



53 The pre-bid conference for the above project, held via ZOOM Cloud Meetings  
54 APP, was called to order at 02:02 PM on 12 October 2021, and was presided by the BAC  
55 Chairperson, Mr. Glenn B. Santos.

56  
57 **1. Business Matters:**

58  
59 The BAC Chairperson asked the BAC Secretariat if there is a quorum which the  
60 BAC Secretariat replied affirmatively.

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62 The BAC Chairperson instructed the BAC Secretariat to do a roll call of the  
63 members of the BAC, BAC Secretariat, TWG and representatives of the Bidders  
64 present in the pre-bid conference.

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

69  
70 The BAC then proceeded with the pre-bid conference.

71  
72 **2. Presentation of the Bidding Document and Clarification from the Bidder**

- 73  
74 ○ The TWG presented and discussed the Bidding Documents.  
75  
76 ○ Ms. Calibara of LSERV clarified whether 3% or 3.5% was the rate used in the  
77 computation for Philhealth contribution.

78  
79 The TWG replied that 3% was used, which Ms. Calibara acknowledged.

- 80  
81 ○ Ms. Calibara also clarified if the additional allowance of Supervisor amounting  
82 to PHP1,400 should be indicated in the schedule of bid price.

83  
84 The TWG replied in the affirmative and emphasized that the exact amount is  
85 already specific now for round two (2).

- 86  
87 ○ Ms. Rabe of Omniworx, Inc. asked if there is also a base for the Admin Fee.

88  
89 The TWG replied that there is no specific rate for the Admin Fee.

- 90  
91 ○ Ms. Rabe clarified if they also need to submit the documentary attachment to  
92 the On-Going Projects and SLCC forms during the bid opening.

93  
94 The TWG replied that they may include it in the submission for the bid opening,  
95 but it is not required.

96  
97 Ms. Rabe further clarified if the said attachments are only required to be  
98 submitted during the post-qualification.

99  
100 The TWG replied in the affirmative, which Ms. Rabe acknowledged.

- 101  
102 ○ Ms. Calibara inquired if they need to submit one (1) physical and 1 electronic bid  
103 docs.

104

105 Atty. Caringal of the BAC replied that only electronic copy will be submitted  
106 during the bid opening, which Ms. Calibara acknowledged.

107  
108 ○ Ms. Calibara inquired that in case they already saved their bids on the link  
109 provided by PSALM but they want to modify the bid submission, will it still  
110 undergo the same process indicated in Annex A, Online Submission.

111  
112 The BAC Secretariat replied that they don't need to undergo the same process,  
113 since they already have the access on the folder of their bid submission, they  
114 can modify the content of the folder anytime but not later than the bid  
115 submission deadline.

116  
117 Ms. Calibara acknowledged the BAC Secretariat's reply.

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119 ○ Ms. Calibara then clarified if they need to create/provide 2 passwords, 1 for the  
120 compressed file and another 1 for the bid folder.

121  
122 The BAC Secretariat replied in the affirmative.

123  
124 Ms. Calibara further clarified if it needs to be 2 different passwords.

125  
126 The BAC Secretariat replied that the bid submission should be password  
127 protected regardless if the passwords are similar or not, which Ms. Calibara  
128 acknowledged.

129  
130 ○ Ms. Calibara inquired if there is a limit in the file size that can be uploaded in  
131 the folder as their bid submission.

132  
133 The BAC Secretariat replied there is no limit but saving large file may cause  
134 difficulty in uploading. Thus, the BAC Secretariat advised Ms. Calibara to double-  
135 check saved documents to confirm that the large file was successfully uploaded,  
136 which was noted by Ms. Calibara.

137  
138 ○ Ms. Bravo of Excellent General Services, Inc. inquired if the PHP1,400.00  
139 allowance for the supervisor is fixed amount.

140  
141 The TWG replied that it is fixed as stipulated in Item No. 2, Schedule of  
142 Requirements of the Bidding Documents, which Ms. Bravo acknowledged.

143  
144 ○ Ms. Rabe inquired if they will be allowed to use less than 10% base in the  
145 computation of Admin Fee since there is no standard rate set by PSALM.

146  
147 The TWG replied there is no standard Admin Fee, whoever has the Lowest  
148 Calculated and Rated Bid will be declared as the winning bidder.

149  
150 Ms. Rabe then clarified if PSALM is following the GPPB ruling on the Admin Fee.

151  
152 The TWG replied that PSALM is following the GPPB ruling that there is no ceiling  
153 or floor price in the Admin Fee. However, the service provider will abide the  
154 DOLE rules, which Ms. Rabe acknowledged.

155

156 ○ Ms. Calibara inquired if the additional PHP1,400.00 allowance was considered in  
157 the computation of the ABC for the project, since there was no change in the  
158 ABC amount from round 1 but said allowance was added in the requirements for  
159 round 2.

160  
161 The TWG replied that the additional allowance was considered and since it's a  
162 minimal additional amount and that the current ABC, which is the same ABC for  
163 round 1, can still cover.

164  
165 ○ Mr. David of SFI inquired in case the contract will be awarded to a new service  
166 provider, will PSALM require RT-PCR test of the personnel to be deployed to  
167 PSALM.

168  
169 The TWG replied that the Service Provide is the one who will require such test.

170  
171 Mr. David further clarified that it means PSALM is not requiring the RT-PCR only  
172 a medical record.

173  
174 The TWG replied it is in the discretion of the Service Provider since it is their  
175 responsibility to screen candidate prior recommending it to PSALM as suitable  
176 personnel to be hired.

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178 Mr. David acknowledged TWG's response.

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

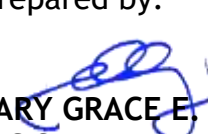
182  
183 Moreover, the BAC Secretariat informed the Bidders that in case they may have  
184 additional inquiries and clarifications, they can send them, at least ten (10) days prior  
185 to bid opening, through the official e-mail address of the BAC Secretariat as indicted  
186 in the Bidding Documents.

187  
188 **3. Adjournment:**

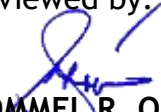
189  
190 Thereafter, having no further clarifications from the Bidders and no other matters  
191 to be discussed, the pre-bid conference was adjourned at 03:20 PM.

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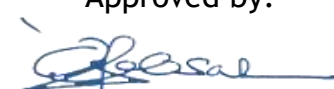
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