



Minutes of Pre-Bid Conference

**PROVISION OF MULTI-YEAR CONTRACT FOR MANPOWER SERVICES FOR APO-QC
AND APO-LIMA BATANGAS**

(PB-22-19)

30 October 2019

1:30 P.M.

BAC Members

Mr. Karl Paulo C. Damian, *Chairperson*
Ms. Josefina L. Omol, *Vice Chairperson*
Mr. Dominic F. Tajon, *Member*
Mr. Frederick S. Tarun, *Member*
Mr. Michael Romil D. Santiago, *Member*
Mr. Ramon L. Matibag, *Member*

BAC Secretariat

Ms. Merla D. Escobar, *Head*
Mr. RP P. Delos Reyes, *Member*
Ms. Michelle B. Martinez, *Member*
Ms. Joy M. Principe, *Ad-hoc Member*
Ms. Erlinda E. Diaz, *Ad-hoc Member*

Technical Working Group

Mr. Joselito E. Rabulan, *Head*
Ms. Evangeline R. Zoleta, *Member*
Mr. Ludovico B. Alba, *Member*
Mr. Agapito C. Bragais, Jr., *Member*
Ms. Lea Ann M. Gamban, *Member*
Ms. Jolly Ann S. Bay, *Member*
Ms. Ednalyn S. Cortez, *Member*
Ms. Jeacell S. Duran, *Member*

End User Representative

1. Ms. Blanca Timan, APO-QC *Human Resource and Administration Department (HRAD) Representative*
2. Mr. Michael Licup, APO-LIMA Batangas *Human Resource and Administration Department (HRAD) Representative*

Prospective Bidders

1. LSERV Corporation
represented by Mr. Edward Domantay and Ms. Dixie Calibara

I. Call to Order

- Mr. Karl Paulo C. Damian as BAC Chairperson presided over the Provision of Mutli-Year Contract for Manpower Services for APO-QC and Apo-Lima Batangas (PB-22-19) which started at exactly 2:20 P.M. The invocation and national anthem were led by Ms. Ednalyn S. Cortez and Mr. RP. P. Delos Reyes, respectively.

II. Agenda

1. Introduction of Participants
2. Brief discussion of all the requirements, terms, conditions, and specifications stipulated in the bidding documents, particularly the following:
 - a. Eligibility requirements required for government bidding;
 - b. Technical specifications and other requirements for the project, and
3. Other matters

III. Certification of Quorum

- Mr. Damian, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: "*Provision of Multi-Year Contract for Manpower Services for APO-QC and Apo-Lima Batangas (PB-22-19)*". Thereafter, he requested the Head of the BAC Secretariat to formally introduce the attendees and state whether there is a quorum to proceed with the business of the day. In response, Ms. Merla D. Escobar, Head of the BAC Secretariat, confirmed that the members present constitute a quorum.

IV. Discussion

- The Head of BAC Secretariat informed the group that the Invitation to Bid (IB) was posted in the Philippine Government Electronic Procurement System (PhilGEPS), APO Website, and APO BAC Bulletin board on 22 October 2019.
- Further, Ms. Escobar mentioned that to enhance transparency of the process, the BAC sent Letters of Invitation to act as observers to the following: (i) Commission on Audit; (ii) Philippine Printing Technical Foundation (PPTF); and (iii) Philippine Chamber of Commerce and Industry. However, no observer attended the said conference.
- Thereafter, she mentioned that the Annual Procurement Plan (APP) for CY 2019 intends to apply the sum of Seven Million Four Hundred Forty Thousand Pesos (**PhP 7,440,000.00**) being the Approved Budget for the Contract (ABC).
- She likewise mentioned that **LSERV Corporation (formerly LBP Corporation)** purchased the bidding documents on 28 October 2019.
- To provide the background, Mr. Damian requested the End User representative, Ms. Blanca Timan of APO-QC Human Resource and Administration Department (HRAD), to briefly discuss the technical specifications of the project and the corresponding schedule of requirements stated in Section VI and VII of the Bidding Documents.
- During the discussion, the following concerns were raised as follows which shall be subjected to Supplemental/Bid Bulletin:
 1. Amendments on the following under Section VII. Technical Specifications:
 - 1.1 Annex "B" Scope of Work and Qualification Standards
 - 1.2 Item VII Terms of Reference
 2. The winning manpower service provider shall conduct a yearly orientation to the employees which formed part of Section VII. Technical Specification.
 3. In the Bidding Forms, particularly on "For Goods Offered From within the Philippines - Detailed Price Schedule", the PhilHealth rate of each employee in APO-Quezon City was adjusted and set to the exact amount of employer's share as mandated by the said agency.
- As a result thereto, Mr. Damian mentioned that BAC will issue the corresponding supplemental/bid bulletin to reflect the changes and/or clarifications made during the pre-bid conference.

V. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 3:00 P.M.

Prepared by:

Noted by:

Sgd.
MS. MICHELLE B. MARTINEZ
BAC Secretariat

Sgd.
MS. MERLA D. ESCOBAR
Head, BAC Secretariat

Approved by the Bids and Awards Committee:

Sgd.
KARL PAULO C. DAMIAN
Chairperson

Sgd.
JOSEFINA L. OMOL
Vice Chairperson

Sgd.
DOMINIC F. TAJON
Member

Sgd.
FREDERICK S. TARUN
Member

Sgd.
MICHAEL D. SANTIAGO
Member

Sgd.
RAMON L. MATIBAG
Member