



MINUTES OF BAC MEETING
HO-BAC-PGCS No. 031-2020

DATE : 27 July 2020
TIME : 10:00 a.m.
VENUE : Function Room B, 7th Floor, PPA Bldg.
ATTENDANCE :

BAC Members:

Mark Jon S. Palomar	-	Chairperson
Angelina A. Llose	-	Vice-Chairperson (via zoom)
Diane Steffi T. Guillamon	-	Regular Member
Josephine M. Napiere	-	Regular Member (via zoom)
Eric E. Dimaculangan	-	Provisional Member
Gervacio N. Balatbat	-	Provisional Member, End-user, ICTD
Genaro P. Mancio, Jr.	-	Provisional Member, End-user, PPD

Observer:

Veronica Rivera	-	COA (via zoom)
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Other Attendees:

Lolita D. Solis	-	Head, Secretariat (via zoom)
Milagros Lourdes P. Perez	-	Assistant Head
Darlene V. Ambay	-	Member, Secretariat (via zoom)
Mitchie F. Manatad	-	Head, TWG (via zoom)
Janneliza D.L. Rebong	-	Member, TWG (via zoom)

Supplier's Representative:

Jehren P. Tiglao	-	ENECON Philippines, Inc.
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CALL TO ORDER:

The Head Secretariat read the attendance of the BAC Members, TWG and Secretariat Members, Observer and the Bidder's Representative. After the quorum had been duly certified, the Chairperson called the Meeting to order at 10:10 a.m.

HIGHLIGHTS:

1. The Chairperson presented the Agenda items, as follows: a) Approval of Minutes of the previous BAC meetings: HO-BAC-PGCS Nos. 029-2020 and 030-2020 (21 July 2020); b) Pre-Bid Conference for the Procurement of Services for PPA Head Office 2nd Floor Concrete Deck Cladding and Waterproofing System; c) Bid-Evaluation Report for the Supply and Delivery of Additional High Amperage Cables Intended for Twelve (12) Units Generator Sets with Automatic Transfer Switch (ATS) for PMO-Mindoro; d) Pre-Procurement Conference for the following projects: d.1) Procurement of IT Resources: d.1.1) Supply and Delivery of Office Printers; d.1.2) Supply and Delivery of Document Scanners; d.1.3) Supply and Delivery of Laptop Computers; and d.1.4) Supply and Delivery of Desktop Computers; d.2) Supply, Delivery and Installation of Body Scanning Machines (Phase II); d.3) Supply, Delivery and Installation of Diaper Changers to Port Areas and Buildings; d.4) Supply and Delivery of Police Safety Equipment and Tactical Gear; and d.5) Supply, Delivery and Installation of Systems Furniture & Seating Package for the Human Resource Management Department.
2. The Minutes of the previous BAC meetings HO-BAC-PGCS Nos. 029 and 030-2020 (21 July 2020) were approved, as presented.
3. Pre-Bid Conference for the Procurement of Services for PPA Head Office 2nd Floor Concrete Deck Cladding and Water Proofing System
 - 3.1 The objective of the Pre-Bid Conference is to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.
 - 3.1.1 Mr. Tiglao, representative of ENECON Philippines, Inc. inquired if there is an alternative document that they could submit, other than official receipts to prove their ownership of the machines to be used. Atty. Manatad replied that in lieu of the official receipts, the bidder may submit an Affidavit stating the company's ownership on the said machines.
 - 3.1.2 The Head Secretariat reminded the prospective bidder of the deadline for the submission and opening of bids.
4. Bid-Evaluation Report for the Supply and Delivery of Additional High Amperage Cables intended for Twelve (12) Units Generator Sets with Automatic Transfer Switch (ATS) for PMO-Mindoro
 - Ms. Rebong, TWG Member presented the bid-evaluation report. After a motion duly made and properly seconded, the recommendation of the TWG that Mindanao Laboratory Services be declared as the Single Calculated Bidder in the amount of PhP8,490,700.00 was adopted by the Committee. The Chairperson instructed the TWG to conduct the post-qualification on Mindanao Laboratory Services.

5. Pre-Procurement Conference for the following projects:

5.1 Procurement of IT Resources

- a. Supply and Delivery of Office Printers
- b. Supply and Delivery of Document Scanners
- c. Supply and Delivery of Laptop Computers
- d. Supply and Delivery of Desktop Computers

5.1.1 The Chairperson clarified if the proposed procurement for laptops is already Phase III. Mr. Balatbat affirmed. He apprised the Committee that there were 1,000 units procured in the first procurement three (3) years ago, while the second phase was for the procurement of 84 units of laptops.

