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2 **Republic of the Philippines**
3 **Power Sector Assets and Liabilities Management Corporation**
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7 <https://www.psalm.gov.ph>

8 **Minutes of Pre-bid Conference**

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10 **Procurement of Manpower Services for Bagac Property**
11 **(Project Reference No. 2020-PB-MSBP-043-02)**

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13 Present:

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

15 Atty. Maria Ilyn G. Albito Chairperson
16 Mr. Abner B. Tolentino Vice Chairperson
17 Ms. Madelyn Esperanza N. Solito Member
18 Ms. Rowena M. Tolentino Member
19 Mr. Ronald V. Siquioco Member

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21 **Technical Working Group (TWG)**

22 Mr. Rommel R. Oira Head-TWG
23 Atty. Graciela Mona L. Gutierrez Member
24 Ms. Mary Lovejoy O. Guevarra Member

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26 **BAC Secretariat**

27 Mr. Leonard E. Marquez Head
28 Ms. Maria Anna R. Dela Cruz Member
29 Mr. Caesar R. Antonio Member
30 Ms. Mary Grace E. Catarin Member
31 Ms. Annaliza C. Lopez-Cruz Member
32 Ms. Aya N. Jacildo Member

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34 **Bidder**

35 Ms. Dexie Calibara LSERV Corporation (LSERV)
36 Mr. John Frederick Dacanay LSERV Corporation (LSERV)
37 Ms. Michelle G. Aquino Servicio Filipino, Inc. (SFI)
38 Mr. Eugene David Servicio Filipino, Inc. (SFI)
39 Ms. Jobelle Pullido Omniworx, Inc. (Omniworx)

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41 **Observers**

42 Atty. Glenda Leah A. Caringal OPCEO Representative
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45 The pre-bid conference for the Procurement of Manpower Services for Bagac
46 Property (the "Project"), held via ZOOM Cloud Meetings APP, was called to order
47 at 10:20 AM on 14 December 2020, and was presided by the BAC Chairperson, Atty.
48 Maria Ilyn G. Albito.
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50 **1. Business Matters:**

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52 The BAC Chairperson acknowledged the presence of the representatives from
53 the prospective bidders and afterwards introduced the members of the BAC, TWG
54 and BAC Secretariat.

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56 The BAC Chairperson asked the BAC Secretariat if there is quorum, to which the
57 BAC Secretariat replied in the affirmative.

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59 The BAC Chairperson asked the BAC Secretariat if observers were invited. The
60 BAC Secretariat replied that invitations to observe the proceedings and the Zoom
61 meeting details were sent to the Commission on Audit and other observers from
62 the private sector and non-government organization but only representatives from
63 the PSALM OPCEO attended the proceedings.

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

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67 **2. Presentation of the Bidding Document and Clarification from the Bidders**

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69 ○ The TWG presented and discussed the Bidding Documents.

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71 ○ Ms. Aquino of SFI inquired whether the increase in government
72 contributions, i.e., SSS, PhilHealth, in 2021 was considered in determining
73 the Approved Budget for the Contract (ABC).

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75 The TWG responded that the ABC is enough to cover the increase in
76 government contributions.

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78 ○ Mr. David of SFI inquired whether the supplies to be used by the manpower
79 personnel are included in the ABC as well or whether it is to be provided by
80 the agency.

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82 The TWG responded that the supplies will be provided by PSALM and those
83 are available in the facility.

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85 ○ Mr. David of SFI inquired whether swab test will be required in the
86 deployment of personnel.

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88 The TWG replied that it will depend on the travel regulations/restrictions
89 imposed by the Bataan province. If the personnel will be coming from NCR
90 or other provinces, it might be required.

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92 ○ Ms. Calibara of LSERV inquired how the bids will be evaluated.

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94 The TWG responded that the bid will be evaluated to determine the Lowest
95 Calculated Bid and the position classification/level of the personnel and
96 how the rates are to be computed are indicated in the Bidding Documents.

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98 The TWG emphasized that the bidders must provide the minimum wage and
it is compliant with labor laws.

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- Mr. David of SFI inquired whether the DOLE prescribed minimum administrative fee will be followed.

The BAC responded that GPPB issued several resolutions, circulars and non-policy opinions that it will be violation of Republic Act No. 9184 and its IRR that there should be no lower limit or floor price in biddings.

- On closing, the BAC Chairperson reminded the prospective bidders to review Annex A of the Bidding Documents on the procedure for electronic/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 21 December 2020.

3. Adjournment:

There having no further clarifications from the Bidder and no other matters to be discussed, the pre-bid conference was adjourned at 11:40 AM.

Prepared by:


MARIA ANNA R. DELA CRUZ
BAC Secretariat Member

Reviewed by:


LEONARD E. MARQUEZ
BAC Secretariat Head

Approved by:


MARIA ILYN G. ALBITO
BAC Chairperson

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