



MINUTES OF BAC MEETING
HO-BAC-PGCS No. 032-2019

DATE : 29 July 2019
TIME : 10:00 a.m.
VENUE : Function Room B, 7th Floor, PPA Bldg.
ATTENDANCE :

BAC Members:

Mark Jon S. Palomar	-	Chairperson
Angelina A. Llose	-	Vice-Chairperson
Danah S. Jaramillo	-	Regular Member
Marietta I. Guerrero	-	Provisional Member, End-User, HRMD

Other Attendees:

Lolita D. Solis	-	Head, Secretariat
Mitchie F. Manatad	-	Head, TWG
Milagros Lourdes P. Perez	-	Assistant Head, Secretariat
Janneliza D.L. Rebong	-	Member, TWG
Sharon V. Oliveros	-	Member, TWG
Edwina Rita P. Estilon	-	Member, TWG
May D.A. Romero	-	Member, TWG
Angeli DeLa Paz	-	TWG End-User Representative

Contractors' Representatives:

Angelito Angeles	-	LBP Service Corporation
Jun Canlas	-	LBP Service Corporation
Joseph Angeles	-	LBP Service Corporation
Ace Malig	-	LBP Service Corporation
Carissa Costa	-	Collabera Technologies Dvt. Ltd., Inc.
Sheryl Mondares	-	Collabera Technologies Dvt. Ltd., Inc.
Gerry A.C. Arellano	-	DBP Service Corporation
Erick Tolentino	-	DBP Service Corporation
JM Salvador	-	DBP Service Corporation

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 10:12 a.m.

HIGHLIGHTS:

1. The Chairperson presented the sole Agenda which is the Pre-Bid Conference for the following projects: a) Procurement of Administrative Support Manpower Services for PPA Head Office Responsibility Centers and Projects; b) Procurement of Administrative Support Manpower Services for PPA Port Management Offices (LUZON CLUSTER); c) Procurement of Administrative Support Manpower Services for PPA Port Management Offices (VISAYAS CLUSTER); and d) Procurement of Administrative Support Manpower Services for PPA Port Management Offices (MINDANAO CLUSTER).
2. Pre-Bid Conference for the following projects:
 - 2.1 Procurement of Administrative Support Manpower Services for PPA Head Office Responsibility Centers and Projects; LUZON, VISAYAS and MINDANAO CLUSTERS
 - 2.1.1 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.
 - 2.1.2 Upon opening the floor for inquiries and clarifications, Mr. Joseph Angeles, representative of Land Bank Service Corporation (LBPSC) raised the following:
 - a) The TOR provides that the personnel to be assigned to the positions shall render work for five (5) days. However, there are certain PMOs which require personnel to render work for six (6) days. Assuming that LBPSC will be awarded the contract, there will be changes in the compensation for employees to be deployed in the PMOs. The Chairperson assured the prospective bidders that the TOR will be further reviewed and will issue a bid bulletin regarding the matter, if necessary.
 - b) For positions with Salary Grade (SG) 3 and 4, the compensation thereon falls below the minimum wage. Service Providers are not allowed to give the compensation which was below the minimum wage, as it is contrary to existing regulations. The Chairperson assured the prospective bidders that said matter will be taken into consideration.
 - c) Considering that the project consists of four (4) lots and a separate bidding will be conducted for each lot, Mr. Angeles inquired what would be the basis of the track record requirement of the bidder assuming that he will be awarded with four (4) contracts where the implementation of the projects will be at the same time. He explained that it is possible that a bidder may qualify as to the track record requirement in one (1) project but not for all projects. The Chairperson stated that the TWG will be consulted as to the existing regulations on the matter.

d) Whether the eligibility documents to be submitted by the bidders are considered submission intended for all the projects, Atty. Manatad clarified that bidders shall submit separate eligibility documents for each lot.

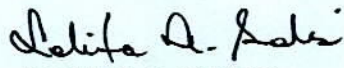
e) Whether the contract is specifically intended for administrative support, the Committee affirmed.

2.1.3 Mr. Gerry A.C. Arellano, representative of DBP Service Corporation (DBPSC) inquired on the basis of the 10% Administrative Cost to be imposed by PPA in case there will be a new minimum wage increase nationwide. The Chairperson replied that the BAC will coordinate with the Legal Services Department (LSD) to check on the proper computation.


2.2 The Head Secretariat reminded the prospective bidders of the schedule of the submission and opening of bids for the Procurement of Administrative Support Manpower Services for PPA Head Office Responsibility Centers and Projects, and LUZON, VISAYAS, and MINDANAO Clusters.

3. There being no other matters to be discussed, the meeting adjourned at 10:34 a.m.

Certified Correct:


LOLITA D. SOLIS
Head, BAC Secretariat

Approved:


MARK JON S. PALOMAR
Chairperson, BAC-PGCS