

27 December 2022

*Minutes No. 12-13, Series of 2022*

**MINUTES OF THE PRE-BID CONFERENCE**

**Contracting of Janitorial Services for CIAC CY 2023  
(ABC:PHP2,620,000.00)**

Date : 27 December 2022  
Time : 11:00 a.m.  
Venue : CIAC Board Room and Via Zoom Application

---

**1.0 ATTENDANCE**

BAC Members: Atty. Rustico G. Quizon III (Chairperson)  
Atty. Misheena Joyce C. Tiatco (Vice Chairperson)  
Melissa D. Feliciano (Member)  
Gerry A. Naguit (Member)  
Engr. Federico E. Primero Jr. (Member)  
Engr. Antonio O. Pamintuan III (Provisional Member-EMD)  
Engr. Dennis T. Lumanlan (Provisional Member-EMD)

BAC-TWG: Robert S. Urbano (Head)  
Kristober S. Gomez (Member)  
Vina May Manalili (Member)  
Engr. Vergel Maria D. Lacanlale (Member)  
Arthur Z. Galang (Member)  
Engr. Josephine S. Cuyos (Provisional Member-EMD)

Secretariat: Sharon C. Lingad  
Miriam M. Pamindanan  
Sierra Korina D. Siguenza

Also Present: Mitchelle S. Cruz (Observer-IAD)

**2.0 CALL TO ORDER**

After the certification of a quorum by the BAC Secretariat, Chairperson Rustico G. Quizon III called the meeting to order and presided thereat.

Ms. Sharon C. Lingad acknowledged the Technical Working Group (TWG) and observer, Mr. Mitchelle S. Cruz from the Internal Audit Department (IAD) of CIAC.

**3.0 AGENDA ITEMS**

1. Pre-bid Conference for the project: "Contracting of Janitorial Services for CIAC CY 2023";
2. Other Matters:
  - Updated Annual Procurement Plan (APP) for 2<sup>nd</sup> Semester of CY 2022; and
  - Change of Mode of Procurement for the project: "Outsourcing of Services for CIAC for 2023".

On a motion duly made by Engr. Federico E. Primero Jr. and seconded by Atty. Misheena Joyce C. Tiatco, the BAC unanimously approved the above cited agenda.

27 December 2022

#### 4.0 **ACKNOWLEDGMENT OF THE BIDDERS**

Ms. Lingad acknowledged the presence of the bidders attending via Zoom Application, namely:

1. McKleene Premium Products, Inc. – Ms. Mary Ann Dadag;
2. Starcom Manpower & Allied Services – Ms. Gladize Caballero; and
3. We Link Manpower Services – Ms. Gelsie Deang

#### 5.0 **DISCUSSION PROPER**

To start the discussion, Engr. Josephine S. Cuyos presented the following:

Project Title: Contracting of Janitorial Services for CIAC CY 2023  
 Approved Budget for Contract (ABC): PHP2,620,000.00 VAT Inclusive  
 Project Duration: Nine (9) months commencing from 01 February 2023 to 31 October 2023

#### ***Section VI. Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Manpower Requirement

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Janitorial Personnel	12	12	Deployment of 12 janitorial personnel per month for 9 months

The number of janitorial personnel above is for bidding purposes only. In the actual implementation of the contract, the quantities that maybe required may decrease, as the need arises from the Notice to Proceed. In no case shall the total cost exceed the total contract amount.

A. Housekeeping Supplies and Materials

Monthly Requirement

Item No.	Description	Quantity (Monthly)	Total (9 Months)	Delivered, Weeks/Months
1	Chlorine	5 gallons	45 gallons	1 <sup>st</sup> week of the month
2	Toilet Deodorant Cake (24pcs/pack)	3 packs	27 packs	1 <sup>st</sup> week of the month
3	Powdered Soap	5 kilos	45 kilos	1 <sup>st</sup> week of the month
4	Cotton Rug	5 pieces	45 pieces	1 <sup>st</sup> week of the month
5	Chamois Rug	5 pieces	45 pieces	1 <sup>st</sup> week of the month
6	Aerosol Furniture Polish (330 ml)	5 cans	45 cans	1 <sup>st</sup> week of the month
7	Disinfectant Cleaner	4 gallons	36 gallons	1 <sup>st</sup> week of the month
8	Liquid Hand Soap with free dispenser	8 gallons	72 gallons	1 <sup>st</sup> week of the month
9	Dishwashing Liquid	5 gallons	45 gallons	1 <sup>st</sup> week of the month
10	Paper Hand Roll, 1 ply, 200 mts, 12 rolls/case with free dispenser	16 boxes	144 boxes	1 <sup>st</sup> week of the month

