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2 Power Sector Assets and Liabilities Management Corporation
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7

8 **Minutes of Pre-bid Conference**
9 **Procurement of Manpower Services for Bagac Property**
10 **(Project Reference No. 2020-PB-MSBP-043-01)**

11 Present:

12 **Bids and Awards Committee (BAC)**

13 Atty. Maria Ilyn G. Albito Chairperson
14 Mr. Abner B. Tolentino Vice Chairperson
15 Atty. Lorenzo Jared J. Briones Member
16 Ms. Rowena M. Tolentino Member
17 Mr. Ronald V. Siquioco Member

18 **Technical Working Group (TWG)**

19 Mr. Rommel R. Oira Head-TWG
20 Ms. Mary Lovejoy O. Guevarra Member
21 Ms. Risa D. Alcantara Member

22 **BAC Secretariat**

23 Mr. Leonard E. Marquez Head
24 Ms. Maria Anna R. Dela Cruz Member
25 Mr. Caesar R. Antonio Member
26 Ms. Mary Grace E. Catarin Member
27 Ms. Annaliza C. Lopez-Cruz Member

28 **Bidder**

29 Ms. Dexie Calibara LSERV Corporation
30 Mr. John Frederick Dacanay LSERV Corporation

31 **Observers**

32 Ms. Glenda Leah A. Caringal OPCEO Representative
33 Mr. Christian C. Sayson IT Representative
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35 The pre-bid conference for the Procurement of Manpower Services for Bagac
36 Property (the "Project"), held via ZOOM Cloud Meetings APP, was called to order
37 at 10:06 AM on 28 August 2020, and was presided by the BAC Chairperson, Atty.
38 Maria Ilyn G. Albito.

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40 **1. Business Matters:**
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42 The BAC Chairperson acknowledged the presence of the representatives from
43 the prospective bidder LSERV Corporation, Mr. John Frederick Dacanay and Ms.
44 Dexie Calibara, and afterwards introduced the members of the BAC, TWG and BAC
45 Secretariat.

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47 The BAC Chairperson asked the BAC Secretariat if there is quorum, to which the
48 BAC Secretariat replied in the affirmative.
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50 The BAC Chairperson asked the BAC Secretariat if observers were invited. The
51 BAC Secretariat replied that invitations to observe the proceedings and the Zoom
52 meeting details were sent to the Commission on Audit and other observers from
53 the private sector and non-government organization but only representatives from
54 the PSALM OPCEO and IT attended the proceedings.

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

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

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60 ○ The TWG presented and discussed the Bidding Documents.

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62 ○ Ms. Calibara stated that LSERV Corporation's tax clearance will expire on 09
63 September 2020. She then asked if they may submit the stamp-received
64 request for renewal from BIR since the bidding is scheduled on 10
65 September 2020.

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67 The BAC responded that due to the community quarantine and some of
68 government agencies are on skeleton workforce, in cases of recently expired
69 tax clearance, the bidder must submit a copy of the expired tax clearance
70 certificate together with the proof that the bidder has applied for renewal,
71 e.g., letter requesting for renewal/Official Receipt (OR). Provided that the
72 renewed tax clearance certificate shall be submitted as a post-qualification
73 requirement.

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75 ○ Ms. Calibara noticed the current position of Administrative/Records
76 Assistant was replaced by a Supervisor and asked if these were the same.

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78 The TWG responded that the Administrative/Records Assistant was renamed
79 to Supervisor because the level was upgraded and he/she is doing some
80 supervisory functions. This was also to avoid any issue on the "title" as
81 administrative but doing "supervisory" functions.

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83 ○ Ms. Calibara inquired regarding the position level of carpenter/mason since
84 it is currently at level C.

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86 The TWG replied that the last person that was upgraded was the position of
87 the plumber, and it was deemed necessary to upgrade also the level of
88 carpenter/mason from Level C to Level B.

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90 ○ Ms. Calibara stated that 08 December 2020 was declared as a special
91 holiday.

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93 The BAC Chairperson instructed the TWG to verify and check how it would
94 affect the computation of the bid price. Thereafter a Supplementary Bid
95 Bulletin (SBB) shall be issued, as follows:

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97 ✓ The special holidays will be four (4) instead of three (3); thus, the
98 ordinary working days will be reduced to 245 instead of 246. Item

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6.5, A. GENERAL PROVISIONS, Section VII. Technical Specifications of the Bidding Documents shall be amended, to wit:

245.00 days	=	ordinary working days / year
12.00 days	=	12 regular holidays
4.00 days	=	4 special holidays
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261.00 days	=	Total equivalent number of days per year (Multiplier), five (5) regular days Per week, Mondays to Fridays

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✓ The computation of the Basic Salary as provided in Form No. FIN-01A of Section VIII. Bidding Forms shall also be amended, to wit:

Basic Salary (BS) = (Daily Wage (DW) x (261/12))

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- Ms. Calibara requested that the Bank Deposit Certificate as billing attachment be removed.

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The TWG responded that it is a general requirement by PSALM's Controllership Department but they will still ask the billing section if they can accept other documents or any equivalent or alternative document.

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- On closing, the BAC Chairperson reminded the prospective bidder to review Annex A of the Bidding Documents on the procedure for online submission of bids to avoid disqualification. Prospective bidders are also reminded that they may send their further questions/clarifications to the BAC Secretariat until 01 September 2020.

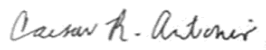
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3. Adjournment:

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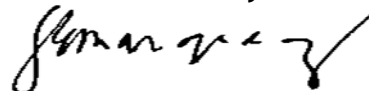
There having no further clarifications from the Bidder and other matters to be discussed, the pre-bid conference was adjourned at 11:17 AM.

Prepared by:



CAESAR R. ANTONIO
BAC Secretariat Member

Reviewed by:



LEONARD E. MARQUEZ
BAC Secretariat Head

Approved by:



MARIA ILYN G. ALBITO
BAC Chairperson

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