for the proper performance of the janitorial service. Supplies and materials include but are not limited to brooms, brushes, dust cloths, wet and dry mops, sponges, squeegees, porcelain ware cleaner, liquid and powder detergents, disinfectants, glass cleaner, floor polish, plastic trash bags, waxes, stripper, tissues, metal and furniture polish, and any other compounds necessary to properly maintain the premises.
- 4.10 Shall be responsible for the safety of their employees in the conduct of janitorial maintenance services.
- 4.11 Shall submit Restroom Cleaning Checklist/Inspection Log and to be checked and verified by EMD.
- 4.12 Shall ensure that janitorial personnel working beyond the required schedule are duly approved by the Engineering and Maintenance Department prior to their start of work.
- 4.13 Ensures that all supplied equipment are in good working condition and facilitate the immediate replacement/repair of such items found to be defective within three (3) calendar days upon written advised by CIAC.
- 4.14 Ensures that all janitorial supplies and materials are being delivered within the required schedule and in strict compliance with the required technical specifications.

#### Delivery, Inspection and Deployment of Supplier's Equipment

1. All Janitorial equipment, tools and materials to be delivered to CIAC shall be properly inspected by EMD and properly labeled and documented by the Janitorial Team Leader prior to deployment to Corporate Office Building and various building facilities. The equipment and cleaning materials should be properly tagged with the supplier's name and specific bldg. location. The safekeeping and responsibility of the equipment are for the account of the supplier. The Janitorial Team Leader shall submit to EMD a monthly list of existing equipment with their corresponding place of assignment/location, condition and specific personnel responsible.
2. Janitorial Equipment that had been identified to be malfunction during the implementation of the contract shall be immediately replaced within three (3)

calendar days upon written instructions by Engineering and Maintenance Department, failure to comply will automatically be penalized in the amount of 10% of the total cost of monthly allowance for equipment maintenance cost for each day of delay until such equipment had been fully replaced. Repetition of such failure to comply for three (3) times will be a sufficient ground for contract termination.

3. A monthly random inspection and testing of all janitorial equipment will be conducted to determine any malfunction equipment and appropriate action should be undertaken by the supplier for such repair or replacement.

#### Delivery, Inspection and Distribution of Janitorial Supplies

1. Delivery of the required Janitorial Supplies shall be strictly in accordance with the required specifications, properly sealed and labeled for identification, failure to comply with the specifications and requirements will result in automatic outright rejection of the non-complied supplies.
2. All delivered supplies should be properly stored in EMD-Carpentry Warehouse secured area and issuance of such should be properly documented and inventoried indicating the location/offices the supplies was utilized and the requesting person subject for approval of the janitorial supervisor. A weekly inventory of supplies must be submitted to EMD.
3. Failure to deliver the required supplies within the schedule date will result in the imposition of liquidated damages in the amount of 10% of the total monthly or quarterly cost, whichever is applicable, for every day of delay. Repetition of such failure to comply for three (3) times will be a sufficient ground for contract termination.
4. Inspections of the required janitorial supplies will be conducted by the Engineering and Maintenance Department in the presence of the Janitorial Team Leader using the designated Standard Checklist of Supplies.

#### Evaluation of Performance and Inspection

1. The Performance of the Supplier will be evaluated semi-annually based on the quality of work accomplished and its compliance with the contract documents.
2. The performance criteria to be applied shall include, among others, the following:
  - a) Monthly Inventory of supplies and materials; and
  - b) Monthly Inspection of Equipment

#### CIAC and other Inter-Agency Property

The Supplier/Contractor shall be responsible or accountable for any money or property of CIAC and other Inter-Agency offices operating inside CIAC premises that

was lost and/or damaged due to theft, negligence or any acts made by its personnel based on investigation conducted by CIAC.

#### Termination of Contract

CIAC may pre-terminate the contract within thirty (30) days after the receipt of notification due to the following:

- a. The CIAC may terminate a contract for the convenience of the Government if has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
- b. For violation of any provision under the contract.

