

Republic of the Philippines
Department of Foreign Affairs
Office of Consular Affairs - Bids and Awards Committee (OCA-BAC)

MINUTES OF THE MEETING

Procurement Project: OCA Outsourced Personnel
Activity Conducted: Pre-Bid Conference
Date and Time: 14 May 2019; 10:00 A.M.
Venue: BAC Conference Room, 12th Floor, DFA Main Bldg.

I. ATTENDANCE:

BAC MEMBERS

Mr. Raul H. Dado	Chairperson
Mr. Duke A. Villanueva	Alternate BAC Member
Ms. Ma. Antionette B. Villa	End-user Representative

BAC SECRETARIAT

Mr. Teddy Edmund T. Pavon	Head
Mr. Linoernbar D. Blanco	Member
Ms. Micaella J. Tobias	Member

BIDDER/S

Mr. Jose G. De Leon	DBP Service Corp.
Ms. Carissa Costa	Collabera Technical Private Limited Inc.

II. CALL TO ORDER

The meeting was called to order at 10:15 am upon confirmation of a quorum by the BAC Secretariat.

III. Points Discussed/Actions Taken

- The OCA-BAC Chairperson introduced the attendees and two (2) potential bidders namely, DBP Service Corp. and Collabera Technical Private Limited Inc.
- The Committee went through the Terms of Reference (ToR) for the Procurement of Contracting of the Services of Outsource Personnel of the Office of Consular Affairs with an Approved Budget for the Contract of thirty-one million thirty-one thousand two hundred seventy-one pesos and twenty-five centavos (PhP 31,031,271.25) only.

- The bidder namely, Collabera Technical Private Limited Inc., inquired if the total workings days is computation is three hundred ten (310) or three hundred thirteen (313) working days. The committee informed the bidders that the appropriate actions shall be made upon the evaluation of the end-user.
- Then, Collabera Technical Private Limited Inc., further inquired if the computation includes the increase of wages, Social Security Services (SSS) and PhilHealth contributions was considered during the computation of the Approved Budget of the Contract (ABC). The committee, reiterated that the end-user will be reevaluate the ABC and will make appropriate actions.
- Then, DBP Service Corp. requested if we can remove on Annex A, item number 3, “and Copy” on the Statement and Copy of all its ongoing government and private contracts. The committee, agreed to remove the words and informed that all the changes will reflect on the supplement/ bid bulletin.
- The schedule of activities will be as follows:
 - a. Submission and Receipt of Bids – 27 May 2019, 12:00 noon
 - b. Bid Opening – 27 May 2019, 2:00 p.m.
 - c. Post-Qualification – 29 May 2019, 10:00 a.m.

IV. Adjournment

There being no other remaining matters, the OCA-BAC Chairperson thanks everyone and adjourned the meeting at 11:30 am.

Minutes taker: (sgd.)
Mr. Linoernbar D. Blanco
 BAC Secretariat Member

Noted by: (sgd.)
TEDDY EDMUND T. PAVON
 Head, BAC Secretariat