

**PCC BIDS AND AWARDS COMMITTEE (PBAC)
Minutes of Pre-Bid Conference**

Date: 28 August 2018

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

Present:

BAC Members

- 1. Chairperson : Atty. Joseph Melvin B. Basas
- 2. Regular Member : Allan Roy D. Mordeno
- 3. Provisional Member : Jeson Q. de la Torre

BAC Secretariat

- 1. Vice-Head : Ma. Celeste S. Dizon
- 2. Member : Melody O. Dizon
- 3. Member : Engr. Teejay Yoshiumi J. Sakuma
- 4. Member : Merry Lyn V. Bambao
- 5. Member : Mark Jayson R. Fajutnao

Technical Working Group

- 1. Head : Antonia Lynnelly Bautista
- 2. Member : July R. Suing

Bidders

- 1. DBP Service Corp – Roderick Tolentino
- 2. LBP Service Corp – Jun Canlas
- 3. LBP Service Corp – Raymond Padlan
- 4. Starcom - Marcelli A. Mansueto

I. Call to Order

The PBAC Chairperson called the meeting to order at 1:35 PM for the **Pre-bid Conference of Procurement of Manpower Service Provider for the Administrative Support and General Services Personnel under Invitation to Bid No. 201808-0149**, at the GSD Room of the above address.

II. Agenda

Discussion	Recommendations/ Agreements
<p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> • Prospective bidders affirmed that they are familiar with the public bidding procedures and requirements, thus, Atty. Basas, PBAC Chairperson, dispensed with the presentation of documentary requirements and proceeded with the clarification/ questions on the Terms of Reference. 	



Discussion	Recommendation/ Agreements
<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. • Atty. Basas discussed the project and its purpose and the duration of contract, which is September to December 2018. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> • PhP3,213,6438.42 	
<p>D. Date/ Time of Posting, Submission and Opening</p> <ul style="list-style-type: none"> • Posting: 21 August 2018 • Submission: 10 September 2018, 12:00 NN • Opening: 10 September 2018, 1:30 PM <p>E. Question and Answer</p> <ul style="list-style-type: none"> • Three (3) potential bidders were present during the pre-bid conference, DBPSC, LBPSC, and Starcom. • The following questions/ concerns were raised during the meeting: <ol style="list-style-type: none"> 1. Mr. Tolentino of DBPSC, asked if Column E of Annex B includes all the requirements per person basis. Atty. Basas confirmed that all requirements are included in the amount of rate per personnel per month, including admin fee of the service provider. 2. Mr. Canlas of LBPSC, verified if the amount of PhP39,602 will be the billing rate per month or the pay rate for each position. Atty. Basas confirmed that the amount mentioned will be the billing rate. 3. Also, Mr. Canlas raised the concern on what will be the basic pay. Atty. Basas verified from the end-user/ TWG if there is a schedule of pay. Ms. Bautista, head of the TWG, said that they can provide the basic pay per position. 4. Another concern was raised by Mr. Canlas, clarifying Item No. 13 of the Terms of Reference. According to Mr. de la Torre, provisional member, janitorial personnel will render service for 6 days per week which includes Saturday for the general cleaning. Messengers and drivers may also be required to work on Saturdays/ Sundays but will be considered as overtime service. 	

Discussion	Recommendation/ Agreements
<p>5. Mr. Canlas verified if other requirements under Section V of the TOR will be submitted during the bid opening. As per Mr. Suing, member of the TWG, it is not indicated that requirements under said section will be included in the bid submission and the intention is for contract implementation.</p>	<p>BAC will be issuing a bid bulletin to clarify the submission of requirements under Section V of the TOR during contract implementation.</p>
<p>6. Mr. Tolentino, clarified if Section IV. Item no. 2 of the TOR is required during bid submission. Mr. Suing affirmed that said requirement should be included in the bid submission.</p>	<p>BAC requires the following:</p> <ol style="list-style-type: none"> 1. submission of certificate of registration from DOLE, which shall be included in the submission of bids. 2. Post-qualification submission of certificate of good standing from DOLE. For inclusion in the bid bulletin.
<p>7. Mr. Tolentino asked what contract to be submitted in relation to the requirement of single largest completed contract. Atty. Basas, clarified that based on Section 12.1 (a)(ii) of the BDS, contract should be similar to the project, i.e. provision of manpower services. Atty. Basas, further clarified that as part of the post qualification, the contract submitted will be checked, if it contains janitorial and other services.</p>	
<p>8. Section III. A.1. requirement of the TOR was also raised by Mr. Tolentino.</p>	<p>BAC to amend Section III.A.1 of the TOR deleting the submission of notarized sworn statement. Said provision will be reworded as "Must ensure compliance with relevant issuances." For inclusion in bid bulletin.</p>
<p>9. Mr. Canlas verified if the contract duration (September to December 2018) is adjustable. According to Atty. Basas, there will be a proportionate reduction based on actual contract performed. He also further clarified that the requirement for the bidding is for four (4) months contract duration.</p>	

III. Adjournment:

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

Prepared by the PBAC Secretariat:

JESON Q. DE LA TORRE
Head, PBAC Secretariat

Approved by:


ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson