



PRIVATIZATION AND MANAGEMENT OFFICE
 104 Gamboa Street, Legaspi Village, Makati City

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING

Pre-bid Conference

**Early Procurement for the Provision of Outsourced Personnel for CY2022
 (PMO-01-2022)**

November 2, 2021 at 10:00 AM

ATTENDANCE:

Present:

Cesar Luis M. Pargas (CLMP)	BAC Chairperson
Conchita Q. Sagun (CQS)	BAC Vice-Chairperson
Ma. Lirio A. Zabala (MLAZ)	Member
Martha Jenny S.T. Tong (MJST)	Member
Rey Diaron (RD)	Technical Working Group
Atty. Sherina V. Tejano (SVT)	Technical Working Group
Jan Evander Evangelista (JEV)	Technical Working Group
Mary Noreen A. Antonio (MNAA)	Head, Secretariat
Dennis Delos Santos (DDS)	Member, Secretariat
Krismae M. Clores (KMC)	Member, Secretariat
Lizelle Perez (LP)	Member, Secretariat
Dante Acalain (DA)	Member, Secretariat
Carla S. Del Prado (CSDP)	End-user Representative
Josephine B. Rabuya (JBR)	End-user Representative
Ma. Elena De Leon (MEDL)	End-user Representative

OBSERVER:

Jerlie N. Salvador (JNS)	Representative-Commission on Audit
--------------------------	------------------------------------

PROSPECTIVE BIDDERS:

Eric Tolentino (ET)	Representative-DBP-Service Corporation
Janet Garcia (JG)	Representative-Temps and Staffers Inc.
Arghie Salvador (AS)	Representative-Temps and Staffers Inc.
Joey De Vera (JDV)	Representative-Temps and Staffers Inc.

Minutes of the Meeting:

1. The meeting was called to order by the BAC Chairperson, Cesar Luis M. Pargas, at 10:03 A.M.
2. The BAC Chairperson acknowledged the presence of the prospective bidders. The bidders were requested to introduce themselves.

3. The BAC Chairperson discussed the procurement details, bidding procedures, composition of the bids to be submitted, and the contract terms.
 - a) Procurement Project Title: **Provision of Outsourced Personnel for CY 2022 (Early Procurement Activity)**
 - b) Procurement Reference No.: **PMO-01-2022**
 - c) Proposed Approved Budget for the Contract (ABC): **Php10,500,000.00**
 - d) Deadline for Submission and Receipt of Bids: **10:00 AM on November 15, 2021**
 - e) Opening of Bids: **10:00 AM on November 15, 2021 through Zoom videoconference**
 - f) Award of the Contract: **The Head of the Procuring Entity (HoPE) shall approve or disapprove the recommendation of the BAC to award the contract to the Lowest/Single Calculated and Responsive Bid (LCRB/SCRB) upon the approval of the GAA.**

4. The BAC Secretariat discussed the bid evaluation procedure, the manner of submission of bids and the components of Technical and Financial envelopes.
 - a) Manner of Submission of Bids: **Manual submission at the Ground Floor of PMO Building duly received by the BAC Secretariat. 3 certified copies of Technical and Financial components and 1 USB or password-protected link of scanned copy of the bid sealed in one (1) envelope.**
 - b) Preliminary Evaluation of Bids: **Non-discretionary "Pass/Fail" Criteria**

5. The End-User Representative discussed the Schedule of Requirements and Technical Specifications of the Project.

6. Clarifications from the BAC and Prospective bidder representatives:

Clarification	Response
1. BAC Chairperson CLMP asked the prospective bidders if they are familiar with RA 9184 and if they have or had projects with Government entities.	Ms. JG of Temps and Staffers Inc.: We are familiar with RA 9184 and we have projects with the Government.
2. Ms. JG of Temps and Staffers Inc. asked confirmation about price schedule or the costing, if they will use the Philhealth or SSS schedule of contribution for 2021 or the contribution that is currently being used.	Ms. CSDP (End-user) : We are already using the 2021 rates of Philhealth and SSS.
3. Ms. JG asked if it is correct that there are different working days in every positions.	Ms. CSDP (End-user): That is correct.
4. Ms. JG asked if the overtime billing is exclusive or inclusive in the ABC.	Ms. CSDP: The P10.5M does not include the OT billing. OT will be charged on top of the regular services rendered.

7. The BAC Secretariat reminded the prospective bidders that requests for clarifications must be made in writing and emailed at BAC@pmo.gov.ph not later than November 5, 2021 at 12:00PM.
8. The BAC Chairperson informed prospective bidders that the Bidding Documents can be downloaded from the PhilGEPS and PMO websites for free. The Bidding Documents fee amounting to Php25,000.00 must be paid before the deadline for submission and receipt of bids. It may be paid in person at the PMO office or through any electronic transfer. Coordinate with the BAC Secretariat for details.
9. There being no other matter to discuss, the meeting was adjourned at 10:48 AM.

PREPARED BY:


KRISMAE M. CLORES
Member, Secretariat

REVIEWED BY:


MARY NOREEN A. ANTONIO
Head, Secretariat

ATTESTED BY:


CESAR LUIS M. PARGAS
Chairperson


CONCHITA Q. SAGUN
Vice Chairperson


MA. LIRIO A. ZABALA
Member


MARTHA JENNY S.T. TONG
Member


MA. ELENA DE LEON
End-User Representative