PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

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PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bidding Conference

"Provision of Human Resource Services for the Philippine Competition Commission for CY 2026"

Date: 21 October 2025; 3:00 PM
PCC Board Room 25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

PBAC Members

1. Chairperson	Atty. Joseph Melvin B. Basas
2. Vice Chairperson	Atty. Christian Loren B. De Los Santos
3. Regular Member	Atty. Michael Kris Ben T. Herrera
4. Regular Member	Acting Dir. Kirsten J. Dela Cruz
5. Regular Member	Ferdinand L. Paguia
6. Provisional Member	Dir. Jeson Q. de la Torre

PBAC Secretariat

1. Head Secretariat	Rommel R. Oira
2. Assistant Head Secretariat	Ma. Celeste S. Dizon
3. Member	Isabelo Miguel V. Abano
4. Member	Jonalyn F. Funa
5. Member	Diana Lee B. Gavino
6. Member	Jessa S. Arevalo
7. Member	Mark Jayson R. Fajutnao
8. Member	Alleah Jeane R. Rebanal
9. Member	Meonel B. Nunez
10. Member	Zico Simeon D. Morales
11. Member	Marlon H. Javier

End-user Representatives	Antonia Lynnely L. Bautista – AO HCMD Micaella Shaira R. Javier – AO HCMD Shanaia L. Atiwen – AO GSD
TWG-1 Members	John Hubert M. Guamos Vivian Sarah J. Beltran Atty. Mark Anthony Bryan O. Arimado

Bidders

1. LSERV Corporation	Albert P. Dagñalan
2. LSERV Corporation	Marlyn De Chavez
3. ASEAMETRICS HR Solutions, Inc.	Oliver Mendoza
4. ASEAMETRICS HR Solutions, Inc.	Charaine Salugsugan

I. Call to Order

The PBAC Chairperson called the meeting to order at 3:00 PM for the **Provision of Human Resource Services for the Philippine Competition Commission for CY 2026.**

Discussions	Recommendations/ Agreement
A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.) • The PBAC Secretariat presented and discussed the Technical and Financial Forms, while the Technical Specifications were presented and discussed by the End-user representative.	
B. Project Requirements & Technical Specifications / Terms of Reference **Scope of Services**: The Service Provider shall bid and provide manpower services for general administrative staff for the PCC and ensure that the employees assigned to PCC meets the qualifications pursuant to the Human Resource Services List (Annex A). **Qualifications of the Service Provider:** 1. Engaged in the business of providing human resource services within the last five (5) years with no outstanding civil or criminal case; 2. Must be duly registered as an active employer pursuant to the relevant issuances of the Department of Labor and Employment (DOLE), Social Security System (SSS), Home Development Mutual Fund (HDMF or Pag-IBIG), Philippine Health Insurance Corporation (PhilHealth), Bureau of Internal Revenue (BIR), National Bureau of Investigation (NBI) and other relevant government agencies, with no previous history of delinquency on payment of mandatory government premiums; 3. Duly licensed and registered with DOLE in accordance with Department Order No. 18-A, series of 2011, and other existing relevant regulations; 4. Completed at least three (3) contracts similar to the Project from any government agency and/or private sector within the last three (3) years; 5. Must have an established office or branch within Metro Manila for ease of communication and coordination. *(Please see attached Detailed Technical Specifications)* **C. Approved Budget for the Contract (ABC)**	