#### Additional Post-Qualification Documentary Requirements

1. Proof of Ownership or Lease Agreement for the lease of equipment to be exclusively used to CIAC project.
2. Availability for inspection and actual testing of all the tools and equipment based on the approved specifications thru video tele-conference via zoom application.
3. Affidavit of Undertaking/Commitment for the exclusive use of equipment to CIAC project.
4. The bidder must have a Certificate of Satisfactory Performance and/or Certificate of 100% Completion & Acceptance in their previous project that is similar in nature.
5. All chemical supplies should have a duly notarized manufacturer's certificate of compliance with the required specifications including validated Material Data Sheet (MSDS).

The bidder's failure to submit or comply with the foregoing during post-qualification shall cause the disqualification of the bidder. CIAC shall then resort to the next lowest calculated and complying bidder.

Pursuant to RA 9184, partial delivery of services or any items under this Technical Specifications is not allowed.

#### Scope and Method of Payment

1. Billing shall be made on a Monthly Basis and shall be based on the actual number of personnel deployed as verified and certified by the Engineering and Maintenance Department and any excess of number of days rendered by their personnel, CIAC is not liable to pay for the excess days.
2. Failure of the Supplier/Contractor to provide the required number of hours of services to CIAC during the effectivity of the contract shall be deducted from the monthly payment of services rendered pursuant to the provisions of this contract directly in proportion to the agreed contract rate.

3. Payrolls of Personnel shall be based on the following cut-off: 1-15<sup>th</sup> of the month and 16-30<sup>th</sup> of the month and shall be payable within three (3) working days. Delay payment of payrolls for the janitors for three (3) times will be a sufficient ground for contract termination.
4. Documentary requirements in the form of affidavits and certification that their personnel received their full salary including remittances to BIR, SSS, PAGIBIG and Philhealth.

**Covid-19 Requirement**

1. The Contractor's assigned personnel shall undergo Covid-19 test (RT-PCR), quarterly and must be borne by the Contractor.
2. The Contractor shall inspect and monitor the prior deployment health conditions of their assigned personnel.
3. Must observe other related Health Safety against Covid-19.

At this juncture, Engr. Cuyos ended her presentation and the Committee opened the floor for queries to the prospective bidders.

The BAC proceeded with the discussion on the query and/or requests for clarification of each prospective bidder, via Zoom App:

Item	Queries\Clarifications	Remarks/Instructions
1.	<p>Queries/clarifications from Ms. Christine Gonzales of Omniworx, Inc.</p> <p>Regarding the PhilHealth Contribution, does the budget covers the CY 2021?</p> <p>Regarding the COVID Test (RT-PCR) Requirement of the project, can we include it in our hiring requirements and be at the expense of the employee?</p> <p>Can we see the Checklist of the Technical and Financial Documents?</p> <p>Where can we view the bidding documents?</p>	<p>Yes.</p> <p>We will answer your query through the Supplemental/Bid Bulletin.</p> <p>Please refer to pages 48 to 49 of the bidding documents for the Checklist of the Technical and Financial Documents.</p> <p>You can access and download the bidding documents free of charge at the CIAC website <a href="http://www.ciac.com.ph">www.ciac.com.ph</a>.</p>

2.	<p>Queries/clarifications from Ms. Ma. Luz Rulan of McKleene Premium Products, Inc.</p> <p>How many sets/ copies are we going to submit?</p> <p>Are we going to attach copy of contracts for the on-going projects and Similar Completed projects?</p>	<p>All bidders shall submit three (3) copies, one (1) original copy and two (2) certified copies.</p> <p>The Statement of all on-going Government &amp; Private Contracts including contracts awarded but not yet started shall be supported with:</p> <ol style="list-style-type: none"> <li>1. Certified True Copy of Notice of Award (NOA) and Contract or Notice to Proceed (NTP); and</li> <li>2. Certificate of Accomplishment from Project Owner or Representative for On-going Project</li> </ol> <p>While, the Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid shall be supported with:</p> <ol style="list-style-type: none"> <li>1. Certified True Copy of Notice of Award and/or Notice to Proceed; and</li> <li>2. Project owner's Certificate of Final Acceptance.</li> </ol>
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There being no other queries and/or requests for clarifications to discuss, Ms. Lingad read the additional reminders for the information and guidance of the prospective bidders:

