
PCC BIDS AND AWARDS COMMITTEE (PBAC)

MINUTES OF PRE-BID CONFERENCE

for the

**“Procurement of Human Resource Service Provider for the Administrative Support
and General Services Personnel for C.Y. 2021 - IB No. 2021-EPA-0023”**

Date: 14 December 2020

Venue: PCC Meeting Room and through Microsoft Teams Teleconference

Present:

BAC Members

- | | | |
|-----------------------|---|------------------------------|
| 1. Chairperson | : | Atty. Joseph Melvin B. Basas |
| 2. Vice-Chairperson | : | Atty. Ferdinand B. Redulla |
| 3. Regular Member | : | Allan Roy D. Mordeno |
| 4. Regular Member | : | Arnold Roy D. Tenorio |
| 5. Provisional Member | : | Jeson Q. de la Torre |

BAC Secretariat

- | | | |
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| 1. Member | : | July R. Suing |
| 2. Member | : | Merry Lyn V. Bambao |
| 3. Member | : | Teejay Yoshiumi J. Sakuma |
| 4. Member | : | Mark Jayson R. Fajutnao |
| 5. Member | : | Isabelo Miguel V. Abaño |
| 6. Member | : | Anna Dominique M. Francisco |
| 7. Member | : | Nicky Jonna P. Pitallano |

End-User:

- | | | |
|-----------|---|---------------------|
| 1. AO-GSD | : | Merry Lyn V. Bambao |
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Bidders:

- | | | |
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| 1. LSERV Corporation | : | Dexie Calibara |
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I. Call to Order

The PBAC Chairperson called the pre-bid conference to order at 01:30 PM.

II. Agenda

Discussion	Recommendation/ Agreements
<p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> • The PBAC through its secretariat presented the Part I of the Pre-Bidding conference, as follows: <ul style="list-style-type: none"> ➤ Technical Components ➤ Financial Components ➤ Sealing and Marking of Bidding Documents ➤ Important Schedules ➤ General Rules • Part II of the Pre-Bidding conference –Terms of Reference (TOR) for the project was presented by the end-user. <p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> • To provide support in the attainment of the PCC’s Vision and Mission and to properly deliver the agency’s mandates, the PCC seeks to enter into an outsourcing agreement with private manning agencies for the supply and provision of competent support, administrative and general services personnel. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> • The total ABC for this project is PhP 19,088,336.54 <p>D. Date/ Time of Submission and Opening of Bids</p> <ul style="list-style-type: none"> • Submission of Bids: 28 December 2020, 12:00 NN • Opening of Bids: 28 December 2020, 01:30 PM <p>E. Question and Answer</p> <ol style="list-style-type: none"> 1. The PBAC Chairperson opened the table for the questions, clarification, and concerns regarding the procurement project: <ol style="list-style-type: none"> 1. Representative of LSERV Corporation queried if the increase for SSS contribution pursuant to SSS 	<p>All queries were clarified. Thus, no bid bulletin shall be issued.</p>

Circular No. 2020-033 dated 07 December 2020 was already considered.

- The end-user clarified that any increase in the mandatory contributions such as SSS will be adjusted during contract implementation.
2. The PBAC Chairperson clarified with end-user whether the increase for SSS contribution was included in the ABC.
 - The end-user confirmed that such increase was not yet included in the ABC.
 3. Furthermore, the PBAC Chairperson emphasized to the bidder that PCC is strictly implementing the “No Gift Policy”. Any solicitation must be reported to the PCC.

III. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 02:03 PM.


Prepared by the PBAC Secretariat

Reviewed by:



JESON Q. DE LA TORRE
Head, PBAC Secretariat

Approved by:



ATTY. JOSEPH MELVIN B. BASAS
Chairperson, PBAC