• The ABC for this project is PhP16,118,000.00. **D. Date/ Time for the Submission and Opening of Bids** • Deadline for Submission: 04 November 2025,12:00 NN • Opening of Bids: 04 November 2025, 1:30 PM	
E. Question and Answer The following concerns were raised by the potential service providers and were addressed by the PBAC: **LSERV Corporation** ***On Section II – Qualification of the Service Provider.*** The bidder sought confirmation on whether they are required to submit the Certificates of Registration of all the agencies listed in item no. 2 of the said section in technical specifications. They specifically inquired if registration from the National Bureau of Investigation (NBI) is indeed required. - The End-user clarified to the PBAC that the intent of the requirement applies during the implementation stage, wherein the NBI Certificate is required from the employees and not from the service provider. The End-user further explained that the BIR Certificate of Registration is no longer necessary, as it is one of the main requirements for securing a tax clearance, which is one of the primary requirements in obtaining a PhilGEPS Platinum Membership. - In view of this clarification, the PBAC recommended the issuance of a Supplemental Bid Bulletin (SBB) to remove the two (2) aforementioned requirements. ***On Section III – Other Documentary Requirements.*** The bidder sought clarification on item A.1, the Certificate of Registration as an active employer issued by the SSS, HDMF, and PhilHealth with no previous record of delinquency in the payment of premiums. The bidder asked whether the non-submission of this document would result in disqualification. The bidder further clarified the intent of this requirement, explaining that the Social Security System (SSS) no longer issues certificates but instead provides clearances. However, such clearances may contain notes indicating the presence of delinquent records. These delinquencies typically occur when newly hired employees with existing loan obligations or previous records of delinquency transfer from another employer.	• Some queries were properly clarified during the discussion. • The PBAC will issue a Supplemental Bid Bulletin to reflect the agreed clarifications and revisions. • The PBAC also reminded the bidders that the deadline for submission of queries is on 24 October 2025 and all queries shall be responded to until 28 October 2025. The Bid Opening will proceed on 04 November 2025, 1:30 PM.

Under SSS regulations, when an employee transfers to a new employer, the new employer assumes responsibility for deducting and remitting the employee's outstanding loan amortizations. Consequently, any delinquency related to the employee's prior loan obligations is reflected in the new employer's clearance, even though the delinquency originated from the employee's previous employment. The clearance also reflects the total number of employees hired by the service provider, including those deployed to other government agencies or private entities. In addition, the bidder requested clarification on the specific period of coverage to which the clearance applies. - The End-user explained that the purpose of requiring the said document is to ensure that the Service Provider continuously pays the mandatory premiums for its employees without interruption, thereby protecting the deployed personnel. - - The PBAC agreed with the recommendation to accept the submission of a clearance instead of a certificate and clarified that the presence of a colatilla indicating delinquency does not necessarily imply that the service provider is subject to penalty. - The main concern of the entity is to verify that the service provider faithfully and religiously remit the required contributions. - - Furthermore, the PBAC stated that if the submitted clearance contains a colatilla, the bidder may provide an accompanying justification. As for the period of coverage, the clearance should reflect the most recent available period, in accordance with the rules of the issuing agency. ***On Section IV – Duties and Responsibilities of the Services Provider.*** The bidder inquired whether, given that they are the existing service provider and that the requirement was already in place, they are still required to develop a new evaluation method once the contract is awarded to them. - The End-user clarified that the requirement is included primarily for cases where the project is awarded to a new bidder who will participate in the bidding. ***On Section V – Removal of Employees***, the bidder sought clarification on the phrase "without cause or any explanation" expressing concern as this might conflict with the DOLE process. - The PBAC explained that recalled employees may no longer be part of the PCC but will remain under the employment of the service provider. The PBAC further noted that PCC will coordinate with the service provider	

and issue a notice requesting the replacement of such employees. ***On Annex B – Schedule of Salaries (Section VIII – Approved Budget for the Contract & Section XIII- Billing and Payment Scheme).*** The bidder confirmed the availability of the mentioned annex. - The PBAC Secretariat confirmed that the document was not indeed included in the uploaded technical specification and confirmed that the SBB will be issued to attach the said document. ***On Bidding Documents and Required Submissions.*** Regarding the list of required documents to be submission, and in the absence of the previously included checklist in the PBD 6th edition, the bidder asked confirmation on whether they should instead follow Section 12 - Documents Comprising the Bid: Technical and Financial Components of the Philippine Bidding Documents (PBD). In relation to this, the bidder also asked for templates for the Statement of Ongoing Contracts and Single Largest Completed Contracts (SLCC). - The BAC Secretariat confirmed that the bidder should submit the documents listed in Section 12 of the PBD. As for the forms, the Secretariat confirms that there are no standard templates issued under RA 12009, Hence, the service provider may continue to use the existing forms. **ASEAMETRICS HR Solutions Inc. and other bidders** did not raise any queries or clarifications.	

II. Adjournment

There being no other matters to discuss, the pre-bid conference was adjourned at 4:06 PM.

Prepared by:

[redacted]

JONALYN F. FUNA
PBAC Secretariat

Approved by:

[redacted]

Signed by Joseph Melvin B Basas

ATTY JOSEPH MELVIN B. BASAS
PBAC Chairperson [redacted]