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3 **Power Sector Assets and Liabilities Management Corporation**
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9 **Minutes of Pre-Bid Conference**

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11 **Procurement of Consultancy Services for the Integration/Implementation of**
12 **Competency-Based Human Resource System (CBHRS)**
13 **(Project Reference No. 2021-PB-CS-CBHRS-018-01)**
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15
16 **Present:**

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

18 Mr. Glenn B. Santos	Chairperson
19 Atty. Glenda Leah A. Caringal	Vice-Chairperson
20 Atty. Frederick R. Tamayo	Member
21 Mr. Ronald V. Siquioco	Member

22 **Technical Working Group (TWG)**

23 Ms. Kathrine Ann L. Poso	Chaiperson
24 Mr. Abraham C. Linco	Member
25 Atty. Emil S. Cuyugan	Member
26 Mr. Gian Karlo F. Abella	Member

27 **BAC Secretariat**

28 Mr. Rommel R. Oira	Head
29 Ms. Maria Anna R. dela Cruz	Member
30 Mr. Caesar R. Antonio	Member
31 Ms. Annaliza C. Lopez-Cruz	Member
32 Ms. Mary Grace E. Catarin	Member
33 Ms. Aya N. Jacildo	Member

34 **Bidders**

35 Ms. Elvie Tarrobal	Career Clinic & Enterprise Solutions, Inc. ("Career Clinic")
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37 Ms. Susan Concepcion	Career Clinic
38 Ms. Corazon Tecson	Career Clinic
39 Mr. Cesar Baltazar	Career Clinic
40 Mr. Karl Labrador	SGV & Co. ("SGV")
41 Ms. Rainelda Zulueta	Clearvision Outsourcing Consultants ("Clearvision")
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43 Mr. Joshua Vargas	Clearvision
44 Ms. Leonora Capili	People Dynamics, Inc. ("People Dynamics")
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46 Ms. Victoria Estacio	People Dynamics
47 Ms. Abegail Tongco	People Dynamics
48 Ms. Zinna Ursula Bondoc	Huris Resource Innovations, and Solutions, Inc. ("Huris")
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50 Ms. Laisha Lao	Huris
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52	

53 The pre-bid conference for the above project, held via ZOOM Cloud Meetings
54 APP, was called to order at 10:07 AM on 15 June 2021, and was presided by the BAC
55 Chairperson, Mr. Glenn B. Santos.

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58 **1. Business Matters:**

59
60 The BAC Chairperson welcomed the presence of the representatives of the
61 Bidders and afterwards introduced the members of the BAC, TWG and BAC
62 Secretariat.

63
64 The BAC Chairperson asked the BAC Secretariat if there is a quorum, to which
65 the BAC Secretariat replied in the affirmative.

66
67 The BAC Chairperson asked the BAC Secretariat if observers were invited.
68 The BAC Secretariat replied that invitations to observe the proceedings and the
69 Zoom meeting details were sent to the Commission on Audit and other observers
70 from the private sector and non-government organization, but no representative
71 attended the proceedings.

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

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

- 77
78 ○ The TWG presented and discussed the Bidding Documents.
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80 ○ Ms. Rainelda Zulueta of Clearvision inquired what is the basis of the bidding
81 fee of PHP10,000.00 since it is a higher rate compared to other bidding fee
82 considering the ABC falls on the range of PHP1M to PHP5M only.

83
84 The TWG, upon checking with the issuance of GPPB, informed the Bidders
85 that indeed the bidding/applicable fee should be PHP5,000.00 only. The
86 TWG informed the Bidders that it will issue a Supplemental Bid Bulletin
87 (SBB) to correct the bidding/applicable fee from PHP10,000.00 to
88 PHP5,000.00.

- 89
90 ○ Mr. Cesar Baltazar of Career Clinic inquired how different is the new
91 structure in 2020 from the old structure based on competency in general
92 notation?

93
94 The TWG replied that it is basically the same. PSALM just merged some
95 divisions, added some positions, from 226 to 260 positions, and added
96 administrative positions.

- 97
98 ○ Mr. Baltazar also inquired on the present extent of the current competency
99 framework or program and whether the behavioral indicators are included.

100
101 The TWG informed Mr. Baltazar that at present, PSALM is implementing
102 competency framework which is included in this project. The goal is to
103 further improve, develop and enhance PSALM's Competency Model. In

104 addition, the TWG informed the Bidders that the total percentage of
105 employees who have met their required competencies was at 95.65%, in
106 accordance with the latest 2020 CBHRF Report.

107
108 ○ As a follow-up question, Ms. Zulueta inquired on how the restructuring of
109 PSALM was accomplished and has PSALM sought help from external
110 consultants to go about the requirement of the reorganization?

111
112 The TWG replied in the affirmative that they engaged a third-party
113 consultant.

114
115 ○ Ms. Zulueta inquired for the name of the third-party consultant.

116
117 The TWG informed Ms. Zulueta that it was also a government institution,
118 the Development Academy of the Philippines (DAP).

119
120 ○ Ms. Zulueta further inquired about the existing competency framework of
121 PSALM, on how was it developed. Whether it was developed in-house or
122 external or outside consultant as well.

123
124 The TWG replied that the CBHRF formulation was conducted in-house in
125 2017. PSALM had a Technical Working Group (TWG) created for this
126 project and the TWG formulated this framework of competency.

127
128 ○ Ms. Zulueta made a follow-up question whether the TWG is an in-house
129 Human Resource Management Office of PSALM or from multi-functional units
130 within the organization.

131
132 The TWG corrected its earlier statement and informed the Bidders that
133 PSALM sought help from a consultant for the enhancement of knowledge
134 regarding CBHRF. From that learnings, PSALM was able to develop the
135 framework and also through the guidance of DAP and Civil Service
136 Commission (CSC) as well.

137
138 ○ Ms. Zulueta further inquired for the identity of the consultant that helped
139 PSALM in developing its competency framework aside from DAP or CSC, like
140 private sector external consultant.

141
142 The TWG replied in the negative and informed the Bidders that only DAP
143 and Civil Service Institute of CSC are the only consultants of PSALM which
144 are not private entities.

145
146 ○ Ms. Zulueta inquired from the TWG if that is first time PSALM will outsource
147 the enhancement of its framework to the private sector.

148
149 The TWG replied in the affirmative but informed the Bidders that it was
150 opened to both private and public sectors. However, only the private
151 sector joined the pre-bid conference.

152
153 ○ Ms. Elvie Tarrobal of Career Clinic requested through the chat box for the
154 copies of the Competency Framework, current TO, total number of positions

155 including unique or filled or unfilled positions and the current total
156 workforce.

157

158 The TWG responded that they will discuss the request internally on what
159 documents or information to be provided to all interested Bidders and will
160 issue an appropriate SBB.

161

162 ○ Ms. Tarrobal would like to clarify if the project is only for the formulation of
163 assessment tools/processes/methodologies to be used and the consultant is
164 given about a month to formulate these assessments. The administration and
165 whatever follows after an assessment is not included.

166

167 The TWG replied in the affirmative that the project only involves the
168 formulation and not the administration. This project is for the
169 enhancement of the system.

170

171 ○ Ms. Victoria Estacio of People Dynamics would like to confirm through the
172 chat box, if the deadline for submission of bids is on 29 June 2021 or 20 June
173 2021.

174

175 The TWG informed Ms. Estacio as well as the other Bidders that the
176 deadline for submission is on 29 June 2021 at 10:00 AM.

177

178 ○ Ms. Abegail Tongco of People Dynamics asked confirmation through the chat
179 box, if the 260 positions are the number of unique positions or job
180 descriptions.

181

182 The TWG inquired from Ms. Tongco what does unique position means.

183

184 Ms. Tongco replied that unique positions would be those positions who has
185 different job scopes because it will help the consultant to know how much
186 work is needed for the review of the competency framework.

187

188 The TWG informed the Bidders that they will include the details in the SBB
189 to be issued.

190

191 ○ Ms. Corazon Tecson of Career Clinic that based on the explanation or the
192 details of the scope of work, it mentioned the Competency Model Writing
193 including Competency Matrix, Position Profiles, and Competency-Based Job
194 Description or CBJD. Does this mean that the consultant is going to write
195 the CBJD also or just the matrix and position profiles?

196

197 The TWG replied in the affirmative that the CBJD is also included in the
198 task. However, since PSALM has already established its standard Job
199 Description per each position, only the identification of competency title
200 as well as the categorization of its level will be necessary.

201

202 ○ Ms. Tecson further inquired if it applies to all 260 positions.

203

204 The TWG also replied in the affirmative. The TWG informed the Bidders
205 that for the CBJD, PSALM has an existing job description per position. The

206 task for the CBJD is to identify what are the sets of competencies that can
207 be included in the position description form.

208
209 ○ Ms. Tecson inquired if it is updated.

210
211 The TWG replied in the affirmative. However, they informed the Bidders
212 that it only lacks what are the sets of job competencies for the revised
213 job description for the new TO.

214
215 ○ Ms. Tecson clarified that it is only for the identification of the level of
216 competency per position.

217
218 The TWG replied in the affirmative.

219
220 ○ Mr. Karl Labrador of SGV inquired what is the reason or what actually
221 prevented PSALM from implementing the previous competency framework
222 considering that PSALM already has the assessment, the framework and what
223 are challenges that PSALM encountered.

224
225 The TWG replied that the challenges that PSALM encountered in the
226 previous TO was that the assessment that was used are only for those
227 employees included in the previous TO. However, when the new TO was
228 approved, we cannot give them a new assessment because we have no
229 basis to determine the appropriate competencies for the new positions.

230
231 ○ As follow-up question, Mr. Labrador inquired if the rules still exist.

232
233 The TWG replied in the affirmative.

234
235 ○ As a final question, Mr. Labrador asked if the two teams that were merged
236 as well as the background as to why the reorganization was initiated.

237
238 The TWG informed Mr. Labrador that it was not only two teams. It consists
239 of Functional Groups and merge the functions that are deemed
240 interrelated. The reorganization was initiated because PSALM's Table of
241 Organization is no longer responsive to the current trends with the
242 additional functions that were given to the Corporation.

243
244 ○ Ms. Bondoc inquired through the chat box if the Bidders are still allowed to
245 contact the BAC after the conference for additional questions and until
246 when.

247
248 The TWG replied in the affirmative. Based on the 2016 Revised IRR, a
249 Supplemental Bid Bulletin shall be issued for the amended of provisions in
250 the Bidding Documents. It is also stated in the Bidding Documents that
251 Shortlisted consultants may request for clarification(s) on and/or an
252 interpretation of any part of the Bidding Documents. Such a request must
253 be in writing and submitted to the Procuring Entity at the address
254 indicated in the Bidding Documents at least ten (10) calendar days before
255 the deadline set for the submission and receipt of bids. This is until 19
256 June 2021.

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- Ms. Tarrobal inquired if the minutes of the discussion will also be sent to the Bidders for reference before 19 June 2021.

The TWG replied in the affirmative and informed the Bidders that the BAC Secretariat will provide the minutes of the meeting.

- Ms. Bondoc clarified if the technical and financial documents will be sent online.

The TWG replied in the affirmative. The TWG also refer the Bidders to Annex E of the published Bidding Documents for the guidelines on online submission.

- Ms. Bondoc further inquired if the project will be awarded to them, the workshops, meetings, interviews will all be done online.

The TWG replied in the affirmative.

- Ms. Susan Concepcion from Career Clinic requested for a copy or a sample of the present competency-based job description.

The TWG informed Ms. Concepcion that as of present, one CBHRF that is being used by PSALM has no input on the competency-based and that is the target for this project.

- Ms. Concepcion clarified that PSALM is not yet implementing the form that was recommended by the Civil Service Commission for the job description and that PSALM is only using the position description form.

The TWG replied in the affirmative. It is not yet integrated to the recruitment, selection and placement; hence, it is indicated to the form that it is not yet applicable for the competency.

- Ms. Tecson clarified if the 260 positions are incumbent or unique positions or if they are all different positions.

The TWG replied that the 260 is the total staffing pattern.

- Ms. Tecson also clarified if the number are incumbent or plantilla positions.

The TWG replied that currently not all positions are filled-up.

- Ms. Tecson further clarified that it could be less than 260 but some positions are duplicated.

The TWG replied in the affirmative.

The BAC Chairperson then asked each representative of the Bidders for any additional questions or clarification, to which all responded none.

308 Moreover, the BAC informed the Bidders that in case they may have additional
309 inquiries and clarifications, they can send them through the official e-mail address
310 of the BAC Secretariat as indicted in the Bidding Documents seven (7) days prior to
311 Bid Opening date.

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314 **3. Adjournment:**

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316 Thereafter, having no other matters to be discussed, the pre-bid conference was
317 adjourned at 11:00 AM.

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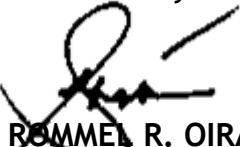
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