

**MINUTES OF PRE-BID CONFERENCE**

**Name of Project / ABC : PEST AND TERMITE CONTROL SERVICES FOR PCMC  
 GROUNDS AND BUILDING FOR TWO (2) YEARS  
 (Php 300,000.00 per year)**

**IB No. : IB-2019-001**

**Date / Time : November 8, 2018, 10:00 A.M.**

**Venue : Audio-Visual Room**

<b>Present were:</b>		
Name	Designation	Signature
1. ODETH A. VILLEGAS	BAC Vice-Chairperson	Signed
2. NENA U. CALDEO, RN	BAC Member	Signed
3. CECILIA O. GAN, MD	BAC Member	Signed
4. CHARITO L. MAIQUEZ	BAC Member	Signed
5. MA. ANABELLA RECIO	Alternate BAC Member	Signed
6. ALLAN A. BUGTO	OIC, Housekeeping	Signed
7. ESTER L. REINOSO	TWG, Chairperson	Signed
8. MIRASOL C. BUSTAMANTE, RN	TWG, Vice-Chairperson	Signed

**PROSPECTIVE BIDDERS:**

*See attached attendance*

**I. Business Matters:**

1. This Pre-bid Conference was called to order at 10:30 A.M. It was presided by the BAC Vice-Chairperson, Ms. Odeth A. Villegas and discussed by BAC Member, Dr. Gan;
2. Reading of the details of the following bidding documents for the above-mentioned project:
  - a) Section I. Invitation to Bid No. IB-2019-001
  - b) Section III. Bid Data Sheet
    - This includes presentation and clear explanation of the eligibility, technical and financial requirements to be submitted by the bidder
  - c) Section V. Special Conditions of Contract
  - d) Section. VI. Terms of Reference

II. Noted comment/reaction from the representatives of the BAC, TWG and bidders.

PARTICULAR / PCMC Requirement	Issues Raised by Prospective Bidders	BAC/End-user's Remarks/ Comments/ Reactions/ Explanation
1. Project Title	<p>In the IB : Pest and Termite Control Services for PCMC Grounds and Building for Two (2) Years</p> <p>In the TOR : Two (2) Years Contract for Pest and Termite Control Service of PCMC Grounds and Building including Rat and Cat/Dog Control.</p> <p>What is the real project title?</p>	It is just the same. The one in the TOR is more specific.
2. Section III. Bid Data Sheet ITB Clause 12.1(a) 7.Documentary Requirements in Compliance to Terms of Reference iii.Latest License as Pest Control Operator issued by Fertilizer and Pesticide Authority (FPA)	The latest FPA License issued was for Fumigators. There is an FDA Circular states that only those with FPA 2008 License are authorized to conduct Pest Control Service.	Noted.
3. Section III. Bid Data Sheet ITB Clause 12.1(a) 7.Documentary Requirements in Compliance to Terms of Reference iv. Sanitary Permit issued by the City/ Municipality where the principal place of business is located	Since PCMC is located in Quezon City, there is a QC Resolution which requires the Pest Control Service Provider not located in QC to secure QC Sanitary permit too if they will provide service in any establishment within Quezon City premises.	Noted.
4. Section III. Bid Data Sheet ITB Clause 29.2 5. With manufacturer and/or products certification by an independent 3rd party Certifying body (ISO 14020, 14021, 14024, 14025 or its equivalent), is preferred.	We do not have ISO Certificate because we only get our chemicals from our supplier which only has Cert. of Product Registration.	It is ok but as stated, ISO is preferred.

<b>PARTICULAR / PCMC Requirement</b>	<b>Issues Raised by Prospective Bidders</b>	<b>BAC/End-user's Remarks/ Comments/ Reactions/ Explanation</b>
<p>6. Section VI. Terms of Reference</p> <p><b>I. SCOPE OF SERVICES</b></p> <ul style="list-style-type: none"> <li>The Contactor shall be <b>on call</b> whenever there is a discovery of infestation and shall perform the following operations and activities as the need arises; <ul style="list-style-type: none"> <li><i>Cat/dog trapping</i> - mechanical traps and other gadgets shall be employed to catch stray dogs and cats within PCMC compound and be responsible to dispose of accordingly in accordance with any applicable law</li> </ul> </li> </ul>	<p>We are not allowed to catch cat/dog because someone can report us to PAW and other government agencies in-charge of animal welfare in QC.</p>	<p>Please take note: <i>Cat/dog trapping</i> - mechanical traps and other gadgets shall be employed to catch stray dogs and cats within PCMC compound and be responsible to dispose of <b><u>accordingly in accordance with any applicable law</u></b></p>
<p>7. Section VI. Terms of Reference</p> <p><b>II. WARRANTIES</b></p> <p>1. The Contractor shall comply with all the rules and regulations pertaining to labor and employment including the payment of wages and any allowances or remuneration prescribed by the law to its employees. The Contractor/Bidder shall free PCMC from any and all such liabilities and claims arising there from.</p>	<p>Since this is regarding employment, can you add DOLE 174 s. 2017 in the requirements?</p>	<p>It is already between you and your employee. What is important you comply with the rules and regulations pertaining to labor and employment and free PCMC from any and all such liabilities and claims arising there from.</p>
<p>8. Section VI. Terms of Reference</p> <p><b>MINIMUM QUANTITY OF CHEMICALS TO BE SUPPLIED BY THE CONTRACTOR:</b></p>	<p>Dichlovos will be banned in the Philippines by January 2019. Can we offer equivalent?</p>	<p>We'll consider but has to have CPR.</p>
<p>9. ABC of P300,000.00 per year</p>	<p>Are we to submit our bid per year for two years?</p>	<p>ABC is for one (1) year but contract amount is applicable for two (2) years.</p>

There having been no other remaining topics for discussion, the pre-bid conference adjourned at 11:21 P.M.

Prepared by:

Signed  
**JOAN DM. VENDIOLA**  
BAC Secretariat

Checked and Reviewed by:

Signed  
**ZENAIDA V. TALAGTAG**  
Head, BAC Secretariat