



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)
East Avenue cor. NIA Road, Diliman, Quezon City

LRA-Bids and Awards Committee
For Non-Infrastructure(BAC for Non-Infra)
Minutes of the Meeting
13 December 2024 - 9:30 - 10:30 A.M.
5th Floor LRA Multipurpose Hall and via Zoom

ATTENDEES:

BAC MEMBERS

Chairperson : Ms. Mary Jane G. Ysmael
Vice-Chairperson : Mr. Angelo Chris Luis M. Dellosa
Members : Ms. Christina V. Pagtulingan (*online*)
Ms. Meilina F. Pangdan
Atty. Jayferson F. Medrano
Ms. Leila C. Astronomia (*online*)

TECHNICAL WORKING GROUP

Head : Mr. Nestor I. Misalucha
Assistant Head : Atty. John Paul H. Hidalgo
Members : Mr. Sherwin N. Sanchez
Mr. Marion Jay C. Estacio
Ms. Grace Ann A. Lico

SECRETARIAT

Head : Atty. May B. Bongalon
Assistant Head : Atty. Mark A. Geronimo
Members : Ms. Maria Rudylyn A. Cebrero
Ms. Nonette Khalil M. Amparo
Ms. Eunalize E. Zapanta
Ms. Bernadette D. Uraga
Ms. Princess Mae A. Camiloza
Ms. Marien M. Zafe
Ms. Jamie Lou E. Magboo - Technical Assistant I

End – User : Engr. Glorieta P. Lacambra (**GSD**)

AGENDA : **Pre-Bid Conference for the The Provision of Janitorial Services in the Land Registration Authority and its Registries Of Deeds Nationwide for FY 2025**

Prospective Bidder/s:

1. Philcare Manpower Services.

Observer/s Present:

The Pre-Bid Conference has not been attended by observers despite that the Invitation to Bid dated 10 December 2024 of the LRA-BAC for Infrastructure has been sent.



CALL TO ORDER:

Mr. Angelo Chris Luis M. Dellosal (Vice Chp. Dellosa), Vice-Chairperson for LRA-BAC Non-Infrastructure, presided the Pre-Bid Conference for the **Provision of Janitorial Services in the Land Registration Authority and its Registries Of Deeds Nationwide for FY 2025**. Upon confirmation of a quorum, he formally called it to order at 9:30 A.M.

DISCUSSION OF THE AGENDA:

The Vice-Chairperson then acknowledged the presence of the lone prospective bidder (1) **Philcare Manpower Services**.

Under the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, all prospective bidders are allowed to participate in the Pre-Bidding Conference. For this project, the Approved Budget for the Contract (ABC) is **Twenty Million Eight Hundred Two Thousand Five Hundred Pesos Only (Php 20,802,500.00), VAT inclusive**.

Ms. Ma. Rudylyn B. Cebrero, Member of the BAC Secretariat, presented and discussed the pertinent provisions of the bidding documents for this procurement project.

After all important matters have been discussed, Vice Chp. Dellosa opened the floor to address issues/concerns of the prospective bidders and for the body's clarification/resolution thereto.

ISSUES AND CONCERNS:

(Note: All questions and clarifications raised during the pre-bid conference shall be in writing and must be submitted to the LRA-BAC three days after the conclusion of the Pre-Bid Conference.)

For your information and guidance:

As to the deadline of submission of bids: The deadline for submission of Bids is on **26 December 2024 at exactly 9:00 A.M.** and the **opening of bids shall be at 9:30 A.M. of the same day.** Please use the LRA website clock as your reference for synchronicity of time.

As to the delivery period: The delivery period is within one hundred (120) calendar days or four (4) months, upon receipt of an Approved Notice to Proceed.

As to the use of tabbings/markings: Please put tabbings on your bidding documents so we can easily identify and locate the documents that we need to verify.

Subsequent to the presentation of the Bid Documents by the BAC Secretariat, several questions were lodged before the Committee by the prospective bidders. The latter raised the following concerns:


Provision	Questions/Queries/Clarifications	BAC's Response
Section II Instruction to Bidders	May we request for the computation of the salary?	Please send us a formal letter or email for all your queries so we will be able to include it on our bid bulletin.

(Note: The answers provided herein are still subject for deliberation by the Committee and will be reflected in the Bid Bulletin to be issued after seven days from the conclusion of the Pre-Bid Conference. Other amendments, if any, to the provisions of the bidding documents will also be included in the said Bid Bulletin.

ADJOURNMENT:

There being no other matters to be discussed, the pre-bid conference adjourned at 10:30 A.M.

Prepared by:


NONETTE KHALIL M. AMPARO, RN
 Secretariat, BAC for Non-Infrastructure

Reviewed by:

Sgd.
ATTY. MARK A. GERONIMO
 Assistant Head, BAC Secretariat for Non-Infrastructure

Approved by:


MS. MARY JANE G. YSMAEL
 Chairperson, LRA-BAC for Non Infrastructure