- The deadline for the submission of queries and/or requests for clarification is on **November 25, 2020 (Wednesday), not later than 5:00 p.m.** All queries should be sent thru the email address: [ciac\\_bacsecretariat@yahoo.com](mailto:ciac_bacsecretariat@yahoo.com). All correspondences and/or notices sent to and issued by the CIAC-BAC shall be coursed through the email address provided. All prospective bidders or bidders are required to provide the BAC Secretariat their respective official email addresses. Otherwise, the email address used by the company in communicating with the BAC thru the BAC Secretariat shall be considered the official email address of the said company. All prospective bidders or bidders are also required to acknowledge the receipt of all notices or correspondences issued by the BAC.
- The issuance of the Supplemental/Bid Bulletin is on **November 27, 2020 (Friday).**
- The deadline for the Submission of Bids is on **December 7, 2020 (Monday).** Bids must be duly received by the CIAC Records Management Office located inside the CIAC Corporate Office Building **not later than 10:30 a.m.** Late bids shall not be accepted.

- The Opening of Bids shall be conducted at **10:45 a.m. of December 7, 2020 (Monday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application.
- Bidders are required to submit one (1) original and two (2) certified true copies of the first and second components of its bid which shall be signed or initialed on each and every page thereof by the duly authorized representative/s of the Bidder.
- Prospective bidders are reminded that a suspended or blacklisted supplier, contractor or consultant shall not be allowed to participate in all procurement opportunities of the government for the duration of the suspension or blacklisting, regardless of the modality of procurement employed by the procuring entity.
- Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume **no responsibility** for the misplacement of the contents of the improperly sealed or unmarked bid, or for its premature opening.
- Should a bidder decide **not to submit** a bid, said bidder should justify in writing to the BAC the reason for the non-submission. This provision is applicable to companies who have purchased the bidding documents for the said project. Pursuant to Section 69.1 of the Revised of IRR of RA No. 9184, sanctions shall be imposed to the bidder who habitually withdraws from bidding, submits late bids or patently insufficient bids for at least three (3) times within a year, except for a valid reason.
- Note: Caution to prospective bidders, should there be individuals posing in behalf of the CIAC-BAC and TWG as agents or fixers, the same should be reported to the CIAC-BAC immediately. This shall not be tolerated by the CIAC-BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder or bidder. For as long as the same submits complete requirements, the said bidder shall be qualified.

Vice Chairperson Tiatco concluded the meeting by extending her appreciation to the prospective bidders who participated in the Pre-bid Conference of the said project.

## **6.0 ADJOURNMENT**

There being no other matters to discuss, the meeting was adjourned at 11:00 a.m. on the 23<sup>rd</sup> day of November 2020.

Prepared by:

**MIRIAM M. PAMINDANAN**  
Minutes/Agenda Officer

Reviewed by:

**SHARON C. LINGAD**  
Manager-BAC Secretariat

Read and Approved by:

**GERRY A. NAGUIT**  
Member

**MELISSA D. FELICIANO, EnP**  
Member

**ENGR.FEDERICO E. PRIMERO JR.**  
Member

**ATTY. RUSTICO G. QUIZON III**  
Member

*-on leave-*  
**ATTY. ANA MARIA R. SUBA**  
Alternate Member

**ENGR. JOSEPHINE S. CUYOS**  
Provisional Member

**ATTY. MISHEENA JOYCE C. TIATCO**  
Vice Chairperson

*On Official Business*  
**IRISH C. CALAGUAS**  
Chairperson