



MINUTES OF BAC MEETING  
HO-BAC-PGCS No. 042-2018

DATE : 03 January 2019  
 TIME : 03:00 p.m.  
 VENUE : Function Room B, 7<sup>th</sup> Floor, PPA Bldg.  
 ATTENDANCE :

BAC Members:

Mark Jon S. Palomar	-	Chairperson
Angelina A. Llose	-	Vice-Chairperson
Danah S. Jaramillo	-	Regular Member
Jan Pearl F. Portugal	-	Regular Member
Josephine M. Napiere	-	Regular Member
Marietta I. Guerrero	-	Provisional Member, End-User, HRMD

Observer:

Veronica Rivera	-	COA
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Other Attendees:

Lolita D. Solis	-	Head, Secretariat
Mitchie F. Manatad	-	Head, TWG
Milagros Lourdes P. Perez	-	Assistant Head, Secretariat
Charlemagne V. Santillan	-	Member, TWG
Jenneliza D.L. Rebong	-	Member, TWG
Edwina Rita P. Estilon	-	Member, TWG
May D.A. Romero	-	Member, TWG

Contractors' Representatives:

Alyzza Mae De Guzman	-	Yondu, Inc.
Jay Villanueva	-	Yondu, Inc.
Ryan Alba	-	Yondu, Inc.
Greg Biglang-awa	-	Yondu, Inc.
Raquel Aranda	-	CosmoTech Philippines, Inc.
Leah Mariano	-	Plexus System, Inc.
Edward Oliver Torres	-	Plexus System, Inc.
Benigno Emilio Ramirez	-	Doña Alejandra, Inc.
Arvin Dionisio	-	Doña Alejandra, Inc.

## CALL TO ORDER:

The Head, Secretariat read the attendance of the BAC Members, TWG Members and Bidders' Representatives. After the quorum had been duly certified, the Chairperson called the Meeting to order at 3:05 p.m.

## HIGHLIGHTS:

1. The Chairperson presented the sole Agenda item which is the Pre-Bid Conference for the Supply, Delivery, Installation and Implementation of a Comprehensive Human Resource Information System (HRIS) – Government Edition.

1.1 The objective of the Pre-Bid Conference is to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.

1.2 Upon opening the floor for inquiries and clarifications, Mr. Ramirez, representative of Doña Alejandra, Inc. informed the Committee that they wrote a letter addressed to the Chairperson, BAC-PGCS dated January 3, 2019, manifesting observations, as follows:

- a) The title of the project, as well as the bidding documents suggest that the project is a mixed procurement, considering the requirement for the development of customized HRIS software, as well as the hardware where the software to be installed will be developed solely and exclusively for the use of the PPA based on the Terms of Reference (TOR). Moreover, he cited Section 5.a) of the Revised IRR. According to him, the servers and terminals that go with the system are merely incidental to the development and use of the HRIS. As such, he suggested that the procurement be considered a procurement of Consulting Services, and not merely a Supply, Delivery and Installation of Goods.
- b) Section 6.5 f) of Annex B of the Revised IRR regarding Management and Related Services under Consulting Services, totally captures the definition, purpose and intent of the project.
- c) The documents, particularly the TOR is a clear indication that the procurement is more suited as procurement of Consulting Services. The procurement of Goods would require the preparation of the Technical Specifications, Schedule of Requirements and the like, but not a TOR, which is only prepared for the procurement of Consulting Services.

In a letter dated 07 January 2019 addressed to Mr. Ramirez, the Chairperson informed him that PPA intends to procure the aforesaid project under Goods and not Consulting Services.

1.3 Ms. Aranda, representative of CosmoTech Philippines, Inc. raised her concerns, as follows:



- a) With regard the Mayor's Permit – Ms. Aranda asked if the bidders are allowed to submit their previous Mayor's permit and attach their renewal applications. The Head, Secretariat replied that there was an existing GPPB Opinion on the matter. According to her, the old Mayor's Permit is acceptable provided that a copy of the application for renewal, as well as the official receipt should be attached.
- b) On Sealing of Bid Documents to be submitted: On the required sealing of bid documents to be submitted, the Head, Secretariat explained that there should be two (2) sealed envelopes, one (1) for the technical proposal and the other for the financial proposal. Each package should contain seven (7) copies of the documents, one original and six (6) duplicate copies, each individually wrapped in an envelope, properly book-bound/hard-bound and with corresponding index tabs.

