

**PRIVATIZATION AND MANAGEMENT OFFICE
BIDS AND AWARDS COMMITTEE**

4th floor Conference Room, 104 Gamboa Street, Legaspi Village, Makati City

**MINUTES OF THE PRE-BID CONFERENCE:
Procurement of Manpower Services
(Clerk, Housekeeping, Driver/Messenger, and Messenger)
PMO 04-2018**

December 3, 2018 at 10:00 AM

PRESENT:

MELINDA B. CORTEZ (MBC)	Chairperson
CESAR LUIS M. PARGAS (CLMP)	Vice Chairperson
CONCHITA Q. SAGUN (CQS)	Member
MA. LIRIO A. ZABALA (MLAZ)	Member

End User Representative:

CARLA S. DEL PRADO (CSDP)	Provisional Member/End-user
---------------------------	-----------------------------

ALSO PRESENT:

EARL JOHN G. PAJARO (EJGP)	Member, Technical Working Group
JAN RAJAH I. LUMABAO (JRIL)	Head, Secretariat
EMMA ESPER C. TAGABI (EECT)	Member, Secretariat
JOSEPHINE B. RABUYA (JBR)	SAO-Administrative Division

Prospective Bidders:

ERICK TOLENTINO	Marketing Officer – DBP Service Corp
CHRISTINE C. GONZALES	Marketing Specialist- Omniworx Inc.

The meeting was called to order by Chairperson MBC at 10:00 AM to discuss, clarify and explain including, among others the eligibility requirements and the Technical and Financial Components for the PMO's Procurement of Manpower Services (Clerk, Housekeeping, Driver/Messenger, and Messenger) with Solicitation No. PMO 04-2018. She introduced the members of the BAC and acknowledged the presence of the prospective bidders, Mr. Erick Tolentino, Marketing Officer of DBP Service Corp. and Ms. Christine C. Gonzales, Marketing Specialist of Omniworx Inc.

Chairperson MBC presented and explained the Invitation to Bid (ITB) for Manpower Services with an Approved Budget of Eight Million Seven Hundred Seventy Thousand (Php8,770,000.00) and the pertinent bidding documents emphasizing the adapting of the new wage increase order issued by the Department of Labor and Employment (DOLE)- National Wages and Productivity Commission (NWPC), Wage Order No. NCR-22. Since the DBPSC and Omniworx Inc. are both familiar with all government procurement law, MBC sought clarifications and concerns from prospective bidders, if there are any. Since there are no clarifications on the Invitation to Bid, she proceeded with the discussion on the Bid Data Sheet.

MBC discussed clearly the contents of the Bid Data Sheet. She emphasized as stated on Section 20, "Each Bidder shall submit 1 original and 2 copies of the first and second components of its bid. All pages of the bid proposals, other than the signature pages, shall be initialed by the Bidder's

authorized signatory." Hence, original/genuine copies of the documents shall only be required for verification upon Post Qualification.

MBC requested CSDP to proceed on the discussion of the Schedule of Requirement, Schedule of Deployment, Scope of Works and Specifications.

Ms. Gonzales asked for clarification if they are required to submit a specific format on the Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started.

The BAC will provide a format on this and include in the bid bulletin, as well as other items that were discussed that needs clarification, and it will be posted on PhilGeps and PMO's websites. She also reminded that a complete set of Bidding Documents may be acquired by interested Bidders through PMO-BAC Secretariat in the amount of Ten Thousand Pesos (Php10,000.00).

MBC reminded the bidders of the schedule of the bid opening on December 17, 2018, Monday, 10:00 AM at 4th Floor Activity Area, Privatization and Management Office, 104 Gamboa St., Legaspi Village, Makati City. Bids will be opened in the presence of all bidders and their duly notarized representatives who choose to attend at the address mentioned. Only bidders who purchased the bidding documents will be allowed to submit their bids. Late bids shall not be accepted.

There being no other matters to discuss, the pre-bid conference for the Procurement of Manpower Services (Clerk, Housekeeping, Driver/Messenger, and Messenger) with Solicitation No. PMO 04-2018 was adjourned at 10:47 AM.

EMMA ESPER C. TAGABI

Member, Secretariat

WE ATTEST:

MELINDA B. CORTEZ

Chairperson

CESAR LUIS M. PARGAS
Vice Chairperson

CONCHITA Q. SAGUN
Member

MA. LIRIO A. ZABALA
Member

CARLA S. DEL PRADO
Provisional Member, End-User