One Time Delivery of Automatic Air Freshener equipment with Monthly refill of air fresheners

Item	Description	Quantity	Total	Delivered,
------	-------------	----------	-------	------------

27 December 2022

No.		(Monthly)	(9 Months)	Weeks/Months
1	Air Freshening System with monthly refill for 10 months	10 cans	90 cans	1st week of the month

One Time Delivery of Cleaning Materials

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1	Air Freshener	10 gallons	10 gallons	Upon Implementation of Contract
2	Trash Bag (Big/Transparent-100 pcs/pack)	9 packs	9 packs	Upon Implementation of Contract
3	Stick Broom	36 pieces	36 pieces	Upon Implementation of Contract
4	Spraybuff Solution	4 gallons	4 gallons	Upon Implementation of Contract
5	Mop Head	8 pieces	8 pieces	Upon Implementation of Contract
6	Safety Gloves	4 pieces	4 pieces	Upon Implementation of Contract
7	Dry/Dust Mop Handle	8 pieces	8 pieces	Upon Implementation of Contract
8	Dry/Dust Mop Head	8 pieces	8 pieces	Upon Implementation of Contract
9	Mop Handle	4 pieces	4 pieces	Upon Implementation of Contract

B. Janitorial Equipment

Required Minimum Equipment

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1	Heavy Duty Vacuum Cleaner (Wet & Dry)	2 units	2 units	Upon Implementation of Contract
2	Heavy duty Floor Polisher (18")	2 units	2 units	Upon Implementation of Contract
3	Heavy duty Floor Polisher (12")	2 units	2 units	Upon Implementation of Contract
4	Janitor Cart	10 units	10 units	Upon Implementation of Contract
5	Bucket/Wringer Combinations (Mop Squeezer)	10 units	10 units	Upon Implementation of Contract
6	Aluminum Ladder	1 unit	1 unit	Upon Implementation of Contract
7	Wet Floor Tiles	5 pieces	5 pieces	Upon Implementation of Contract
8	Biometric Machine	1 unit	1 unit	Upon Implementation of Contract

**Section VII. Technical Specifications**

Item	Specification						
1.	<p><b>Assigned Areas to be Maintained</b></p> <p>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:</p> <ol style="list-style-type: none"> <li>1. Corporate Office Building</li> <li>2. CIAC Annex Building</li> <li>3. Security Building</li> <li>4. Motorpool</li> <li>5. Carpentry Building</li> <li>6. CIAC Central Warehouse Office</li> </ol>						
2.	<p><b>Manpower Requirement</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Required Man-Days per Week</th> <th>Description</th> <th>Minimum Specifications</th> </tr> </thead> <tbody> <tr> <td>72</td> <td>Twelve (12) Janitorial Personnel</td> <td>With Good Moral Character Industrious Compliant with the required Manpower Qualification and other conditions on Item No. 6 of this Section.</td> </tr> </tbody> </table>	Required Man-Days per Week	Description	Minimum Specifications	72	Twelve (12) Janitorial Personnel	With Good Moral Character Industrious Compliant with the required Manpower Qualification and other conditions on Item No. 6 of this Section.
Required Man-Days per Week	Description	Minimum Specifications					
72	Twelve (12) Janitorial Personnel	With Good Moral Character Industrious Compliant with the required Manpower Qualification and other conditions on Item No. 6 of this Section.					

