

PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bid Conference

“Procurement of Manpower Services Provider for the Administrative Support and General Services Personnel for CY. 2020”

Date: 29 November 2019; 01:30 PM

Meeting Room 3, 25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

BAC Members

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| 1. Chairperson | Atty. Joseph Melvin B. Basas |
| 2. Vice Chairperson | Atty. Ferdinand B. Redulla |
| 3. Regular Member | Dir. Arnold Roy D. Tenorio |
| 4. Regular Member | Mr. Allan Roy D. Mordeno |

BAC Secretariat

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| 1. Head | Mr. Jeson Q. de la Torre |
| 2. Vice Head | Ms. Ma. Celeste S. Dizon |
| 3. Member | Mr. July R. Suing |
| 4. Member | Ms. Melody O. Dizon |
| 5. Member | Ms. Merry Lyn V. Bambao |
| 6. Member | Mr. Mark Jayson R. Fajutnao |
| 7. Member | Engr. Teejay Yoshiumi J. Sakuma |
| 8. Member | Ms. Nicky Jonna P. Pitallano |
| 9. Member | Mr. Isabelo Miguel V. Abaño |

End-User

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| 1. AO-HRDD | Ms. Antonia Lynnely L. Bautista |
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Bidder

- | | |
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| 1. LSERV Corporation | Ms. Bretty Mae Manibug |
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I. Call to Order

The PBAC Chairperson called the meeting to order at 2:00 PM for the **Procurement of Manpower Services Provider for the Administrative Support and General Services Personnel for C.Y. 2020.**

Discussion	Recommendations/ Agreements
<p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> The PBAC through its secretariat presented and discussed the Eligibility and Technical Specifications, and; The Terms of Reference was presented and discussed by the end-user (AO-HRDD). 	
<p>B. Project Description and Technical Requirements</p> <p>Pursuant to the terms and conditions of the Contract, the winning manpower service provider/contractor shall provide the administrative support and general services personnel required, as listed in Annex "A", for deployment in workstations to be determined by the PCC during the period/duration indicated for each position. Contract duration is for ten (10) months (from January 01 to October 2020) and renewable in a month-to-month basis subject to availability of funds.</p>	
<p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> The ABC for this project is PhP 12,100,000.00. 	
<p>D. Date/ Time of Posting, Submission and Opening</p> <ul style="list-style-type: none"> Deadline for Submission: 11 December 2019, 12:00 NN Opening of Bids: 11 December 2019, 02:00 PM 	

Discussion	Recommendation/ Agreements
<p>E. Question and Answer</p> <p>The following questions/ concerns were raised during the meeting:</p> <ul style="list-style-type: none"> Ms. Manibug, LSERV representative, raised the following concerns: (1) Item No. 6 on the duties and responsibilities “<i>Shall have the exclusive and absolute right to suspend, lay-off, terminate and/or impose disciplinary measures</i> Ms. Manibug informed the PBAC that they have a due process when it comes to this case, (2) Under Schedule of Prices, the 13th month pay of the Messenger amounting to Php (1,526.11) and Cleaner (Php 1,291.33) was interchanged, (3) Clarified Provision of Overtime Services if 10% of the gross amount, (4) Standardization of Number of days, and (5) Delivery of Plants Dir. Basas, PBAC Chairman, clarified that there is no employer-employee relationship between PCC and the personnel deployed by the service provider. If circumstances will warrant, the outright separation or dismissal can be done. PCC can request for a replacement. The due process is attached with the contractor, not with the PCC. Ms. Bambao, PBAC Secretariat, clarified that the rates were interchanged. Even if the rates were interchanged, the total amount is still the same. Ms. Bambao, PBAC Secretariat, discussed the approved budget for the said project. Inclusive of personal cost which covers the following: (1) direct labor cost, (2) mandatory contribution (3) administrative cost and (4) all government applicable taxes. When it comes to the overtime services, it shall not exceed 10% of the total personal cost and shall be charged accordingly. The bidder may add 10% to its bid to its bid. The cost for janitorial supplies, equipment and ornaments must be separated. Ms. Bambao, PBAC Secretariat, clarified that for personnel who will work for 5 days, 261 will be used while for cleaneres which is for 6 days, it will be 263. Ms. Bambao, PBAC Secretariat, clarified that for the delivery of plants, it shall be delivered within 15 days and shall be replaced quarterly or as necessary. 	<p>The PBAC directed its Secretariat to issue the revised Schedule of Prices.</p>

II. Adjournment:

There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 2:30 PM.

Prepared by:



ISABELO MIGUEL V. ABANO
Member, PBAC Secretariat

Reviewed by:



JESON Q. DE LA TORRE
Head, PBAC Secretariat

Approved by:



ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson