



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**  
**Minutes of the Meeting**  
**22 April 2025 - 9:00 A.M. - 11:00 A.M.**  
**5<sup>th</sup> Floor LRA Multi Purpose Hall and via Zoom**

**ATTENDEES:**

**Chairperson** : Ms. Mary Jane G. Ysmael

**Vice-Chairperson** : Mr. Angelo Chris Luis M. Dellosa

**BAC Members** : Atty. Jayferson F. Medrano  
Atty. Mark A. Geronimo  
Ms. Meilina F. Pangdan  
Ms. Leila C. Astronomia

**TWG Members:**

**Head** : Mr. Nestor I. Misalucha  
**Assistant Head** : Atty. John Paul H. Hidalgo  
**Members** : Mr. Sherwin N. Sanchez  
Mr. Marion Jay C. Estacio

**SECRETARIAT**

**Assistant Head** : Ms. Mary Anne M. Mortel  
**Members** : Ms. Maria Rudylyn A. Cebrero  
Ms. Nonette Khalil M. Amparo  
Ms. Eunalize E. Zapanta  
Ms. Bernadeth D. Uraga  
Ms. Marien M. Zafe  
Mr. Ejaymark Arevalo - Technical Assistant I

**END-USER** : Ms. Grace O. Culannay (GSD)  
Ms. Hazel C. Tinio

**AGENDA** : **Pre-Bid Conference for the Rebidding For The Provision Of Janitorial Services In The Land Registration Authority And Its Registries of Deeds Nationwide For FY 2025**

### **Present Prospective Bidders:**

1. One Merit Global Janitorial Services, Inc - Ms. Rosario Lipata
2. D' Triumph Cleaners - Mr. Marion Maala
3. CMPT Manpower Services - Ms. Mina Calpito

### **Observer/s Present:**

No observer has attended the pre-bid conference despite LRA-BAC for Non-Infrastructure's invitation, dated 16 April 2025.

### **CALL TO ORDER:**

Ms. Mary Jane G. Ysmael (Chp. Ysmael), Chairperson for LRA-BAC Non-Infrastructure, presided the Pre-Bid Conference for the **Rebidding for the Provision of Janitorial Services in the Land Registration Authority and its Registries of Deeds Nationwide for FY 2025** and upon confirmation of a quorum, formally called it to order at 9:30 A.M.

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

Under the 2016 Revised Implementing Rules and Regulations (2016R-IRR) of the Republic Act No. 9184, all prospective bidders are allowed to participate in the Pre-Bidding Conference. The Approved Budget for the Contract (ABC) is **Two Million Five Hundred Six Thousand Fifty-Three Pesos And Nineteen Centavos (Php2,506,053.19) per month, or Fifteen Million Thirty-Six Thousand Three Hundred Nineteen Pesos and Fourteen Centavos (Php 15,036,319.14) for six (6) Months, inclusive of VAT.**

The Chairperson acknowledged the presence of the prospective bidders' representatives namely (1) **One Merit Global Janitorial Services Inc.**; (2) **D' Triumph Cleaners**; and (3) **CMPT Manpower Services**.

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

After all important matters have been discussed, Ms. Ysmael 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 submitted in writing to the LRA-BAC on or before April 25, 2025)*



Subsequent to the presentation of the Bid Documents by the BAC Secretariat for Non-Infra, several questions were lodged before the Committee by the participating prospective bidders which are as follows:

Provision	Questions/Queries/Clarifications	BAC's Response
Section II Instruction to Bidders	Is the rate for skilled workers the same as that of regular janitors?	Yes, the rate for skilled workers is the same as that of regular janitors.
	Are skilled workers to be deployed exclusively at the LRA Central Office?	Yes the deployment of skilled workers is intended solely for the LRA Central Office
	Are the supplies listed in Annex B Schedule of Supplies and Equipment intended solely for the LRA Central Office?	Yes, the supplies listed in Annex B are intended for the LRA Central Office. However, for the Registries of Deeds (RDs) nationwide, it is at the discretion of the bidder to determine the appropriate quantity of supplies to be allocated, provided that the basic cleaning supplies and materials are included.
	Is the 10% Administrative Fee the minimum allowable rate?	No. The Land Registration Authority adheres to Section 31, Rule IX of Republic Act No. 9184 and its Implementing Rules and Regulations (IRR), which states: "There shall be no lower limit or floor on the amount of the award."
	Is the Alpha List of employee contributions required to be attached to the submission of the required SSS, PhilHealth, and Pag-IBIG receipts?	No, the Alpha Lists of employee contributions are not required during bid opening but must be made available during the Post-Qualification stage.
	Is the submission of SSS, PhilHealth, Pag-IBIG, and DOLE certificates required during the opening of bids?	Yes, the submission of Certificates of Membership and proof of the latest three (3) months of contributions—specifically for January, February, and March

		2025—for SSS, PhilHealth, and PAG-IBIG is required during the opening of bids. These documents, along with the corresponding official receipts, must be attached to the last page of the Financial Component. However, the Alpha Lists of employee contributions are not required during bid opening but must be made available during the Post-Qualification stage. Submission of a DOLE-related certificate is not specifically required unless otherwise indicated in other parts of the bidding documents.
	Are we required to submit only the list of ongoing projects, or should it be accompanied by supporting documents?	Yes, the list of ongoing projects must be accompanied by supporting documents, such as the Notice(s) of Award and corresponding contract(s), if available.
	How many copies of the bid documents are required to be submitted?	Each Bidder shall submit one copy of the first and second components of its Bid.

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

**ADJOURNMENT:**

There being no other matters to be discussed, the pre-bid conference adjourned at 11:00 A.M.

Prepared by:

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

Reviewed by:

  
**MARY ANNE M. MORTEL**  
Assistant Head, BAC Secretariat for Non-Infrastructure

Approved by:

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