27 December 2022

			With one (1) year janitorial experience in corporate office.
--	--	--	--

3.		<p><b>Manpower Schedule</b></p> <p><u>Day Shift:</u>                      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.</p> <p><u>Night Shift:</u>                      Work Schedule – 7:00 p.m. to 3:00 a.m.</p> <p>Required Man-days per week</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 12.5%;">No. of Shifts</th> <th style="width: 12.5%;">Mon</th> <th style="width: 12.5%;">Tue</th> <th style="width: 12.5%;">Wed</th> <th style="width: 12.5%;">Thu</th> <th style="width: 12.5%;">Fri</th> <th style="width: 12.5%;">Sat</th> <th style="width: 12.5%;">Total</th> </tr> </thead> <tbody> <tr> <td>Day Shift</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>60</td> </tr> <tr> <td>Night Shift</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>12</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>12</b></td> <td><b>12</b></td> <td><b>12</b></td> <td><b>12</b></td> <td><b>12</b></td> <td><b>12</b></td> <td><b>72</b></td> </tr> </tbody> </table>	No. of Shifts	Mon	Tue	Wed	Thu	Fri	Sat	Total	Day Shift	10	10	10	10	10	10	60	Night Shift	2	2	2	2	2	2	12	<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>72</b>
No. of Shifts	Mon	Tue	Wed	Thu	Fri	Sat	Total																											
Day Shift	10	10	10	10	10	10	60																											
Night Shift	2	2	2	2	2	2	12																											
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>72</b>																											
4.		<p>Required Minimum Material and Equipment</p> <p>All required Supplies, Materials, and Equipment shall be subjected for inspection in strict compliance with the required Specifications and standards.</p> <p>A. For Housekeeping Supplies and Materials</p> <p><b>Monthly Requirement</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Quantity</th> <th style="width: 25%;">Description</th> <th style="width: 60%;">Minimum Specifications</th> </tr> </thead> <tbody> <tr> <td>5 gallons</td> <td>Chlorine</td> <td>In its liquid and solid form, it is a powerful oxidizing, bleaching, and disinfecting agent.</td> </tr> <tr> <td>3 packs</td> <td>Toilet Deodorant Cake</td> <td>Deodorizer Moth Proofer, 99% paradichlorotenzene, 50 gms./piece, multi-scent brand. 24 pcs/pack.</td> </tr> <tr> <td>5 kilos</td> <td>Powdered Soap</td> <td>Professional Concentrated all-purpose detergent powder.</td> </tr> <tr> <td>5 pieces</td> <td>Cotton Rugs</td> <td>Cotton rectangular cloth.</td> </tr> <tr> <td>5 pieces</td> <td>Chamios</td> <td>A rectangular piece of absorbent cloth for drying or wiping.</td> </tr> <tr> <td>5 cans</td> <td>Aerosol Furniture Polish</td> <td>300 ml Aerosol cleaner polish, protective shine with no wax build up. Leaves a smooth wax finish. Ideal for wood, leather, vinyl, Formica, chrome, stainless steel, enameled metals, ceramic marble and porcelain. Ingredients: Silicones, emulsifiers, perfume and aqueous ingredient</td> </tr> <tr> <td>4 gallons</td> <td>Disinfectant Cleaner</td> <td>Dilutable Disinfectant multi-purpose cleaner Ingredients: Quaternary Amm cpd, Inorganic Builders, Surfactants, Chelating agent, Dye/Perfume and Aqueous Vehicle</td> </tr> <tr> <td>8 gallons</td> <td>Liquid Hand Soap with free dispenser</td> <td>1. Provision of liquid hand soap dispenser unit. 2. Provide service check-up once a week on the dispenser unit. 3. Conduct preventive maintenance program to ensure the good condition &amp; appearance of the dispenser unit.</td> </tr> <tr> <td>5 gallons</td> <td>Dishwashing Liquid</td> <td>High surfactant to give a rich of suds and high suds mileage. Forms surfactants that stay suspended in wash water to provide micro-reservoirs of reserve cleaning powder. Removes unseen food residue. Leaves dishes and plastics squeaky clean. Provide tough grease cleaning and leaves pleasing smell.</td> </tr> </tbody> </table>	Quantity	Description	Minimum Specifications	5 gallons	Chlorine	In its liquid and solid form, it is a powerful oxidizing, bleaching, and disinfecting agent.	3 packs	Toilet Deodorant Cake	Deodorizer Moth Proofer, 99% paradichlorotenzene, 50 gms./piece, multi-scent brand. 24 pcs/pack.	5 kilos	Powdered Soap	Professional Concentrated all-purpose detergent powder.	5 pieces	Cotton Rugs	Cotton rectangular cloth.	5 pieces	Chamios	A rectangular piece of absorbent cloth for drying or wiping.	5 cans	Aerosol Furniture Polish	300 ml Aerosol cleaner polish, protective shine with no wax build up. Leaves a smooth wax finish. Ideal for wood, leather, vinyl, Formica, chrome, stainless steel, enameled metals, ceramic marble and porcelain. Ingredients: Silicones, emulsifiers, perfume and aqueous ingredient	4 gallons	Disinfectant Cleaner	Dilutable Disinfectant multi-purpose cleaner Ingredients: Quaternary Amm cpd, Inorganic Builders, Surfactants, Chelating agent, Dye/Perfume and Aqueous Vehicle	8 gallons	Liquid Hand Soap with free dispenser	1. Provision of liquid hand soap dispenser unit. 2. Provide service check-up once a week on the dispenser unit. 3. Conduct preventive maintenance program to ensure the good condition & appearance of the dispenser unit.	5 gallons	Dishwashing Liquid	High surfactant to give a rich of suds and high suds mileage. Forms surfactants that stay suspended in wash water to provide micro-reservoirs of reserve cleaning powder. Removes unseen food residue. Leaves dishes and plastics squeaky clean. Provide tough grease cleaning and leaves pleasing smell.		
Quantity	Description	Minimum Specifications																																
5 gallons	Chlorine	In its liquid and solid form, it is a powerful oxidizing, bleaching, and disinfecting agent.																																
3 packs	Toilet Deodorant Cake	Deodorizer Moth Proofer, 99% paradichlorotenzene, 50 gms./piece, multi-scent brand. 24 pcs/pack.																																
5 kilos	Powdered Soap	Professional Concentrated all-purpose detergent powder.																																
5 pieces	Cotton Rugs	Cotton rectangular cloth.																																
5 pieces	Chamios	A rectangular piece of absorbent cloth for drying or wiping.																																
5 cans	Aerosol Furniture Polish	300 ml Aerosol cleaner polish, protective shine with no wax build up. Leaves a smooth wax finish. Ideal for wood, leather, vinyl, Formica, chrome, stainless steel, enameled metals, ceramic marble and porcelain. Ingredients: Silicones, emulsifiers, perfume and aqueous ingredient																																
4 gallons	Disinfectant Cleaner	Dilutable Disinfectant multi-purpose cleaner Ingredients: Quaternary Amm cpd, Inorganic Builders, Surfactants, Chelating agent, Dye/Perfume and Aqueous Vehicle																																
8 gallons	Liquid Hand Soap with free dispenser	1. Provision of liquid hand soap dispenser unit. 2. Provide service check-up once a week on the dispenser unit. 3. Conduct preventive maintenance program to ensure the good condition & appearance of the dispenser unit.																																
5 gallons	Dishwashing Liquid	High surfactant to give a rich of suds and high suds mileage. Forms surfactants that stay suspended in wash water to provide micro-reservoirs of reserve cleaning powder. Removes unseen food residue. Leaves dishes and plastics squeaky clean. Provide tough grease cleaning and leaves pleasing smell.																																