1.4 Mr. Villanueva, representative of Yondu, Inc. raised the following concerns and clarifications:

- a) The project will take time and involves things and processes which are more of consulting services than goods.

The Vice-Chairperson asked clarification what is meant by Mr. Villanueva of the word "broad strokes". Mr. Villanueva explained that all necessary and wanted reports of the Management entail sample reports for the bidders to determine the corresponding timeframe for the customization. According to him, a more detailed TOR and requirements are necessary for the bidders to scope properly the required system. He justified that a tailor-fitted system to the modules of PPA has to be developed. He then told the Committee that said system normally takes 18 to 24 months to complete, thus, the 12 months allotted for the project is insufficient.

- b) Whether or not PPA is using manpower requisition forms – The Chairperson answered that the Management follows a step by step flow of recruitment processes pursuant to the regulations of the Civil Service Commission (CSC). Mr. Villanueva then manifested that they do not have enough idea with the said regulations, hence, it is better if documents relative thereto will be included.
- c) When asked if the Management is still looking for a payroll system or just an HRIS recruitment and training, Ms. Guerrero, End-User, HRMD answered that currently, PPA has an existing system, such as the Personnel Information System (PIS), payroll, leave management and DTR system. However, the intention is to incorporate the existing system with the HRIS thru data migration.
- d) With regard the preferred software of PPA, between web app and windows 2 version, Mr. Duque opined that a web app is better. When asked if PPA is amenable with the licenses software, Mr. Duque stated



that MS SQL, PHP and MY SQL were better compared to the Oracle, where PPA has to pay yearly for the license.

1.5 Mr. Ramirez agreed with Mr. Villanueva. According to him, it is only thru consulting services that the procuring entity and the bidder can negotiate with regard the TOR. The Chairperson explained that the requirements of the agency were all stated in the TOR. Any negotiation will only focus on whether or not the bidder can comply with the requirements of the agency. Moreover, he stated that all concerns of the bidders regarding the TOR are discussed and addressed during Pre-Bid Conference. Assuming that the prospective bidders are correct that the given period is insufficient, then, it is up for the Management to make the necessary action and documentation and to proceed with the procurement of goods for the HRIS.

1.6 Ms. Mariano, representative of Plexus System, Inc. assumed that the required system is in compliance with CSC regulations. When asked if the Management is currently using the reporting system of the CSC. The Chairperson explained that PPA is compliant with the CSC. However, the system is still manual, thus, the reason for the procurement of the HRIS.

With regard the performance development module in the system like trainings of employees. The Chairperson said that the Management have a separate module for it.

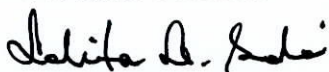
Ms. Mariano asked what database is currently being used by PPA. Mr. Duque answered, for the monitoring and the Personnel Information System (PIS) Microsoft (MS) SQL.

1.7 The Vice-Chairperson solicited for the suggestions and recommendations of the prospective bidders, specifically with regard the timetable. She asked who among the prospective bidders have done or prepared similar project with other government agencies. Ms. Mariano said that they have done similar project with a local municipality within Metro Manila. According to her, their company provided an end to end solution inside HRIS in accordance with the requirement of the CSC.

Considering the statement of Ms. Mariano, the Vice-Chairperson then asked how long the system usually takes to develop, regardless of the volume. Ms. Mariano opined that for agencies with existing solution to be linked in the HRIS, the 12-month period will suffice, regardless of the volume.

2. There being no other matters to be discussed, the meeting adjourned at 3:43 p.m.

Certified Correct:



**LOLITA D. SOLIS**  
Head, BAC Secretariat

Approved:



**MARK JON S. PALOMAR**  
Chairperson, BAC-PGCS