



**Minutes of the Pre-Bid Conference for the
Early Procurement of Security Services for FY 2021**

Date: December 2, 2020

Time: 2:00-3:15PM

Venue: Ground Floor, Dormitory Building II

Attendance:

Bids and Awards Committee:

1. Rryam A. Jaralve – Chair
2. Robinson S. Luzon – Vice-Chair/TWG Chair
3. Junie Rov A. Enero – Member
4. Bernard O. Callao – Member

BAC Secretariat:

1. Sherl Dianne S. Estoque – Head
2. Danny A. Sulit – Member

Technical Working Group:

1. Allan D. Calibo – Member

Prospective Bidders and their Representatives

1. JKB Republic Security Agency, Inc. *as represented by the following:*
 - a. Bartolome V. Ta-aral
 - b. Pacita D. Egay
2. Double Dragon Security Forces Agency, Inc. *as represented by the following:*
 - a. Jose Dan T. Ageas

I – Call to Order

With four BAC members present at the start of the meeting, the Pre-Bid Conference was called to order by the BAC Chair.

The BAC Chair acknowledged the presence of all those who were present in the Pre-Bid Conference, including all the representatives of prospective bidders.

II – Discussion of the Project's Invitation to Bid, Technical Specifications, et. al.

The BAC Chair started discussing the salient points involved in the Early Procurement of Security Services for FY 2021.

1. That the project's Approved Budget for the Contract (ABC) is **TWO MILLION TWO HUNDRED THOUSAND PESOS (Php2,200,000.00)**;
 - a. The BAC Chair announced that a Supplemental/Bid Bulletin be issued to categorically state the ABC in the first paragraph of the project's Invitation to Bid. It was stressed, however, that the ABC was reflected in the PBDs and in the project's Technical Specifications;
2. That delivery of the Services is required from January 1, 2021 to December 31, 2021;
3. That bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders);
4. That bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184;
5. That bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or

regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183;

6. That a complete set of Bidding Documents may be acquired by interested Bidders on November 23, 2020 from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (P 5,000.00);
7. That bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before 2:00 p.m. of December 14, 2020. Late bids shall not be accepted;
8. That bid opening shall be on December 14, 2020 @ 2:01 in the afternoon at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity;
9. That PSHS-ZRC (BAC) reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders;
10. That the following are the eligibility and technical requirements that a participating bidder needs to submit upon bid submission:
 - a. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR
 - i. It was emphasized that this requirement already covers the four documentary requirements:
 1. Mayor's Permit
 2. DTI Certificate of Registration
 3. Tax Clearance
 4. Audited Financial Statements
 - ii. For purposes of the bidding, a participating bidder may no longer submit the first three documents during bid submission but such shall still be a subject for validation during the post-qualification stage to whoever be declared by the BAC as the Lowest Calculated Bidder (LCB);
 - b. Statement of the prospective Bidder of all its on-going government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, and
 - c. Statement of the bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the BDS.

The two (2) statements required shall indicate for each contract the following:

1. Name of the contract;
 2. Date of the contract;
 3. Contract duration;
 4. Owner's name and address;
 5. Kinds of Goods;
 6. For Statement of On-going Contracts – amount of contract and value of outstanding contracts;
 7. For Statement of SLCC – amount of completed contracts, adjusted by the Bidder to current prices using PSG's consumer price index, if necessary, for the purpose of meeting the SLCC requirements;
 8. Date of delivery; and
 9. End-user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements
- d. NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank. (Attach: latest audited financial statements stamped "received" by the BIR which should not be earlier than two (2) years from the date of bid submission).
 - e. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in

accordance with Section 23.1L(b) of the IRR

- f. The Bid Security or Bid Securing Declaration in accordance with ITB Clause 18. (*may not be notarized, pursuant to GPPB Resolution No. 09-2020*)
 - g. Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents.
 - h. Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms. (*may not be notarized, pursuant to GPPB Resolution No. 09-2020*)
 - i. Bidder must have been engaged in the business of Security Services in good standing in the Philippines for at least five (5) years from the date of the invitation to bid.
11. That the financial requirement that a participating bidder needs to submit upon bid submission is the Financial Bid, which includes Bid Prices in the prescribed Bid Form and the Cost Distribution;
 12. That a service provider/participating bidder must have a current license to operate a Private Security Agency (PSA) from the Philippine National Police, and of good standing with the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO). It was also emphasized that said documents are not really required to be submitted during the submission of bids. The documents would just be checked during the post-qualification stage to whoever shall be declared by the BAC as the Lowest Calculated Bidder (LCB);
 13. That a service provider/participating bidder must follow the DOLE-prescribed minimum daily rate pay to be given to each security guard to be assigned at PSHS-ZRC;
 14. That the project's manpower requirement involves nine (9) security guards for seven (7) months during the year for service to PSHS-ZRC's various offices, classrooms, laboratories, dormitories, acquired assets, facilities and projects;
 15. That the scope of services of the security guards to be deployed are the following, among others:
 - a. To secure and protect all the lives of scholars inside all declared academic and learning facilities and those residing at the dormitories, persons employed by the PSHS-ZRC, and all those legally doing business therein;
 - b. To protect and secure all the PSHS-ZRC's acquired facilities, real assets and projects from theft, pilferage, vandalism and robbery;
 16. That the location of security guards for deployment will be at the main gate, administration building and in other buildings and posts;
 17. That the required qualifications of security personnel are the following, among others:
 - a. They shall be a Filipino citizen, *preferably* between 21 to 40 years old upon deployment/posting;
 - b. That they do not suffer from any physical defect/s or deformities, if possible, and preferably residing within the area near the premises to be able to readily serve in case of need for relievers or during times of emergencies;
 18. That subcontracting is not allowed;
 19. That the bidder's SLCC similar to the contract to be bid should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.
 20. That no incidental services are required.
 21. That the bid validity is 120 calendar days reckoned from the date of submission of bids;
 22. That the bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:
 - a. The amount of not less than Forty-Four Thousand Pesos (P 44,000.00), if bid security is in cash, Cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 - b. The amount of not less than One Hundred Ten Thousand Pesos (P 110,000.00), if bid security is in Surety Bond.
 23. That Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid;
 - a. A demonstration to this effect was made by the BAC.
 24. That additional specifications and/or modifications of the project not stated in the published Technical Specifications shall be announced in a Supplemental/Bid Bulletin to be issued, if any.

Since there were no other matters discussed, the Pre-Bid Conference for the Early Procurement of Security Services for FY 2021 was adjourned at 3:15PM.

As recorded by:



RRYAM A. JARALVE
BAC Chair

DANNY A. SULIT
BAC Sec Member



SHERL DIANNE S. EQTOQUE
BAC Sec Head


We concur:



ROBINSON S. LUZON
BAC Vice-Chair



GIL M. DARCEA
BAC Member



JUNIE ROY A. ENERO
BAC Member

BERNARD O. CALLAO
BAC Member