



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
**PANGASIWAAN SA PATALAAN NG LUPAIN**  
**(LAND REGISTRATION AUTHORITY)**

East Avenue cor. NIA Road, Quezon City

Website: [www.lra.gov.ph](http://www.lra.gov.ph)

**LRA BIDS AND AWARDS COMMITTEE**  
**ON PROCUREMENTS OF GOODS, SUPPLIES & MATERIALS**  
**MINUTES OF THE PRE-BID CONFERENCE FOR THE PROVISION OF JANITORIAL**  
**SERVICES IN THE LRA CENTRAL OFFICE AND ITS REGISTRIES OF DEEDS**  
**NATIONWIDE**  
**01 DECEMBER 2022**  
**02:00 P.M. via Zoom Meeting**

**ATTENDEES:**

**VICE-CHAIRPERSON**

Ser John C. Pastrana

**BAC MEMBERS:**

Atty. Maria Rosario Mariñas

Ms. Marilyn C. Custodio

Mr. Nestor I. Misalucha

**TWG MEMBERS:**

Mr. Marion Jay Estacio

Mr. Kristian Malvin Salcedo

Ms. Teresita Negrillo

Mr. Anthony Brandon Juan

**SECRETARIAT:**

Ms. Ma. Rudylyn Cebrero

Ms. Nonette Khalil M. Amparo

Ms. Jan Louis L. Lanzona

Mr. Mark Kevin Biagtan

**ABSENT:**

Atty. Kay Kari Ann J. Gempis

Atty. Jayferson Medrano

Atty. John Paul Hidalgo

Atty. Adrian Fadrilan

Mr. Sherwin Sanchez

Engr. Marishane Cruz

Mr. Kristian Malvin Salcedo

Mr. Glenn Valerie Antonio

Atty. Mary Rose Alconaba

Ms. Grace Culannay

Mr. Rae Vincent H. Guino-o

Mr. Leif Mark Andrew Fontiveros

Ms. Ruela Abuy

Ms. Mica Ella Solitario

**PROSPECTIVE BIDDERS:**

PHILCARE MANPOWER – Represented by: Mc Montanes

OMNIWORX MARKETING – Represented by: Jobelle Pulido

**AGENDA:**

Pre-Bid Conference for the Provision of Janitorial Services in the LRA Central Office and its Registries of Deeds Nationwide.

### **CALL TO ORDER:**

The Pre-Bid Conference was presided over by the BAC-PGSM Member, Ms. Marilyn Custodio, who formally called it to order at exactly 2:10 pm, upon confirmation of the presence of a quorum. Ms. Custodio then acknowledged the presence of the representative from Philcare Manpower and Omniworx Inc. However, despite duly notified, representative from the Commission of Audit and all other observers opted not to attend. The Committee began straightaway in presenting the pertinent Bidding Document for the information and guidance of the participating prospective bidders.

### **DISCUSSION OF THE AGENDA:**

In accordance with the relevant provisions of Republic Act 9184, all prospective bidders were allowed to participate in the Pre-Bid Conference. Hence, the Land Registration Authority conducted a pre-bid conference for the procurement of janitorial services. The said project has an Approved Budget for the Contract (ABC) is Two Million Pesos (2,000,000.00) per month or Twenty Million (20,000,000.00) for ten (10) months.

Ms. Rudylyn Cebrero, Secretariat member, presented and discussed the pertinent provisions of the bidding documents for the Provision of Janitorial Services in the LRA Central Office and its Registries of Deeds nationwide. Subsequently, Ms. Custodio opened the floor to the prospective bidders' issues/concerns regarding the project for the body's clarification.

### **ISSUES AND CONCERNS:**

Subsequent to the presentation of the Bid Documents by the BAC-PGSM Secretariat, several questions were lodged before the Committee by the participating prospective bidders, to wit:

*(Note: Answers provided herein below are still subject to the final discussions of the Committee which will be manifested in a Bid Bulletin to be issued for that purpose. Other further amendments to the provisions of the bidding documents will also be included in the Bid Bulletin that will be issued thereafter.)*

1. **Mr. Mc Edwin P. Montañes of Philcare Manpower Services**, inquired if there is a prescribed format for the submission of bid form, statement of all its ongoing government and private contracts, and statement of Single Largest Completed Contract (SLCC).

#### **Answer:**

Ms. Cebrero answered that the format for the submission of the bid form can be downloaded in the GPPB website. On the other hand, there is no prescribe format required for the statement of all its ongoing government and private contracts, and statement of Single Largest Completed Contract (SLCC) but the Committee suggested that tabular form was commonly used by the previous bidders so it can be easily seen during the evaluation.

2. A question was raised **Ms. Jobelle Pulido of Omniworx Inc.**, on the agency/administrative fee. She asked whether this Authority follows 10% agency fee under the guidelines of DOLE?

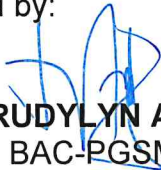
**Answer:**

Ms. Marilyn Custodio answered that under subparagraph no. 3 (3), Section VI Schedule of Requirements of the Bidding documents, it is expressly stated that "In relation to agency fee, there shall be no lower limit or floor on the amount of the award pursuant to Section 31, Rule IX of Republic Act No. 9184, its 2016 revised IRR and the applicable GPPB Resolutions or other related issuances.

**ADJOURNMENT:**

There being no other matters to be discussed, the Pre-Bid Conference ended at about 3:30 p.m.

Prepared by:



**MARIA RUDYLYN A. CEBRERO**  
Member, BAC-PGSM Secretariat

Approved by:



**SER JOHN C. PASTRANA**  
Vice Chairperson, BAC-PGSM