

BIDS AND AWARDS COMMITTEE FOR GOODS (BAC-G)
Minutes of the Meeting
01 December 2020
BCDA Board Room, Bonifacio Global City (BGC), Taguig City

I. CALL TO ORDER

The meeting was called to order at 03:05 PM, 01 December 2020, Tuesday, by **Atty. Maria Soledad San Pablo, BAC-G Vice Chairperson**. She declared a quorum as Ms. Queenie Bautista, BAC-G Secretariat, noted that the following Members were in attendance:

- Atty. Edilberto R. Rebato, Jr., Member
- Mr. Samuel John L. Vidallon, Member
- Mr. Elmer C. Elizaga, TWG Member (online)
- Ms. Almira S. Clarianes, TWG Head (online)
- Ms. Vicky M. Natividad, TWG Member
- Mr. Raul B. Buensalida, BACG Secretariat Head (online)
- Ms. Queenie P. Buatista, BACG Secretariat
- Mr. Donald G. Tolentino, BACG Secretariat
- Mr. Patrick Roehl Francisco (end-user)
- Ms. Gay Rosete (end-user) (online)

Gen Carlos Quita (Ret), Chairman of BAC-G, joined the pre-conference online while the presentation was going on.

II. BIDS AND AWARDS COMMITTEE FOR GOODS

Pre-bid Conference (Procurement of Manpower Services for BCDA Under Two-Year Contract)

1. The Commission on Audit and IASO were invited to observe. No representative from either of them was present during this pre-bid conference.
2. The representatives of end-user, Organizational Development and Management Development (ODMD), Mr. Patrick Roehl Francisco, Ms. Merle Gay Rosete, Ms. Mapet Villapando, and Ms. Kia Advincula were also present.
3. There were three (3) interested companies who attended the pre-bid conference,

as follows:

- a) Itrent Ventures, Inc.
Represented by Lorenzo Santiago
- b) DPB Services Corporation
Represented by Mr. Eric Tolentino
- c) Wizard Manpower and Allied Resources, Inc.
Represented by Ms. Abby Portenios

III. HIGHLIGHTS OF THE MEETING

Vice Chairperson San Pablo welcomed the attendees to the pre-bid conference and acknowledged the representatives of the attending companies for attending the Pre-bid conference.

She instructed the end-user to proceed with the presentation of the project. Ms. Rosete presented the salient points of the project, special conditions of the contract, list of personnel to be engaged under this project, eligibility requirements of the bidders, and technical specifications of the project.

Presentation:

Background:

- The 2-Year Manpower Services Agreement of BCDA with DBP Services Corporation (DBPSC) for General Support and Janitorial Services (Lot 1) and Technical and Administrative Support Services (Lot 2) was extended on a month-to-month basis upon its expiry on 31 July 2020.
- Section XI of the Service Agreement allowed for its extension on a periodic month-to-month basis, not to exceed an aggregate period of one (1) year, upon terms and conditions mutually acceptable to the parties, provided that all conditions set forth in RA 9184 have been complied with.
- The extension also adheres to GPPB Resolution No. 23-2007 that governs the extension of ongoing contracts of general support services which are essential, indispensable or necessary to support the operations of any of the procuring entities or for the enhancement of the welfare of its personnel.

Rationale

- There is a continuing need for additional manpower to perform specific jobs and to supplement the current BCDA regular plantilla, hence this proposal for the procurement of another Two-Year Manpower Services Contract .
- The GCG-approved plantilla consists of 257 positions, 146 of which are currently occupied. As of today, there are 236 DBPSC personnel assigned to various BCDA units and projects, with an additional 26 personnel assigned to the SCRP.
- The proposed procurement of a new 2-Year Manpower Services Contract shall be undertaken in compliance with Sec. 6.1 of CSC-COA-DBM Joint Circular No. 1, s. 2017 which states that government agencies may avail of outsourced services through institutional contract of service.
- The draft contracts (one for each lot), general and special conditions of the contract and the TOR were submitted to the OGCC and the appropriate Contract Reviews have already been issued.

Terms of REFERENCE (SALIENT FEATURES)

CONTRACT DURATION: Two (2) years, from 01 January 2021 to 31 December 2022, unless otherwise terminated pursuant to causes stated in the contract.