5.1.2 The Chairperson inquired if the technical specifications of laptops previously procured were continuously upgraded and updated every year. Mr. Balatbat answered that the technical specifications were always upgraded and updated.

When asked regarding the useful life of laptops, Mr. Balatbat answered that it is five (5) years and that laptops procured during the first phase should be replaced upon reaching the 5th year.

5.1.3 As to the number of years to complete the target allocation of laptops for PPA employees, Mr. Balatbat told the Committee that the ICTD is closely coordinating with the ASD and HRMD for the inventory, taking into consideration the newly hired PPA personnel. He added that the proposed procurement is for Head Office personnel, considering the work from home scheme for the Manila-based PPA employees. According to him, the Management aimed that employees in the PMOs will likewise be provided with laptops in future procurement projects.

The Chairperson commented that the General Manager has a previous instruction that everyone should have a laptop. However, there are RCs who requested for desktops. Those who have been assigned with laptops should surrender their desktops.

The Vice-Chairperson manifested that Corporate Planning Department (CPD) personnel need both laptops and desktops. According to her, the CPD is using desktops for system applications for statistics which cannot be downloaded and installed in the laptop considering the voluminous data and information installed thereat. On the other hand, laptops are also essential for them considering the implementation of the work from home arrangement. The Chairperson made a comment that the matter can be addressed by arranging the proper assignment of Memorandum Receipt (MR) of units per CPD personnel. Moreover, he said that the files stored in the desktop can be migrated or can be

stored in the hard drive or one drive. Mr. Balatbat suggested that the CPD should have a central repository where the staff can access the files via internet.

5.1.4 The Vice-Chairperson inquired if the features and technical specifications of the laptops to be procured are suitable for the work from home arrangement. Mr. Balatbat answered that specifications are higher as compared to the laptops previously procured. He assured the Committee that the Management gets faster processor and the highest available specifications, in accordance with the budget allocated. Moreover, he informed the Committee that the applications are usually web-based.

5.1.5 Mr. Balatbat clarified that the proponent intends to adjust the budget for the Laser Printer with Wireless LAN. He manifested that the quantity as stated in the presentation was not updated. Additional units should be procured; hence the costing should be adjusted.

In addition, he told the Committee that they also intend to adjust the delivery period, considering the pandemic. According to him, the bidders will most likely request for an extension. The Committee agreed to revise the delivery period from thirty (30) days to sixty (60) days.

5.1.6 Ms. Napiere clarified that the one (1) year warranty for Lot 4 did not specifically mentioned the type of warranty. She observed that the other Lots indicated that the warranty is "on parts and labor on-site". Mr. Balatbat said that all warranty should include "on parts and labor on-site" and told the Committee that said provision will be corrected.

5.1.7 The Chairperson inquired if the payment shall be made upon full delivery. Mr. Balatbat affirmed.

5.1.8 After a motion duly made and properly seconded, the Committee resolved that the Pre-Procurement Conference for the following projects: Procurement of IT Resources: a) Supply and Delivery of Office Printers; b) Supply and Delivery of Document Scanners; c) Supply and Delivery of Laptop Computers; and d) Supply and Delivery of Desktop Computers, be considered complete and that the project be the subject of procurement and publication/posting, subject to some revisions in the TOR, as discussed and recommended by the BAC and the submission of the Certificate of Availability of Funds (CAF).

5.2 Supply, Delivery, and Installation of Body Scanning Machines (Phase II)

5.2.1 The Chairperson clarified that as presented there were twenty-five (25) body scanning machines to be procured, however, the recipient terminals were only nineteen (19). Mr. Dimaculangan explained that larger base ports will have more than one machine. The Chairperson commented that the said matter should be clarified in the TOR.

5.2.2 The Vice-Chairperson verified if the machines previously procured were all operational and being utilized. Mr. Dimaculangan answered that the first phase consists of twelve (12) units and as per monthly reports submitted by the PMO to the Port Police Department, the machines are all functioning and operational, considering that the apprehensions for deadly weapons and the passenger traffic were being reported and recorded.

The Chairperson clarified if the ports covered by the first procurement are not part of the proposed procurement. Mr. Dimaculangan confirmed.

5.2.3 The Vice-Chairperson inquired if there is a deployment requirement that should be coordinated with the PMO. Mr. Dimaculangan answered that there is a requirement for the installation of the machines and training of personnel who will operate them. He assured the Committee that once the machines have been delivered, the PMO is readily available to accept and use the machines.

