



MINUTES OF BAC MEETING
HO-BAC-PGCS No. 048-2019

DATE : 20 November 2019
TIME : 10:00 a.m.
VENUE : Function Room B, 7th Floor, PPA Bldg.
ATTENDANCE :

BAC Members:

Mark Jon S. Palomar	-	Chairperson
Danah S. Jaramillo	-	Regular Member
Josephine M. Napiere	-	Regular Member
Jan Pearl F. Portugal	-	Regular Member

Other Attendees:

Lolita D. Solis	-	Head, Secretariat
Mitchie F. Manatad	-	Head, TWG
Charlemagne V. Santillan	-	Member, TWG
Edwina Rita P. Estilon	-	Member, TWG
Rogelyn G. Mendoza	-	Member, TWG
Eduardo C. Alvarez	-	ASD
Jeffrey Villeza	-	ASD

Contractors' Representative:

Ace Malig	-	LSERV Corporation
Jun Canlas	-	LSERV Corporation
Glenn Soriano	-	LSERV Corporation
Erick Tolentino	-	DBPSC
JM Salvador	-	DBPSC

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 10:20 a.m.

HIGHLIGHTS:

1. The Chairperson presented the Agenda items, as follows: a) Approval of Minutes of the previous BAC meeting: HO-BAC-PGCS No. 047-2019 (08 November 2019); and b) Pre-Bid Conference for the following projects: b.1) Procurement of General Support Services for PPA Head Office; b.2) Procurement of General Support Services for PPA Port Management Offices (PMOs)-Luzon Cluster; b.3) Procurement of General Support Services for PPA Port Management Offices (PMOs)-Visayas Cluster; and b.4) Procurement of General Support Services for PPA Port Management Offices (PMOs)-Mindanao Cluster.
2. The Minutes of the previous BAC meeting HO-BAC-PGCS No. 047-2019 (08 November 2019) was approved, as presented.
3. Pre-Bid Conference for the following projects:
 - 3.1 Procurement of General Support Services for PPA Head Office, (PMOs)-Luzon Cluster, (PMOs)-Visayas Cluster and (PMOs)-Mindanao Cluster
 - 3.2 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.
 - 3.3 Upon opening the floor for inquiries and clarifications, Mr. Jun Canlas, representative of LSERV Corporation raised the following:
 - a) The salary rate of Liaison Officer A at P536 daily rate is below P1 compared to the minimum wage. Mr. Alvarez explained that the Salary Grade (SG) of the Liaison Officer A is supposed to be SG 6. However, what was indicated on the Terms of Reference (TOR) is SG 4.

The Chairperson suggested that in the interest of time, the rates per SG as stated in the bid documents will be the basis for the bid of the bidders. According to him, the Approved Budget for the Contract (ABC) can no longer be adjusted. The Management will just communicate with the winning bidder for the adjustment of the rates during implementation.

- b) Whether the administrative support manpower services, as previously bid out was the same contract as the subject procurement, considering that there are the same positions indicated in both procurements.

The Chairperson clarified that the two contracts are different. He added that if there was duplication of positions for the administrative support manpower services and the general support services, they cannot be occupied by the same person.

- c) Whether or not the bidders are required to submit a cost-breakdown of the billing rate to be attached as Annex A. Atty. Manatad clarified that

the amount computed by the End-User is already inclusive of premiums for Philhealth, SSS and all others. She added that there is no prescribed form for the breakdown, as long as it can be used as basis for the bid.

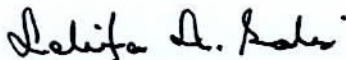
3.4 Mr. Tolentino, representative of DBPSC asked the following questions:

- a) With regard the rates for janitorial services in Luzon Cluster, he clarified that the monthly rate indicated on the bid document is PhP10,883 which is below the minimum wage in the National Capital Region (NCR). According to him, the minimum daily rate of janitors in the NCR is PhP537.

The Chairperson reiterated that the ABC can no longer be changed. Hence, the adjusted monthly rate will be communicated to the winning bidder during implementation of the project. Moreover, he clarified that the concept is to have a unified rates for manpower services. However, whenever there are differences in the rates in the regional offices and in NCR, the higher rates will be adopted.

4. The Head Secretariat reminded the prospective bidders of the schedule of submission and opening of bids for the Procurement of General Support Services.
5. There being no other matters to be discussed, the meeting adjourned at 10:45 a.m.

Certified Correct:



LOLITA D. SOLIS
Head, BAC Secretariat

Approved:



MARK JON S. PALOMAR
Chairperson, BAC-PGCS