PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

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PCC BIDS AND AWARDS COMMITTEE (PBAC)

MINUTES OF PRE-BID CONFERENCE
for the
"Provision of Manpower and Janitorial Services for the Philippine Competition Commission for CY 2024
IB No. 2024-EPA-0012"

Date: 17 November 2023
Venue: PCC Meeting Room and through Microsoft Teams Teleconference

Present:

BAC Members

1.	Chairperson	:	Atty. Joseph Melvin B. Basas
2.	Vice Chairperson	:	Dir. Jeson Q. de la Torre
3.	Regular Member	:	Allan Roy D. Mordeno
4.	Regular Member	:	Atty. Michelle Diana P. Maniwang-Basa
5.	Regular Member	:	Atty. Marco Carlo S. Sana
6.	Provisional Member	:	Rommel R. Oira
7.	Provisional Member	:	Antonia Lynnely L. Bautista

BAC Secretariat

1.	Assistant Head	:	Ma. Celeste S. Dizon
2.	Member	:	Mark Jayson R. Fajutnao
3.	Member	:	Isabelo Miguel V. Abaño
4.	Member	:	Ralph Riel N. Garcia
5.	Member	:	Zico Simeone D. Morales
6.	Member	:	Chrislyn Joy P. Sioson
7.	Member	:	Marlon H. Javier
8.	Member	:	Meonel B. Nuñez
9.	Member	:	Alleah Jeane R. Rebanal

End-User:

1.	AO-GSD	:	Catherine Anne N. Buncaras
2.	AO-GSD	:	Teejay Yoshiumi J. Sakuma
3.	AO-HCMD	:	Micaella Shaira R. Javier

Bidders:

1.	LSERV Corporation	:	Dexie Calibara
2.	LSERV Corporation	:	Margarita D. Movido
3.	Manila Allied Management Services Cooperative	:	Mikka Dimasayao

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I. Call to Order

The PBAC Vice Chairperson called the meeting to order at 02:02 PM.

II. Agenda

Discussion	Recommendation/ Agreements
A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.) • The PBAC through its Secretariat presented the Part I of the Pre-Bidding conference, as follows: ➢ Technical Components ➢ Financial Components ➢ Sealing and Marking of Bidding Documents ➢ Important Schedules ➢ General Rules • Part II of the Pre-Bidding conference – Terms of Reference (TOR) for the procurement was presented by the end-user. **B. Project Description and Technical Requirements** • Provision of Manpower and Janitorial Services for the Philippine Competition Commission for CY 2024 **C. Approved Budget for the Contract (ABC)** • The Approved budget for the Contract (ABC) is Twenty Million Five Hundred Forty-Seven Thousand Nine Hundred Thirty Pesos (PhP20,547,930.00), inclusive of the total manpower in Annex A covering direct labor costs, and mandatory contributions due to concerned government agencies for the services rendered by the personnel deployed by the Service Provider, administrative costs, and all applicable government taxes. **D. Date/ Time of Submission and Opening of Bids** • Submission of Bids: 30 November 2023, 12:00NN • Opening of Bids: 30 November 2023, 02:00PM	

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E. Question and Answer ➢ The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the procurement project: Ms. Calibara of LSERV queried the following: 1. If the end-user can further clarify the provision of Service Incentive Leave (SIL) to those employees who are not qualified but was collected by the Service Provider from PCC. ➢ Atty. Basas explained that the SIL should be granted to the qualified employees who completed a one-year contract however, a pro-rated SIL will be granted to those employees that rendered less than the duration of the contract. ➢ Further, Ms. Javier clarified that the provision regarding SIL is for employees who resigned or got terminated due to poor performance with no replacement for a certain position within the remaining duration of the contract. ➢ Ms. Javier also mentioned that to become eligible for SIL, the employee should complete a minimum duration of service (e.g., three or at least five months of service). If happens that the employee did not make the minimum required months, the provider shall adjust the last billing to account the undisbursed amount for SIL to PCC. 2. If what will be the basis of computation for the pro-rated SIL. ➢ Atty. Basas responded that the provider should refer to the rules issued by the DOLE on the payment of SIL. 3. If the two (2) administrative assistants with different rates and different qualification criteria can have a distinction in the position title since they will be deployed in the same office. ➢ Mr. Oira responded that they are amenable to revise the position titles during contract implementation to avoid confusion. 4. If the basis of computation of SSS Contribution in the Annexes B & C of the technical specifications is the basic salary only wherein those positions with salary	A Supplemental Bid Bulletin will be issued to clarify the payment on SSS Contribution.

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scale 4 is understated however, pursuant to SSS Circular 22-P, it must include all the remuneration including SIL and excluding the 13th month pay. ➢ Ms. Javier responded that they sent a written query to SSS and still waiting the response, however, an inquiry made to San Francisco Del Monte branch and confirmed that SIL can be excluded on the computation of SSS contribution. ➢ Atty. Basas responded that since there are two opposing contentions and time are limited for the pre-bidding conference, the PCC will pay the required SSS contribution during contract implementation. ➢ Further, Atty. Basas instructed the PBAC Secretariat to issue a bid bulletin to add additional provision in the technical specifications that for any deficiency in the amount allocated for SSS contribution, the same shall be given due consideration during contract implementation. 5. If the project will be awarded as one contract agreement given that it consists of two (2) lots. ➢ Atty. Basas responded that the bidder can bid for each of specific lot and the project will be awarded on a per lot basis. 6. If the certain provision for the specific lot will be applied if the bidder will participate in only one lot of the project since it has combined technical specifications ➢ Mr. Basas clarified that the certain provision of the technical specifications for the awarded lot will only form part of the contract agreement.	

III. Adjournment:

There being no other matters to discuss, the pre-bid conference was adjourned at 03:06PM.

Prepared by:

[SIGNATURE REDACTED]

MARK JAYSON R. FAJUTNAO
PBAC Secretariat

Approved by:

[SIGNATURE REDACTED]

ATTY. JOSEPH MELVIN B. BASAS
Chairperson, PBAC