27 December 2022

16 boxes	Paper Hand Roll	1 ply, 200 mts, 12 rolls/case with dispenser.
<b>One Time Delivery of Automatic Air Freshener equipment with Monthly refill of air fresheners</b>		
Quantity	Description	Minimum Specifications
10 units	Automatic Air Freshener System	<ol style="list-style-type: none"> <li>1. Installation of Automatic Air Freshener Service Equipment.</li> <li>2. Provide service check up every two (2) weeks for the service equipment and replacement of refill every second visit.</li> <li>3. Conduct Preventive Maintenance Program to ensure good condition and appearance of service equipment</li> <li>4. Provide Quick Response Servicemen within twenty-four (24) hours except Sundays &amp; Holidays.</li> </ol>
<b>One Time Delivery of cleaning materials</b>		
Quantity	Description	Minimum Specifications
10 gallons	Air Freshener	Eliminates odor in the air, stays in the air longer.
9 packs	Trash Bag	Plastic Transparent, .04mm thickness, height/length 1016mm (46"), width (bottom) 470mm (18.5 "), 100 pcs/pack.
36 pieces	Stick Broom	Stick (Ting-ting), standard size.
4 gallons	Spraybuff Solution	A water-based gloss restorer solution. It is used to maintain the gloss and shine of tiles, vinyl and other resilient floors. It contains acrylic polymers to revive and enhance the gloss and shine of floors.
8 pieces	Mop Head	It is typically made of yarn consisting of natural synthetic fiber like cotton or nylon. gms.
4 pieces	Safety Gloves	Natural rubber gloves combined with hightactile sensitivity for flexibility, textured.
8 pieces	Dry/Dust Mop Handle	Tubular steel coated with plastic or chrome –plated handle'
8 pieces	Dry/Dust Mop Head	Soft or fluffy material use to dry and remove dust from floors.
4 pieces	Mop Handle	Screw type, heavy duty, and plastic handle.
<b>Required Equipment:</b>		
Quantity	Description	Minimum Specifications
2 units	Heavy Duty Vacuum Cleaner (Wet & Dry)	60L, 200W, 220-240 V
2 units	Heavy duty Floor Polisher (18")	1.5HP, 1500 rpm
2 units	Heavy duty Floor Polisher (12")	0.75HP, 175 rpm
10 units	Janitor Cart	Structural foam. Measures 48in.L x 20 1/2in.W x 38in.H. Has an 8 in. heavy-duty wheel. Adjustable center shelf. Includes 25-gal. vinyl bag
10 units	Bucket/Wringer Combinations (Mop Squeezer)	Color, 26/35 Quarts Bucket Capacity, Downward Pressure Bucket/Wringer Combo with Roller, Heavy Duty
1 unit	Aluminum Ladder	6' height
5 pieces	Wet Floor Tiles	Folding Floor Signs bright yellow color. Plastic wet floor warning signs, two sided at least 25" high, fold flat for storage or

