



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

**BIDS AND AWARDS COMMITTEE (BAC)
MINUTES OF MEETING**

02 February 2021 (Tuesday) 10:00 A.M.

Through Videoconferencing via MS Teams

<https://teams.microsoft.com/l/meetup->

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Subject Matter : Pre-Bid Conference
Project : *Procurement of ICT Repair and Maintenance – General Services for Main Office*
Mode of Procurement : Competitive Bidding
Reference No. : Lot No. 2020-01

Attendees:

1. BAC Members, Technical Working Group, and BAC Secretariat:

Name	Position
Heiddi Venecia R. Barrozo	Chairperson, BAC
Marina C. Bugayong	Member, BAC
August Anthony N. Balute	Member, BAC
Amabelle D. Del Rosario	Vice-Chairperson (CB), TWG
Kent Fred B. Latorre	Member, TWG
Marie Alexis Denise S. Gayon	Vice-Chairperson (CB), BAC Secretariat
Primabelle S. Gobantes	Member, BAC Secretariat
Kio Paulo H. San Andres	BAC Support
Lovelyn M. Alegre	BAC Support
Rosaly T. Flores	BAC Support

2. End-User:

Name	Position
Ryan Vendiola	Information Systems Analyst III (PPIS-MSD)
Anna Marie S. Laqui	Computer Maintenance Technologist III (PPIS-MSD)

3. Prospective Bidder:

Name	Company/Organization
Norbert Ucol	Peach PJ Corporation (Peach)
John Galang	Peach PJ Corporation (Peach)

I. Call to Order

The Pre-Bid Conference for the *Procurement of ICT Repair and Maintenance – General Services for Main Office* with an Approved Budget for the Contract (ABC) of One Million Two Hundred Thousand Pesos (PhP1,200,000.00), was called to order at eight minutes past ten o'clock in the morning (10:08 A.M.) through videoconferencing via MS Teams, with BAC Chairperson Heiddi Venecia R. Barrozo as the presiding officer.

II. Determination of Quorum

The BAC Secretariat Vice-Chairperson, Atty. Marie Alexis Denise S. Gayon, confirmed the presence of a quorum with the attendance of BAC Chairperson Barrozo, and BAC Members August Anthony N. Balute and Atty. Marina C. Bugayong.

After having established the required quorum, the BAC Secretariat Vice-Chairperson likewise acknowledged the presence of the Technical Working Group (TWG), BAC Secretariat, support staff, as well as the representatives from the end-user and the prospective consultants.

III. Proceedings

BAC Chairperson Barrozo asked BAC Secretariat Vice-Chairperson Gayon to show on screen the Terms of Reference (TOR) of the project and to briefly go over the salient features thereof such as the a) project coverage; b) contract period; c) ABC; d) mode procurement; f) qualifications; g) scope of work; and h) terms of payment.

IV. Question and Answers

1. Mr. John Galang from Peach PJ Corporation manifested the previous experience of Peach PJ with ERC in the past, particularly during the implementation of a lockdown. He narrated that the ERC does not pay Peach PJ for those days when the ERC is on lockdown, but pro-rated to cover only those days when its technicians report to the office. He expressed his concern regarding a possible violation of labor standards

since they are still required to pay the technicians who are their regular employees. He further explained that their management and their employees agreed on a fixed term such that they only pay their employees on a pro-rated scheme if they are the ones at fault. He therefore asked what would be the legal structure or the basis for payment insofar as the contract which will later on be entered into in relation to the current procurement project.

- The BAC took note of the question and explained that they will issue the necessary Bid Bulletin to address the matter after consulting the Budget Division.
- The BAC Chairperson asked Mr. Galang which government agencies with whom they have accounts with and how much these agencies pay – whether they pay the amount fixed in the contract.
- Mr. Galang answered that they handle Manila Water, Maynilad Water, and other private companies. He added that in their engagement with said companies, they were allowed to work remotely and were paid the whole amount of the bid.
- The BAC Chairperson clarified that the ERC is not similarly situated with said private companies since it is a government agency. She nonetheless assured the prospective bidder that the BAC will issue the necessary bid bulletin to clarify the matter.

The BAC Chairperson reminded the prospective bidders to follow the template provided for by the GPPB, and to comply with the 2004 Notarial Rules of Practice.

The BAC Chairperson likewise reminded the prospective bidder about the timeline, particularly: a) deadline for the submission of request for clarifications on 05 February 2021, b) deadline for the submission of bids on 16 February 2021 at nine o'clock in the morning (09:00 A.M.), and c) bid opening on the same day at ten o'clock in the morning (10:00 A.M.).

The BAC Chairperson requested the prospective bidders to bring the original copies of the documents during the opening of bids for comparison in order to expedite the process.

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V. Adjournment

Having no more questions, discussions, and clarifications, the meeting was adjourned at twenty-four minutes past ten o'clock in the morning (10:24 A.M.).

Approved by:

HEIDDI VENECIA R. BARROZO
BAC Chairperson


(TOOK NO PART)
SHARON O. MONTAÑER
BAC Vice-Chairperson

MARINA C. BUGAYONG
BAC Member

AUGUST ANTHONY N. BALUTE
BAC Member

(TOOK NO PART)
JOSE ROMULO L. CASTRO†
BAC Member

ATTESTED BY:


MARIE ALEXIS DENISE S. GAYON
Vice-Chairperson, BAC Secretariat