

## PCC BIDS AND AWARDS COMMITTEE (PBAC)

### MINUTES OF PRE-BID CONFERENCE

for the

### “Procurement of Consulting Services for the Establishment, Institutionalization, and Sustainability of the PCC Strategic Workforce Planning and Succession Management

REI No. 2021-05-0066”

Date: 07 July 2021

Venue: Microsoft Teams Teleconference

Present:

#### BAC Members

- |                       |   |                               |
|-----------------------|---|-------------------------------|
| 1. Chairperson        | : | Jeson Q. de la Torre          |
| 2. Vice-Chairperson   | : | Atty. Juan Antonio E. Arcilla |
| 3. Regular Member     | : | Allan Roy D. Mordeno          |
| 4. Regular Member     | : | Atty. Shirley Mae T. Dasco    |
| 5. Regular Member     | : | Tristan A. Canare             |
| 6. Provisional Member | : | Antonia Lynnely L. Bautista   |

#### BAC Secretariat

- |                   |   |                             |
|-------------------|---|-----------------------------|
| 1. Head           | : | Ma. Celeste S. Dizon        |
| 2. Assistant Head | : | Mark Jayson R. Fajutnao     |
| 3. Member         | : | Nicky Jonna Pitallano       |
| 4. Member         | : | Teejay Yoshiumi J. Sakuma   |
| 5. Member         | : | Isabelo Miguel V. Abaño     |
| 6. Member         | : | Meonel B. Nuñez             |
| 7. Member         | : | Anna Dominique M. Francisco |
| 8. Member         | : | Floricar Gonzalodo          |
| 9. Member         | : | Bill A. Geslani             |
| 10. Member        | : | Raven Rein R. Villanueva    |
| 11. Member        | : | Ralph Riel N. Garcia        |

#### End-User:

- |         |   |                             |
|---------|---|-----------------------------|
| 1. HCMD | : | Antonia Lynnely L. Bautista |
| 2. HCMD | : | Janeth Tavanlar             |

#### Bidders:

- |   |   |                  |
|---|---|------------------|
| 1. Center for Human Resources Strategies Asia, Inc. | : | Annie Robles     |
| 2. Center for Human Resources Strategies Asia, Inc. | : | Remedios C. Cruz |
| 3. Career Clinic & Enterprise Solutions, Inc.       | : | Elvie Tarrobal   |
| 4. Career Clinic & Enterprise Solutions, Inc.       | : | Petite Paradero  |

5. Career Clinic & Enterprise Solutions, Inc.	:	Cesar Baltazar
6. People Dynamics, Inc.	:	Victoria Estacio
7. People Dynamics, Inc.	:	Len Eustaquio
8. People Dynamics, Inc.	:	Miguel Fausto
9. People Dynamics, Inc.	:	Abigail Tongco
10. People Dynamics, Inc.	:	Erin Singson
11. People Dynamics, Inc.	:	Donnavel Buloron
12. People Dynamics, Inc.	:	Cydney Kho
13. Clearvision Outsourcing Consultants	:	Rainelda Zulueta
14. Clearvision Outsourcing Consultants	:	Lorenzo Zulueta
15. Clearvision Outsourcing Consultants	:	Jo Vargas

## I. Call to Order

The PBAC Chairperson called the meeting to order at 01:30 PM.

## II. Agenda

Discussion	Recommendation/ Agreements
<p><b>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</b></p> <ul style="list-style-type: none"> <li>• The PBAC through its Secretariat presented the Part I of the Pre-Bidding conference, as follows: <ul style="list-style-type: none"> <li>➤ Technical Components</li> <li>➤ Financial Components</li> <li>➤ Sealing and Marking of Bidding Documents</li> <li>➤ Important Schedules</li> <li>➤ E-bid submission</li> <li>➤ General Rules</li> </ul> </li> <li>• Part II of the Pre-Bidding conference which is the Terms of Reference was presented by the end-user.</li> </ul> <p><b>B. Project Description and Technical Requirements</b></p> <ul style="list-style-type: none"> <li>• The procurement of consultancy services aims to contract the services of a competent service provider to establish implement and sustain the PCC Strategic Workforce Planning and Succession Management (SWPSM). One of the HR systems that PCC as a young organization needs to develop are the workforce and succession plans that will support the retention and advancement of its high-performing and high-potential</li> </ul>	<p>All queries and clarifications were duly answered. Thus, no need for the issuance of Bid Bulletin.</p>

employees, and prepare for the agency's future workforce needs

### **C. Approved Budget for the Contract (ABC)**

- The ABC for the project is Two Million Pesos (PhP2,000,000.00), inclusive of all applicable government taxes and service.

