



47 **1. Business Matters:**

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49 The BAC Chairperson asked the BAC Secretariat if there is a quorum which  
50 the BAC Secretariat replied affirmatively.

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52 The BAC Chairperson asked the BAC Secretariat if observers were invited  
53 which the BAC Secretariat replied in the affirmative but stated that though  
54 invited, no observers attended the pre-bid conference.

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56 The BAC Chairperson introduced the members of the BAC and TWG and  
57 acknowledged the presence of the representatives of the Bidders.

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59 The BAC Chairperson asked if the Bidders have already participated in other  
60 government procurement activities and if it is familiar with the Bidding  
61 Documents. All the Bidders replied affirmatively.

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63 The BAC then proceeded with the pre-bid conference.

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65 **2. Presentation of the Bidding Document and Clarification from the Bidder**

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67 ○ The TWG presented and discussed the Bidding Documents.

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69 ○ The BAC inquired if any of the bidders have problem regarding Business  
70 Permit or if their respective business permits are updated.

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72 The Bidders replied that their business permits are updated.

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74 ○ Ms. Calibara of LSERV clarified whether PSALM used the updated rate for  
75 the computation of SSS and PhilHealth deductions.

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77 The BAC replied that in the computation of the ABC, PSALM have already  
78 included the adjustment in the SSS premium, PhilHealth and Pag-IBIG.

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80 ○ Ms. Calibara clarified if the 12% VAT in PSALM Form FIN-01A was charged on  
81 items B & C only and excluded item A.

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83 The BAC replied that based on the DOLE Circular, manpower is considered as  
84 salaries, thus not subject to VAT.

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86 ○ Ms. Calibara further explained that the DOLE Circular is applicable to the  
87 Security Services. Additionally, she mentioned BIR Circular that manpower  
88 salaries are also subjected to VAT.

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90 The BAC replied that PSALM will look into the BIR Circular and will evaluate  
91 and recompute the ABC, if necessary. The BAC further requested Ms.  
92 Calibara to provide the BIR Circular.

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94 The BAC instructed the TWG to look on the BIR Circular and DOLE Circular  
95 with regard to the treatment of VAT for the Janitorial Services.

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Moreover, the BAC provided the contact number and e-mail address of the BAC Secretariat for queries and clarifications.

**3. Adjournment:**

There having no further clarifications from the Bidder and other matters to be discussed, the pre-bid conference was adjourned at 11:10AM.

Prepared by:



**GRACE G. EVANGELISTA**  
BAC Secretariat

Noted by:



**ROMMEL R. OIRA**  
BAC Secretariat Head

Approved by:



**MARIA ILYN G. ALBITO**  
BAC Chairperson

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