

Republic of the Philippines  
**Department of Social Welfare & Development – Field Office No. VII**  
M.J. Cuenco cor. Gen. Maxilom Ave., Cebu City

**MINUTES OF PRE-BID CONFERENCE**  
December 12, 2019, 9:00 A.M.

**Rebidding of Provision of Janitorial Manpower Services for CY 2020**  
**ITB No. DSWD7-PB-2020-20**

**Approved Budget for the Contract (ABC): Php1,893,000.00**

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**I. Attendance:**

**Bids and Awards Committee/TWG/Secretariat, et.al:**

- |                             |   |                        |
|-----------------------------|---|------------------------|
| 1. Josephine C. Belotindos  | - | BAC Chairperson        |
| 2. Clavel C. Saycon         | - | BAC Member             |
| 3. Artemia C. Degamo        | - | BAC Member             |
| 4. Eutilla P. Tahanlangit   | - | BAC Member             |
| 5. Emmanuel M. Edles        | - | TWG Head               |
| 6. Mary Ann C. Pastedio     | - | TWG Finance            |
| 7. Aileen G. Cuevas         | - | BAC Secretariat Head   |
| 8. Julius Neil L. Melendres | - | BAC Secretariat Member |

**Participating Bidders**

- |                           |   |                               |
|---------------------------|---|-------------------------------|
| 1. Edison Jay Tenefrancia | - | Super Master General Services |
|---------------------------|---|-------------------------------|

**II. Call to Order and Discussion of Business Matters**

The Prebid Conference was called to order at 9:11 AM by the Presiding Officer, Ms. Belotindos, BAC Chairperson followed by a prayer and introduction of participants by by Mr. Melendres.

The bidding was entitled Rebidding of Provision of Janitorial Manpower Services for CY 2020 in the amount of ₱1,893,000.00. The bid opening will be on December 26, 2019 at 9:00 AM. Only Super Master General Services attended the pre-bid conference. The presider discussed different sections of the bidding documents until the summary of requirements.

The presider highlighted that bidders must follow the prescribed template provided in the bidding documents and a new set of requirements must be submitted on the day of the opening of bids.

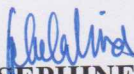
**III. Adjournment**

Having no more issues/concerns and matters to be discussed; the Prebid Conference was adjourned at 9:58 AM.

Prepared by:

  
**JULIUS NEIL L. MELENDRES**  
BAC Sec Staff

Approved by:

  
**JOSEPHINE C. BELOTINDOS**  
BAC Chairperson/Presider