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Minutes of Pre-Bid Conference

Procurement of Manpower Services for Bagac Property for CY 2022
(Project Reference No. 2022-PB-MSBP-003-01)

Present:

Bids and Awards Committee (BAC)

Atty. Glenda Leah A. Caringal	Vice Chairperson
Atty. Frederick R. Tamayo	Member
Mr. Ronald V. Siquioco	Member

Technical Working Group (TWG)

Mr. Ramon A. Velasquez, Jr.	Chairperson
Mr. Lorenzo N. Deona	Member
Mr. Julio Jerome C. Cosico	Member
Atty. Emil S. Cuyugan	Member

BAC Secretariat

Ms. Maria Anna R. dela Cruz	Member
Ms. Mary Grace E. Catarin	Member
Ms. Annaliza C. Lopez-Cruz	Member
Ms. Aya N. Jacildo	Member

Bidders

Mr. John Frederick Dacanay	LSERV Corporation
Ms. Dexie Calibara	LSERV Corporation
Mr. Richard Bartolay	Omnivorx, Inc.
Ms. Milagros C. Hilario	Everbest Manpower General Services Inc.

The pre-bid conference for the above project, held via ZOOM Cloud Meetings APP, was called to order at 9:05 AM on 03 February 2022, and was presided by the BAC Vice-Chairperson, Atty. Glenda Leah A. Caringal.

1. Business Matters:

The BAC Secretariat informed the BAC Vice-Chairperson that the BAC has a quorum.

The BAC Secretariat informed the BAC that observers were invited but stated that though invited, no observers attended the pre-bid conference.

The BAC Vice-Chairperson acknowledged the presence of the members of the BAC, TWG and representatives of the Bidders.

The BAC then proceeded with the pre-bid conference.

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2. Presentation of the Bidding Documents and Clarifications from the Bidders

- The TWG presented and discussed the Bidding Documents.
- The following are the questions/clarifications from the bidders and the responses of the TWG:

Bidder's Representative	Question/Clarification	TWG's Response
<p>Ms. Dexie Calibara (LSERV Corporation)</p>	<p>1. Discrepancy between the number of working days indicated in the Technical Specifications and the Detailed Bid Price Schedule</p> <p>2. May we know the percentage of PhilHealth premium to be used for this bidding.</p>	<p>1. The TWG suggested to the BAC that it will prepare a Supplemental Bid Bulletin to correct the number of working days indicated in the Detailed Bid Form</p> <p>2. The TWG used the current percentage of PhilHealth Premium which is 3% of the Basic Salary in estimating the ABC for this procurement.</p>
<p>Mr. Richard Bartolay (Omniworx, Inc.)</p>	<p>1. What is the standard rate for the positions required?</p> <p>2. Is 10% admin fee applicable?</p>	<p>1. The rate for each personnel varies depending on their qualifications and the indicated levels based on the wage orders.</p> <p>2. 10% Admin fee will only be applicable during the implementation process of the Project. However, as of the moment, since the Project is undergoing procurement process, the GPPB's rule is being used, in which it can be below 10%.</p>

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61 The BAC Vice-Chairperson instructed the TWG to draft a Supplemental Bid Bulletin
62 to correct the Number of Working Days per month.

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

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67 Moreover, the BAC Secretariat informed the Bidders that in case they may have
68 additional inquiries and clarifications, they can send them, at least ten (10) days prior
69 to bid opening, through the official e-mail address of the BAC Secretariat as indicated in
70 the Bidding Documents.

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73 **3. Adjournment:**

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75 Thereafter, having no further clarifications from the bidders and no other matters to
76 be discussed, the pre-bid conference was adjourned at 10:38 AM.

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Prepared by:



ANNALIZA C. LOPEZ-CRUZ
BAC Secretariat Member

Approved by:



GLENDALYNN A. CARINGAL
BAC Vice-Chairperson

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