27 December 2022

	1 unit	Biometric Machine	transport. With carrying handle. Biometric system for time and attendance log-in and log-out.
5.	<p><b>Scope of Works</b></p> <p>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 260 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.</p> <p>I. Daily routine services for housekeeping Corporate Offices</p> <ol style="list-style-type: none"> <li>1. Regular vacuuming of all carpeted areas and rugs.</li> <li>2. Sweeping and polishing of all kinds of floor finishes.</li> <li>3. Sweeping, mopping, spot scrubbing of all areas including the removal of floor stains on all vinyl areas.</li> <li>4. Dusting and cleaning of all mirrors, glass tops, inside windows, window edges, blinds and vents of air conditioning units.</li> <li>5. Disposing and emptying waste receptacle to designated trash bins.</li> <li>6. Dusting and cleaning of horizontal and vertical surfaces including all office furniture and equipment.</li> <li>7. Sweeping of cobwebs on walls and ceilings.</li> <li>8. Watering of existing ornamental plants inside the building</li> <li>9. Glass cleaning of windows inside and out.</li> <li>10. Spot cleaning of furniture and doors.</li> <li>11. Sweeping outside the perimeter of the building.</li> <li>12. Disinfection of all rooms (Performs disinfection during night time).</li> </ol> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• <i>Disinfection chemicals and machines will be provided by CIAC</i></li> <li>• <i>Other request services subject to approval of the Engineering and Maintenance Department.</i></li> </ul> <p>Building Hallways, Stairways and Lobby</p> <ol style="list-style-type: none"> <li>1. Spot clean walls.</li> <li>2. Sweep/dust mops all floors.</li> <li>3. Clean baseboards, cornices, doors, glass windows, and metal railings.</li> <li>4. Dusting and cleaning of office furniture</li> <li>5. Empty waste receptacles.</li> <li>6. Damp mop stairs and clean railings.</li> <li>7. Spray buff floors.</li> <li>8. Damp wipe tables and chairs.</li> <li>9. Clean and mop mats</li> <li>10. Spot wash entry glass</li> <li>11. Wet mop or machine scrub floors.</li> <li>12. Water existing ornamental plants.</li> <li>13. Spot clean furniture.</li> </ol> <p>Restroom/Toilets and Bathrooms</p> <ol style="list-style-type: none"> <li>1. Clean and disinfect all toilet floors, walls, bowls, urinals, commodes and wash basins.</li> <li>2. Regularly empty and disinfect all waste receptacles.</li> <li>3. Clean all glass mirror, window and doors.</li> <li>4. Spot clean walls on ceramic tiles and metal partition.</li> <li>5. Refill liquid soap dispensers and tissue dispenser.</li> <li>6. Dust mop floors.</li> </ol>		

27 December 2022

	<p>7. Damp and dry clean mop floors.</p> <p>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.</p> <p>9. Immediately Report to Engineering and Maintenance Department any busted bulbs and lamps including any leaking faucets, water closets and urinals.</p> <p>10. Daily restrooms cleaning checklist/inspection logs must be monitored and submit to the Engineering and Maintenance Department.</p> <p>Board Room and Conference Room</p> <ol style="list-style-type: none"> <li>1. Spot clean all floor finishes and furniture.</li> <li>2. Spot clean walls and doors.</li> <li>3. Clean all glass windows with glass cleaner.</li> <li>4. Empty waste containers.</li> <li>5. Vacuum carpets</li> <li>6. Dust mop floors</li> <li>7. Water existing ornamental plants</li> </ol> <p>Other Covered Areas For Carpeted Areas</p> <ol style="list-style-type: none"> <li>1. Sweeping of cobwebs on walls and ceilings when necessary.</li> <li>2. Dusting and cleaning of all mirrors, glass tops, inside window, window ledges, blinds and all vents of air-conditioning system.</li> </ol> <p>For Vinyl Areas/Laminated Wood Planks/Ceramic Tiles/Plain Cement Floor</p> <ol style="list-style-type: none"> <li>1. Sweeping, mopping, spot scrubbing and polishing of all floor areas.</li> <li>2. Sweeping of cobwebs on walls and ceilings when necessary.</li> <li>3. Dusting and cleaning of all mirrors, glass tops, inside window, window ledges, blinds and all vents of air-conditioning system.</li> </ol> <p>For Sodded Areas and adjacent street</p> <ol style="list-style-type: none"> <li>1. Sweeping at the sodded areas and adjacent street five meters from the perimeter wall of the Corporate Office Building.</li> <li>2. Hauling and disposal of trash.</li> </ol> <p>II. Weekly Maintenance Services</p> <ol style="list-style-type: none"> <li>1. General cleaning of floor areas and shampooing spot scrubbing and or dry shampooing of carpets as the need arises.</li> <li>2. General cleaning of toilets and bathrooms. Thorough cleaning and disinfecting of toilet floors, walls, bowls, commodes and wash basins.</li> <li>3. Cleaning of doors and screens.</li> <li>4. Cleaning, waxing and polishing of furniture and fixtures, counters, etc., excluding items of equipment that require specialized maintenance.</li> </ol> <p>III. Monthly Maintenance Services</p> <ol style="list-style-type: none"> <li>1. Steam shampooing of carpets, beds and furniture with foam cover as warranted.</li> <li>2. Thorough General Cleaning of all areas covered for maintenance.</li> <li>3. Scrubbing/ cleaning of outer/ exterior walls, fire exits and other related areas</li> <li>4. Stripping and waxing of granites/ceramics floor areas.</li> </ol>
<p>6.</p>	<p><b>Manpower Qualification and other Conditions</b></p> <p>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</p>

