

**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:
Provision of Manpower Services
(Clerk, Housekeeping, Driver/Messenger, and Messenger)
PMO 04-2018**

October 25, 2018 at 10:00 AM

PRESENT:

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

End User Representative:

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

RITOREY T. DIARON (RTD)	Member, Technical Working Group
CARLO C. TABALOC (CCT)	Member, Technical Working Group
GLORY GRACE J. ARUGAY (GGJA)	Member, Technical Working Group
EARL JOHN G. PAJARO (EJGP)	Member, Technical Working Group
JAN RAJAH I. LUMABAO (JRIL)	Head, Secretariat
EMMA ESPER C. TAGABI (EECT)	Member, Secretariat

MAAN VANESSA L. DOCTOR (MVL D)	Observer
JOSEPHINE B. RABUYA	Observer

Prospective Bidders:

JOEL JANGUILAN	HR Associates - Hire and Keep Business Support
MA. ALLELIE M. RUSTIA	HR Officer - Hire and Keep Business Support
ERICK TOLENTINO	Marketing Officer – DBP Service Corp

The meeting was called to order by Chairperson MBC at 10:00 AM to discuss, clarify and explain among other things, the eligibility requirements and the Technical and Financial Components of the contract to the bid for the Provision of Manpower Services (Clerk, Housekeeping, Driver/Messenger, and Messenger) with Solicitation No. PMO 04-2018 and an ABC of Php8,590,000.00. She also introduced the members of the BAC and acknowledged the presence of the prospective bidders, Joel Janguilan and Ma. Allelie M. Rustia of Hire and Keep Business Support and Mr. Erick Tolentino of DBP Service Corp. as well as the presence of Atty. Maan Vanessa L. Doctor as observer.

Chairperson MBC presented and explained the Invitation to Bid (ITB) and pertinent bidding documents. Since there are no clarifications from the prospective bidders on the Invitation to Bid, Chairperson MBC requested Vice Chair CLMP to proceed with the discussion on the Bid Data Sheet.

CLMP discussed clearly the contents of the Bid Data Sheet. As stated in the Bid Data Sheet, Section 20, TWG CCT suggested that to check the said Section on the GPPB-Philippine Bidding

Documents. Whereas, in the latest GPPB issuance pertaining to Section 20.3 states that, "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.

TWG CCT also clarified that pertaining to Bid Security, Section 12.1(a)(i), Pursuant to Government Procurement Policy Board (GPPB) Circular No. 03-2016, the bidders are required to submit their PHILGEPS Certificate of Registration of Membership under Platinum category in lieu of their Class "A" Documents uploaded and maintained current and updated in the PHILGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR of RA 9184 and also on Section 12.1 (a)(vi), states that, NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank. The committee agreed to include the said matters in the Supplemental Bid Bulletin.

CSDP proceeded on the discussion of the schedule of requirement, Schedule of Deployment, Scope of Works and Specifications. Since, there are no clarifications from the prospective bidders on the schedule of requirements, RTD proceeded with the discussion of Financial Components of the Bid. For Annex C1 on the Breakdown of Financial Proposal, Ms. A. Rustia clarified that per Department of Labor and Employment (DOLE) - National Wages and Productivity Commission (NWPC), under the Labor Code, private sector workers should receive the applicable minimum wages not lower than those prescribed by Regional Boards under existing wage orders. At present, the prescribed minimum wages for those who do not work and are not considered paid on Saturdays and Sundays or rest days, the average no. of days per month is 21.75 days and not 21.50 days as stated. She also pointed out that per DOLE Wage Order No. 21, the Cola Rate is only 10 pesos and not 15 pesos. The committee agreed that the said matter will be checked first by RTD and include said clarifications in the Supplemental Bid Bulletin.


Furthermore, Mr. Tolentino also sought clarification that there's a new updated form of the Bid Security as stated on the Bid Securing Declaration (Annex "D"). The committee assured that PMO will check the updated version of the annexes on the Philippine Bidding Docs.

Chairperson MBC informed the prospective bidders that a Supplemental Bid Bulletin for the aforementioned clarifications will be posted on PMO's website. The schedule of the Submission and Opening of Bids will be on 15 November 2018 at 10:00 A.M. to be held at the 4th Floor, Activity Area, Privatization and Management Office.

There being no other matters to discuss, the pre-bid conference for the Provision of Manpower Services (Clerk, Housekeeping, Driver/Messenger, and Messenger) with Solicitation No. PMO 04-2018 was adjourned at 11:15 AM.


EMMA ESPER C. TAGABI
 Member, Secretariat 

WE ATTEST:


MELINDA B. CORTEZ
 Chairperson


CESAR LUIS M. PARGAS
Vice Chairperson

(Official Business)
CONCHITA Q. SAGUN
Member


MA. LIRIO A. ZABALA
Member


CARLA S. DEL PRADO
Provisional Member, End-User