

PRIVATIZATION AND MANAGEMENT OFFICE
Bids and Awards Committee
4th Flr. PMO Bldg. 104 Gamboa St., Legaspi Village, Makati City
10 November 2023, 10:00 AM

Pre-Bidding Conference
Provision of Outsourced Personnel Services for CY2024
(Clerk, Housekeeping, Driver/Messenger, and Messenger)
Solicitation No. PMO-02-2024

ATTENDEES:

BIDS AND AWARDS COMMITTEE

ATTY. CARLO C. TABALOC (CCT), Chairperson
MARIA LIRIO A. ZABALA (MLAZ), Vice-Chairperson
AARON C. SANCHEZ (ACS), Member
CARLA S. DEL PRADO (CDP), Member/End-User Representative
RITOREY T. DIARON (RTD), Asst. Head, TWG
JAN RAJAH I. LUMABAO (JRIL), TWG
MELISSA MEI LIN MONTEROSO (MMLM), TWG
GINA P. VALDEZ (GPV), Head Secretariat
MARGARITA F. TACTO, Member Secretariat
BERNADETTE D. ARIAS, Member Secretariat

REPRESENTATIVE OF PROSPECTIVE BIDDER:

Erick Tolentino, DBP Services Corporation

Minutes of the Meeting


1. The meeting was called to order at exactly 10:09 A.M. presided by the BAC Chairperson, Atty. Carlo C. Tabaloc.
2. To begin with, the Head Secretariat introduced the members of the PMO Bids and Awards Committee and representatives from the End User unit to the representative of the lone prospective bidder, Mx. Erick Tolentino of DBP Service Corporation.
3. The End-User discussed the details of the technical specifications and the schedule of requirements for the procurement of the Provision of Outsourced Personnel Services for CY2024. In addition, the BAC Secretariat discussed the procurement procedure and guidelines for the submission of the bids.
4. Clarifications raised by the prospective bidder and the response of the PMO-BAC are as follows:

PROSPECTIVE BIDDERS' CLARIFICATIONS	PMO-BAC RESPONSE
Mx. E. Tolentino: For the list of all ongoing government and private contracts, do we need to attach supporting documents?	CDP: No. The supporting documents will be presented during post-qualification.

5. There being no other matters to be discussed, the meeting was adjourned at 10:46 A.M.

Prepared by:


MARGARITA F. TACTO
Member Secretariat



GINA P. VALDEZ
Head, BAC Secretariat

Approved by:


ATTY. CARLO C. TABALOC
Chairperson


MARIA LIRIO A. ZABALA
Vice-Chairperson


AARON C. SANCHEZ
Member


CARLA S. DEL PRADO
Member


MA. ELENA D. DE LEON
Provisional Member/End-User