

1 Republic of the Philippines
2 Power Sector Assets and Liabilities Management Corporation
3 24th Floor Vertis North Corporate Center 1
4 Astra corner Lux Drives, North Avenue, Quezon City
5 Telephone No. (632) 248-4861
6 <https://www.psalms.gov.ph>
7

8 Minutes of Pre-Bid Conference
9 Procurement of Manpower Services for Bagac Property
10 (Project Reference No. 2019-PB-MSBP-043-01)
11

12 Present:

13 Bids and Awards Committee (BAC)

14 Ms. Amelita G. Zarate Vice-Chairperson
15 Mr. Rene A. Francisco Member
16 Mr. Gian Karlo F. Abella Member

17 Technical Working Group (TWG)

18 Mr. Donnie A. Diño Chairperson
19 Mr. Gerry Q. Rejano Member
20 Ms. Mary Lovejoy O. Guevarra Member
21 Ms. Risa D. Alcantara Member

22 BAC Secretariat

23 Mr. Rommel R. Oira Head
24 Ms. Maria Anna R. dela Cruz Member
25 Ms. Grace G. Evangelista Member
26 Ms. Mary Grace E. Catarin Member

27 Bidder

28 Ms. Dixie Calibara L Serv Corporation
29

30 The pre-bid conference for the Procurement of Manpower Services for Bagac
31 Property (the "Project"), held at the PSALM Conference Rooms A and B, 24th Floor
32 Vertis North Corporate Center 1, Astra corner Lux Drives, North Avenue, Quezon
33 City, was called to order at 10:32 AM on 27 August 2019, and was presided by the
34 BAC Vice-Chairperson, Ms. Amelita G. Zarate.
35

36 1. Business Matters:

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38 The BAC Vice-Chairperson asked the BAC Secretariat if there is a quorum
39 which the BAC Secretariat replied affirmatively.
40

41 The BAC Chairperson asked the BAC Secretariat if observers were invited which
42 the BAC Secretariat replied in the affirmative but stated that though invited, no
43 observers attended the pre-bid conference.
44

45 The BAC Vice-Chairperson introduced the members of the BAC and TWG and
46 welcomed the representative of one (1) interested bidder, namely L Serv
47 Corporation.
48

49 The BAC then proceeded with the pre-bid conference. The TWG presented and
50 discussed the Bidding Documents to the bidder.

51
52 The BAC reiterated that “no contact rule” is strictly implemented between
53 the members of the BAC, BAC Secretariat, TWG and the bidder.
54

55 **2. Presentation of the Bidding Document and/or Clarification from the Bidder**

- 56 ○ The TWG presented and discussed the Bidding Documents.
- 57
- 58 ○ Ms. Calibara informed the BAC that L Serv Corporation is the new name of LBP
59 Service Corporation. The change of name is to avoid confusion with the
60 Landbank of the Philippines. At present, only the Articles of Incorporation has
61 been changed with the Securities and Exchange Commission while the change
62 of name in other documents are on process. The Tax Clearance is still under
63 the name of LBP Service Corporation. The BAC inquired whether the said
64 document is still valid or not. Ms. Calibara replied that the said clearance is
65 valid.
66
- 67 ○ Ms. Calibara inquired whether there is a need for SSS Clearance since the said
68 document is being required during the post-qualification. The BAC instructed
69 the TWG to evaluate and recommend. If a Supplemental Bid Bulletin needs
70 to be issued, the BAC will provide copy to L Serv Corporation.
71
- 72 ○ Ms. Calibara inquired about the billing requirements if they issue a one-time
73 Bank Deposit Certificate. The BAC replied that the said document is required
74 by PSALM’s Controllership Department monthly to ensure that salaries to the
75 personnel are made regularly.
76
- 77 ○ Ms. Calibara noticed the computation of the Basic Salary in Form 1-A which
78 reflects 22 days as multiplier. Since private entities follow the regulation of
79 the Department of Labor and Employment, the multiplier should have been
80 21.75 days.
81
- 82 ○ The BAC reminded the Bidder that inquiries or questions can still be submitted
83 in writing until 01 September 2019.
84

85
86 **3. Adjournment:**

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88 There having no clarifications from the bidder and other matters to be discussed,
89 the pre-bid conference was adjourned by the BAC Vice-Chairperson at 11:22 PM.
90

Prepared by:

Approved by:


ROMMEL R. OIRA
BAC Secretariat Head


AMELITA G. ZARATE
BAC Vice-Chairperson