5.2.4 The Vice-Chairperson observed that the proposed Approved Budget for the Contract (ABC), as indicated in the TOR is different from what was presented. Ms. Perez said that the ABC for 25 units of body scanning machines is PhP375Million.

5.2.5 Ms. Napiere inquired the installation areas for the machines. Mr. Dimaculangan explained that the machines will be installed at the entry points of the terminals listed on the TOR. Ms. Napiere commented that PMO-NCR North, PMO-NCR South, and PMO-Batangas have Terminal Operators, hence the facilities and equipment for the terminals should form part of the expenses of the operator as part of the operator's compliance to their contract with PPA. With regard the installation of the machine in PMO-Bataan, she stated that the passenger traffic in the said PMO is low. Mr. Dimaculangan assured the Committee that said matter will be verified with the PMO.

5.2.6 The Vice-Chairperson inquired if there is a safety precaution for radiation. Ms. Perez informed the Committee that the TOR provides under paragraph 5.5 for the Safety and Privacy. Mr. Dimaculangan added that the TOR provides a threshold for radiation and requires an Environmental Rating of IP52 (NEMA rating of 5, 12 and 12K) and Screening Distance of 3 to 8m (10 to 24ft).

The Chairperson asked how the TWG can evaluate the requirement for the level of radiation. Ms. Perez answered that the TOR requires a certification by an accredited international organization concerning the radiation safety of the equipment, as stated under Item 8.1.3 thereof.

5.2.7 The Chairperson inquired the specific area where to place the machines. Mr. Dimaculangan explained that the machines will be placed in the area where the passengers are passing through, specifically, just before the metal detector. The Chairperson clarified if the PMOs are aware that there will be an additional component to the equipment already installed in the area and whether the body scanning machines is part of the security plan. Mr. Mancio, Jr. explained that the security plan of the PMOs will be revised, to include the body scanning machines.

When asked if the security machines such as the x-ray, body scanning and metal detector can be unified, Mr. Dimaculangan said that it can be manned by a single operator. The Chairperson commented that there are areas where the x-ray machines were not manned and operated. He then suggested that body scanning machines should not be deployed in the areas where the x-ray machines are not manned in order to ensure that the machines will be fully efficient and that there should be an operator to operate the machines simultaneously.

5.2.8 The Vice-Chairperson inquired if a CAF was already issued for the proposed procurement. Ms. Perez informed the Committee that the ASD already requested a CAF from the Controllership Department.

5.2.9 After a motion duly made and properly seconded, the Committee resolved that the Pre-Procurement Conference be deferred, considering the comments and suggestions of the Committee and to verify first with the PMO, specifically on the deployment and location of the machines to be installed, issue on the operators and the issuance of the CAF, and the Project be the subject of another Pre-Procurement Conference.

5.3 Supply, Delivery, and Installation of Diaper Changers to Port Areas and Buildings

5.3.1 The Chairperson asked the rationale behind the number of recipient PMOs where the diaper changers will be deployed. Ms. Perez apprised the Committee that said number is from the requesting PMOs.

When asked if the PMOs are aware of the installation of diaper changers in their respective areas, Mr. Dimaculangan affirmed. He said that the PMOs as End-Users identified the number of comfort rooms wherein diaper changers are to be installed. The ASD just consolidated the numbers.

5.3.2 Atty. Guillamon observed that the number of diaper changers at the PMO-NCR South and PMO-Batangas, as proposed are very minimal as compared with PMO-NCR North.

5.3.3 Ms. Napiere inquired whether the number of diaper changers to be installed is corresponding or proportionate to the number of comfort rooms at the PMOs. According to her, the said information should be verified first with the PMO concerned. She likewise stated that it is the obligation of the terminal operators in the PMOs to install said facility, unless the diaper changers are to be installed at the PMO building and not in the passenger terminals. The Chairperson requested the proponent to verify whether the installation of the said facility is part of the contract of the terminal operator with PPA, and whether terminal operators are compliant with the said requirement.

Ms. Napiere said that the requirement is part of the compliance of the terminal operators to the requirement of the Gender and Development (GAD) program of PPA. The Chairperson informed the Committee that according to Ms. Rebong of POSD, there is a PTB Compliance Checklist by PMOs to determine whether the PMOs are compliant and that ASD should look into the said Checklist.

5.3.4 After a motion duly made and properly seconded, the Committee resolved that the Pre-Procurement Conference be deferred, considering the comments and suggestions of the Committee and to verify first the concerns of the BAC Members, and that the project be the subject of another Pre-Procurement Conference.