MANPOWER REQUIREMENTS:

Lot 1: Bidding of Manpower Services for General Support and Janitorial Services for BCDA consisting of 92 personnel to provide General Support Services, Driving Services and Janitorial Services

Lot 2: Bidding of Manpower Services for Technical and Administrative Support Services for BCDA consisting of 159 **personnel** to provide technical and admin/clerical services

PROPOSED TERMS OF REFERENCE

Bidding of Manpower Services for General Support and Janitorial Services for BCDA (Lot 1)

General Objective:

The Bases Conversion Development Authority seeks to acquire the services of a manpower services contractor to: 1) perform good housekeeping services in BCDA offices and its facilities, which includes ensuring its cleanliness and sanitation; and 2) provide the following services: a) general support services, including janitorial, estate management and maintenance services; and b) driving services.

Approved Budget of the Contract: Lot 1

The Approved Budget for the Contract (ABC) shall be **Pesos: TWENTY SEVEN MILLION FOUR HUNDRED NINETY THOUSAND SIX HUNDRED FIFTY-TWO AND 04/100 (P27,490,652.04)** for the **first year** only.

All bid prices for the duration of two (2) years shall be fixed, but may be adjusted during the contract implementation only under the following circumstances:

Manpower Requirements: Lot 1

92 personnel (as of 1 Nov 2020) to provide the following services:

- General Support Services
- Driving Services
- Janitorial Services

For the duration of the contract, the number of manpower requirements shall increase or decrease at the discretion of BCDA

PROPOSED TERMS OF REFERENCE

Bidding of Manpower Services for Technical and Administrative Support Services for BCDA (Lot 2)

General Objective:

The Bases Conversion Development Authority seeks to acquire the services of a manpower services contractor to provide the following services for its projects: 1) technical services and 2) administrative and clerical services.

Approved Budget of the Contract: Lot 2

The Approved Budget for the Contract (ABC) shall be **Pesos: SEVENTY-EIGHT MILLION FOUR HUNDRED FORTY-EIGHT THOUSAND SEVEN HUNDRED TWELVE AND 28/100 (P78,448,712.28)** for the **first year** only.

159 personnel (as of 1 November 2020) to provide technical and administrative/clerical services:

For the duration of the contract, the number of manpower requirements shall increase or decrease at the discretion of BCDA.

Areas of Coverage/Place of Assignment

1. BCDA corporate offices and facilities in Bonifacio Global City and Pamayanang Diego Silang in Taguig City
2. BCDA corporate offices in One West building in Clark and field offices for SCTEX/New Clark City Projects in Pampanga and Tarlac
3. Bataan Technology Park in Morong, Bataan
4. BCDA staff houses in Camp John Hay, Baguio City and Clark, Pampanga

She continued the presentation with the qualifications of the bidders, Terms of Reference, and general conditions of the contract.

Right after Ms. Rosete's presentation, Mr. Elizaga of BAC-G TWG presented the bidding requirements, bidding process, and a procurement calendar to the bidders. He reminded the bidders of the eligibility documents, technical and financial components required, including the forms, based on the Bidding Documents, and that the deadline of the submission of bids is at **09:00AM**, and the opening of bids is at **10:00AM**, on **16 December 2020, Wednesday**.

The BAC-G Vice Chairperson stressed to the prospective bidders that the BAC-G will respond to all questions and clarifications raised by the prospective bidders. Further, he said that a bid bulletin will be issued to officially answer/clarify all questions on **09 December 2020**, in compliance with the Revised Implementing Rules and Regulations of Republic Act No. 9184.


Towards the latter part of the pre-bid conference, she also reminded the bidders to put in writing all their questions on or before **04 December 2020, Friday**, and the BAC-G shall reply to their questions on **09 December 2020**, or at least seven (7) days before the Opening of the Bids.

Pursuant to Resolution No. 03-2018 issued by the GPPB on 01 December 2018 on the conduct of the pre-Bid Conference, the Minutes of today's proceedings, once approved, shall be posted in the BCDA website.


IV. ADJOURNMENT

With no further matter to discuss, the meeting was adjourned at 04:50 PM.

PREPARED BY:


RAUL G. BUENSALIDA
BAC Secretariat

NOTED BY:


CARLOS F. QUITA
Senior Vice President, Corporate Services Group
Chairman, Bids and Awards Committee for Goods