27 December 2022

	<p>environment at all times for its customers and employees and expects the janitorial services to demonstrate this same pride in their work performed.</p> <p>1. Staffing and Employee Recruitment</p> <p>1.1. The Supplier shall provide a total of twelve janitorial personnel for Seventy Two (72) Man-Days per Week.</p> <p>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.</p> <p>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.</p> <p>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 &amp; Aviation Security Department. The said tests and clearances shall be copy furnished to CIAC for verification and documentation prior to the start of work.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>1.11. All hired personnel shall have related one (1) year janitorial experience in corporate office and physically fit prior to working within the CIAC Premises and shall have undergone proper orientation regarding CIAC working policies and procedures.</p> <p>1.12. All equally qualified relievers shall possess the same document and clearance requirements as that of the regular duty personnel.</p> <p>2. Uniform and Appearance Standards</p> <p>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 Supplier must request the Access Passes of</p>
--	---



27 December 2022

	<p>their personnel at the Engineering and Maintenance Department and the request access passes will be issued by the LIPAD Pass Control Office. The identification cards shall be provided by the supplier at no cost to the personnel.</p> <p>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.</p> <p>3. Assignment/Replacement of Supplier's Personnel</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>4. Supplier's Responsibility</p> <p>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 &amp; tools are properly operating during the duration of the contract.</p> <p>4.2 Shall be responsible for the issuance of the uniforms of its personnel including identification card.</p> <p>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.</p> <p>4.4 Shall be responsible for all coordination and supervision of personnel associated with the janitorial services at CIAC facilities.</p> <p>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.</p> <p>4.6 Train personnel about CIAC's security protocol and procedures including confrontation avoidance; and ensure that employees abide by the said procedures.</p> <p>4.7 Cooperate with CIAC Security Department official investigation of suspected criminal activity in case of theft and burglary in the maintained buildings.</p>
--	--

27 December 2022

	<p>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.</p> <p>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.</p> <p>4.10 Shall be responsible for the safety of their employees in the conduct of janitorial maintenance services.</p> <p>4.11 Shall submit Restroom Cleaning Checklist/Inspection Log and to be checked and verified by EMD.</p> <p>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.</p> <p>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.</p> <p>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.</p>
7	<p><b>Delivery, Inspection and Deployment of Supplier's Equipment</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol>
8	<p><b>Delivery, Inspection and Distribution of Janitorial Supplies</b></p> <ol style="list-style-type: none"> <li>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 results in automatic outright rejection of the non-complied supplies.</li> <li>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.</li> <li>3. Failure to deliver the required supplies within the schedule date will results 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.</li> </ol>