5.4 Supply and Delivery of Police Safety Equipment and Tactical Gear

5.4.1 Atty. Guillamon inquired the number of port police personnel. Supt. Mancio replied that there are 215 port police personnel as per records of HRMD out of the 355 plantilla positions, hence, recruitment is still ongoing. She also asked the deployment of the equipment and tactical gears. Supt. Mancio explained that the itemized 355 pcs. safety equipment will be assigned to individual port police personnel with plantilla position. The ballistic shields will be utilized by the Special Action Unit per PMO. Mr. Dimaculangan clarified that there are 26 PMOs where the ballistic shields will be deployed. He added that they overlooked the quantity and did not include the PPD, hence the quantity of ballistic shield should be revised in the TOR.

5.4.2 With regard the size of the Fast Helmet (355 pcs.), Atty. Manatad inquired that the TOR only indicated the size (small, medium, large). However, the quantity per size was not specifically indicated. She likewise asked the size of the required logo for the fast helmet.

Mr. Dimaculangan clarified that a logo is not a requirement for the Fast Helmet. Only the Comfort Cap should have a logo which should be proportioned to the head of the cap and the ASD will provide a sample

logo during the implementation of the project. With regard the quantity of Fast Helmet per size, Mr. Dimaculangan stated that they will revise the TOR to indicate the required number per size. He then explained that the sizes, as indicated in the TOR are the size of the shell of the helmet. The helmet has a strap that is usually adjustable.

5.4.3 The Vice-Chairperson inquired if there is a storage room for the equipment and gears to ensure its security and safety. Mr. Dimaculangan told the Committee that the Port Police Head Quarters has an armory where the tactical and security equipment, including pistols are properly stored. He said that individual vaults were also provided in the stations where port police personnel keep their equipment and gears right after their duty.

5.4.4 Ms. Napiere clarified if the requirement for the Warranty is one (1) year or five (5) years. She commented that in the presentation, the requirement for the warranty is one (1) year. However, some of the gears, as indicated in the TOR, state a warranty for the Garment – 1yr and Soft Armour – 5 years and that the warranty for the Ballistic Shield was not specifically identified whether it is intended for the unit or for the parts. Mr. Dimaculangan informed the Committee that the bidders should comply with the warranty requirement to cover the soft armour or the ballistic material or the bullet proof.

5.4.5 On the costing, the Vice-Chairperson recalled that at least three (3) canvasses is required to determine the amount of the equipment and a market study is likewise required to be presented during the pre-procurement conference. The Committee then agreed to require the proponent to submit at least three (3) canvasses.

5.4.6 After a motion duly made and properly seconded, the Committee resolved that the Pre-Procurement Conference for the Supply and Delivery of Police Safety Equipment and Tactical Gear, be considered complete and that the project be the subject of procurement and publication/posting, subject to the suggestions and recommendations of the BAC.

5.5 Supply, Delivery, and Installation of Systems Furniture & Seating Package for the Human Resource Management Department

5.5.1 Mr. Dimaculangan apprised the Committee that the lay-out of the office per RCs were revised. According to him, per recommendation by the General Manager, the traditional modular cubicle which has a partition for each employee will be removed and that hopefully acrylic partitions will be installed in compliance with the protocol for social distancing. The systems furniture will be installed by the supplier, while other architectural works will be done by the ASD personnel. The said lay-out will be applied for the systems furniture & seating package for the HRMD. Moving forward, other RCs may opt to adopt the same style.

The Vice-Chairperson inquired if there is a list of priorities of RCs. Ms. Napiere stated that during the budget hearing last year, the General Manager approved the reconfiguration of the offices of the CSD and the POSD.

Mr. Dimaculangan told the Committee that all RCs are priorities and that their requests will be considered, since there is already an issued purchase order.

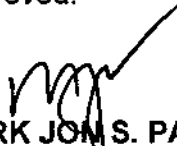
5.5.2 After a motion duly made and properly seconded, the Committee resolved that the Pre-Procurement Conference for the Supply, Delivery, and Installation of Systems Furniture & Seating Package for the Human Resource Management Department, be considered complete and that the project be the subject of procurement and publication/posting.

6. There being no other matters to be discussed, the meeting adjourned at 12:00 p.m.

Certified Correct:


LOLITA D. SOLIS
Head, BAC Secretariat

Approved:


MARK JON S. PALOMAR
Chairperson, BAC-PGCS