

PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bidding Conference

“Engagement of Manpower Services Provider for the PLRP Projects”

Date: 09 October 2020; 1:30 PM

Teleconference thru Microsoft Teams

Present:

BAC Members

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|-----------------------|---|------------------------------|
| 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 | : | Benjamin E. Radoc |

BAC Secretariat

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

End-User

- | | | |
|---------------------|---|--------------------|
| 1. Economics Office | : | Jessmond A. Elvina |
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Bidders

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

The PBAC Chairperson called the meeting to order at 1:30 PM – Pre-Bid Conference for the **Engagement of Manpower Services Provider for the PLRP Projects** under **Invitation to Bid (IB) No. 2020-09-0115** in a teleconference thru MS Teams.

Discussion	Recommendations/ Agreements
<p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> • PBAC through its secretariat presented and discussed the Part I of the Pre-Bidding conference – Eligibility Documents (Technical and Financial Components). The proper sealing and marking of the Bidding documents and the procurement general rules and procedures were likewise discussed. • Part II of the Pre-Bidding conference – Terms of Reference was presented and discussed by the end-user (Economics Office). 	
<p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> • The Economics Office (EO), with the Office of the Executive Director (OED), annually implement the PCC Long-term Research Program (PLRP) to encourage staff, as well as researchers from other institutions to conduct studies and research that are relevant to the PCC’s mandate. All approved PLRP topics for 2020, including several approved topics from 2019, require the hiring of research assistants. Aside from the PLRP, the Economics Office requires the services of a research assistant in conducting Rapid Market Studies. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> • The ABC for this project is Two Million Five Hundred Sixty-Four Thousand Nine Hundred Fifty-Seven Pesos and 23/200 (Php 2,564,957.23). <p>D. Date/ Time of Posting, Submission and Opening</p> <ul style="list-style-type: none"> • Posting: 01 October 2020 • Submission: 21 October 2020, 12:00 NN • Opening of Bids: 21 October 2020, 01:30 PM 	

Discussion	Recommendation/ Agreements
<p>E. Question and Answer</p> <p>The representative from the LSERV Corporation raised the following concerns:</p> <ol style="list-style-type: none"> 1. The factor or total number of working/paid days per year as prescribed by the National Wages and Productivity Commission for those who do not work and are not considered paid on Saturdays and Sundays or rest day is 164. The divisor used in the Terms of Reference is 264. <p>The end user explained that the fixed number of 22 days per month was used in the computation. A supplemental bid bulletin will be issued to correct the error.</p> <ol style="list-style-type: none"> 2. The PhilHealth Contribution used in the Annex C and D of the Terms of Reference is higher than the prescribed rate for 2020. <p>The end user explained that the rate used was the rate for 2021. Nevertheless, a supplemental bid bulletin will be issued to reflect the current PhilHealth rates.</p>	<p>A supplemental bid bulletin will be issued to correct the following: 1) factor or number of working/paid days per year, and 2) rate of PhilHealth contribution.</p>

II. Adjournment:

There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 2:15 PM.

Prepared by the PBAC Secretariat:


JESON Q. DE LA TORRE
 Head, PBAC Secretariat

Approved by:


ATTY. JOSEPH MELVIN B. BASAS
 PBAC Chairperson