27 December 2022

	<p>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.</p>
<p>9.</p>	<p><b>Evaluation of Performance and Inspection</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The performance criteria to be applied shall include, among others, the following:             <ol style="list-style-type: none"> <li>a. Monthly Inventory of supplies and materials; and</li> <li>b. Monthly Inspection of Equipment</li> </ol> </li> </ol>
<p>10.</p>	<p><b>CIAC and other Inter-Agency Property</b></p> <p>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.</p>
<p>11.</p>	<p><b>Termination of Contract</b></p> <p>CIAC may pre-terminate the contract within thirty (30) days after the receipt of notification due to the following:</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. For violation of any provision under the contract.</li> </ol>
<p>12.</p>	<p><b>Additional Post-Qualification Documentary Requirements</b></p> <ol style="list-style-type: none"> <li>1. Proof of Ownership or Lease Agreement for the lease of equipment to be exclusively used to CIAC project.</li> <li>2. Availability for inspection and actual field testing of all the tools and equipment based on the approved specifications. The Chief Mechanic of CIAC or its duly representative together with BAC-TWG shall conduct actual field testing of the above-listed equipment during post-qualification. CIAC Chief Mechanic must certify that all equipment required in this project is in satisfactory condition.</li> <li>3. Affidavit of Undertaking/Commitment for the exclusive use of equipment to CIAC project.</li> <li>4. The bidder must have a Certificate of Satisfactory Performance and/or Certificate of 100% Completion &amp; Acceptance in their previous project that is similar in nature.</li> <li>5. All chemical supplies should have a duly notarized manufacturer's certificate of compliance with the required specifications including validated Material Data Sheet (MSDS).</li> </ol> <p>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.</p> <p>Pursuant to RA 9184, partial delivery of services or any items under this Technical Specifications is not allowed.</p>
<p>13.</p>	<p><b>Scope and Method of Payment</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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</li> </ol>

27 December 2022

	<p>termination.</p> <p>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.</p>
14	The winning bidder must have conducted seminar on Gender and Development (GAD) at least within 6 <sup>th</sup> month of the contract implementation.
15	<p><b>Covid-19 Requirement</b></p> <p>1. The Contractor's assigned personnel prior to deployment shall undergo Covid-19 test and if in case CIAC requires a semi-annual or quarterly Covid-19 testing during implementation of contract, all cost test shall be borne by the Contractor.</p> <p>2. The Contractor shall inspect and monitor the prior deployment health conditions of their assigned personnel.</p> <p>3. Must observe other related Health Safety against Covid-19.</p>

**Section VIII. Checklist of Technical and Financial Documents**

**I. TECHNICAL COMPONENT ENVELOPE**

**Class "A" Documents**

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- (b) Pursuant to the Department of Transportation (DOTr) Department Order, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) against the government.

Technical Documents

- (c) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- (d) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (f) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (g) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

27 December 2022

**or**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

- (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

***Other documentary requirements under RA No. 9184 (as applicable)***

- (j) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form;
- (b) Original of duly signed and accomplished Price Schedule(s) ; **and**
- (c) Standard Cost Distribution

Lastly, Engr. Cuyos presented the Standard Cost Distribution as part of the Financial Component and other bidding forms to be used for the bid proposal/s of all bidders.

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

Below are the queries and requests for clarification raised by the prospective bidders, as well as the corresponding remarks or instructions made by the Bids and Awards Committee (BAC) members and Office of Prime Responsibility (OPR):

No.	Queries/Clarifications	Remarks from the BAC and OPR
1	<p>Queries and/or requests for clarification from Ms. Mary Ann Dadag of McKleene Premium Products, Inc.</p> <p>Under the Technical Documents, Item (c) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, are we required to attach Contract Agreement or the list only?</p> <p>How many copies of our bid are required to submit?</p>	<p>We take note of your query and will answer your request through a Supplemental/Bid Bulletin.</p> <p>Bidders are required to submit one (1) original and two (2) copies of the first and second components of its bid which shall be signed or initialed on each and every page thereof by the</p>

27 December 2022

		duly authorized representative/s of the Bidder.
2	<p>Query and/or request for clarification from Ms. Gladize Caballero of Starcom Manpower &amp; Allied Services, Inc.</p> <p>Regarding the Administrative Cost, what percentage are we going to use? Is it the 10% or the percentage required by the GPPB?</p>	The Admin Overhead is at a fixed rate of 10% of the total cost of manpower requirement.
3	<p>Queries and/or requests for clarification from Ms. Gelsie Deang of We Link Manpower Services.</p> <p>Regarding the Income tax Return (ITR). Are we allowed to submit the ITR for CY 2021, since, the ITR for 2022 will be filed on April 2023.</p>	All bidders are required to submit the latest ITR. Latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For this project, ITR for CY 2021 is required.
	Regarding the Manpower Schedule. As stated in the technical specifications, the required man-days per week is six (6) days (Mondays to Saturdays). Does it mean that Sunday is their permanent day-off?	Yes.
	Regarding Holidays. If a holiday falls on a week-day, are we required to deploy personnel?	Yes.
	Regarding Business Tax Return. Since, the business tax return for the month December 2022 will be filed mid January 2023. Are we allowed to attach the said tax return for the period: June to November 2022?	For Latest Business Tax Return, all bidders are required to submit, during the post-qualification period, VAT or Percentage tax returns covering the previous six months.
	May we know the contract duration.	The contract duration is nine (9) months commencing 01 February 2023 until 31 October 2023.
	<p>Regarding supplies.</p> <p>Are all units for the Automatic Air Freshener system wall-mounted? May request for pictures of sample units.</p> <p>Are we required to provide spray bottles for the air freshener in gallons?</p>	<p>Yes, all units for the Automatic Air Freshener system are wall-mounted. We shall provide pictures of said units through a Supplemental/Bid Bulletin.</p> <p>No.</p>

To continue the discussion, Mr. Robert S. Urbano reminded all bidders the following:

- a) For the Statement of the Bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, page 62 of the bidding documents.

27 December 2022

All bidders are required to submit or attach Certified True Copy of Notice of Award and/or Notice to Proceed and Project owner's Certificate of Final Acceptance issued by the owner to support their respective SLCCs.

b) For the Standard Cost Distribution, pages 63-65 of the bidding documents.

All bidders are instructed to use the prescribed form. The rates indicated therein are fix and should not be reduced or increased.

There being no other queries and/or requests for clarifications to discuss, Ms. Lingad read the additional reminders for the information and guidance of all prospective bidders, as follows:

- The deadline for the submission of queries and/or requests for clarification is on **January 03, 2023 (Tuesday), 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) and [bacsecretariat@ciac.gov.ph](mailto:bacsecretariat@ciac.gov.ph). All letters 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 letters issued by the BAC.
- The issuance of the Supplemental/Bid Bulletin is on or before **January 6, 2023 (Friday)** and shall be posted at the websites of CIAC ([ciac.gov.ph](http://ciac.gov.ph)) and PhilGEPS ([philgeps.gov.ph](http://philgeps.gov.ph)) on the same day.
- The deadline for the Submission of Bids is on **January 13, 2023 (Friday)**. Bids must be duly received by the CIAC Records Management Office located in the CIAC Corporate Office Building **not later than 10:00 a.m.** Late bids shall not be accepted.
- The Opening of Bids shall be conducted at **10:15 a.m. of January 13, 2023 (Friday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application. Only one (1) representative for each bidder shall be allowed to attend the opening of bids physically onsite. Provided, that said representative shall present a Negative Antigen Test Result taken within 24 hours from the date of the Opening of Bids and shall be required to wear a face mask while within the Corporate Office Building. For bidders who shall attend the opening of bids thru video conferencing, they are advised to indicate their Company Name and Full Name as their username for proper identification.
- Bidders are required to submit one (1) original and two (2) 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 shall be accepted provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as

27 December 2022

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 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.

There being no other concerns from the members of the BAC and TWG to discuss, Chairperson Quizon concluded the Pre-bid Conference by extending his appreciation to all prospective bidder and all members of the BAC and TWG for attending the said meeting.

## 6.0 OTHER MATTERS

### ***Updated Annual Procurement Plan (APP) for 2<sup>nd</sup> Semester of CY 2022***

For the information of the BAC, Ms. Lingad stated that the changes and/or updates in the APP for 2<sup>nd</sup> Semester of CY 2022 are amendments to the PMPs of various department/offices that were already approved by the BAC and were consolidated as updated APP for CY 2022, in compliance with the requirement of the GPPB. Said updated APP shall be submitted to GPPB on or before 31 January 2023.

On a motion duly made by and seconded by Mr. Gerry A. Naguit, the BAC resolved to recommend to the President and CEO of CIAC the approval of the updated APP for FY 2022 incorporating the approved amendments from the period July 2022 to December 2022.

### ***Discussion and approval of the request of HRD for the change of Mode of Procurement for the project: "Outsourcing of Services for CIAC for 2023".***

HRD Manager, Mr. Gerry A. Naguit, informed the BAC that his request was due to the deferment of bidding of the Outsourcing of Services project. The proposed budget for the outsourcing of services subject to alternative mode of procurement is PHP900,000.00

After careful deliberation, the BAC unanimously resolved to defer the discussion and instructed Mr. Naguit to finalize the list of personnel included in the proposed project.

## 4.0 ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 12:40 p.m. on the 17<sup>th</sup> day of December 2022.

Prepared by:

Reviewed by:



27 December 2022

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

**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

**ENGR. ANTONIO O. PAMINTUAN III**  
Provisional Member

**ENGR. DENNIS T. LUMANLAN**  
Provisional Member

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

**ATTY. RUSTICO G. QUIZON III**  
Chairperson