### **D. Date/ Time of Submission and Opening of Bids**

- Submission of Bids: 20 July 2021, 12:00NN
- Opening of Bids: 21 July 2021, 01:30PM

### **E. Questions and Answers**

- The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project:
  1. Ms. Zulueta of Clearvision queried if PCC has an updated strategic action plan or strategic roadmap for the organization that the consultants can use.
    - Ms. Bautista, of the end user, responded that the PCC has an overall strategic plan of the organization. It is available including the strategy map and governance score card down the line, these will be provided to the winning bidder as their bases for the organizational desk review
  2. Ms. Zulueta clarified if the PCC have a competency framework already.
    - Ms. Bautista confirmed that the PCC competency framework was approved recently, and they were able to conduct a competency assessment then came up with a three (3) year human development plan with the help of a consultant that can be used including individual competency assessment.
  3. Ms. Zulueta added if they can have a preview of the consultant and will respect if that is a confidential matter.
    - The PBAC Chairperson, responded that the bidders may check to the PCC Website for



the Notice of Award of the mentioned project.

4. Ms. Cruz of CHREs, asked if there's a list of critical positions that the end-user want to be assessed in order to determine the amount of time to be spent on the assessment.
  - Ms. Tavanlar, the end-user representative, answered that the identification of mission critical position is a part of the engagement. The consultant is the one to determine which are the critical position using the references that PCC will provide.
  - Ms. Bautista added that the mission critical position will be taken from the external perspective while PCC already structured the support and operations group wherein the operations group are the one who are working directly on the mandate of PCC.
5. Mr. Baltazar of Career Clinic clarified on the idea of a workforce plan as far as the end user is concern.
  - Ms. Tavanlar elaborated that the intention is to make sure that the winning bidder can meet the workforce needed by the PCC at present and in the future not just in number of the personnel but also on the competencies.
6. Ms. Tongco of People Dynamics, asked about a certain existing program that could springboard to fast track the pace of the project.
  - Ms. Bautista answered that there was no existing program in relation to succession planning as this is the first initiative seeking assistance and guidance from the consultant on this kind of project.
7. Ms. Cruz of CHREs asked if PCC will provide all the necessary documents and reading materials that the winning bidder might need as reference.
  - Ms. Bautista confirmed that PCC will provide documents needed by the consultants subject to non-disclosure agreement and within the range of the PCC's information security policy.
8. Ms. Cruz added if the end-user had any workforce planning activities in the past, or this is the first time just like the succession planning activity.



<ul style="list-style-type: none"> <li>➤ Ms. Bautista responded that in relation to workforce planning initiative, even on the onset of organization of PCC there were initiatives on organizational review which was based on own process and not 100% organizational manpower planning process. The end-user was not able to consider the kind of supply and demand in terms of number but on the mandate and emerging functions to be done.</li> <li>➤ Ms. Cruz added that the TOR is very well written and very clear.</li> </ul> <p>9. Ms. Tongco asked if it is possible to request for a copy of the competency framework so the bidders could visualize assessments to be used.</p> <ul style="list-style-type: none"> <li>➤ Ms. Bautista confirmed that they can provide the needed framework. The said document will be sent to the shortlisted bidders once finalized.</li> </ul> <ul style="list-style-type: none"> <li>• The PBAC Chairperson reiterated that the PCC is implementing a No Gift Policy and is not soliciting any amount for any purpose. Bidders should be aware of the scammers soliciting donations or gifts using PCC Officials' name.</li> <li>• Likewise, reminded all bidders to submit their bids on time. Late bids shall not be accepted</li> </ul>	
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### III. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 02:10PM.

Prepared by:



**MARK JAYSON FAJUTNAO**  
PBAC Secretariat

Approved by:



**JESON Q. DE LA TORRE**  
Chairperson, PBAC









# [Pre-Bidding Minutes] REI No. 2021-05-0066-Succession Program

Final Audit Report

2021-07-09

Created:	2021-07-09
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## "[Pre-Bidding Minutes] REI No. 2021-05-0066-Succession Program" History

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