



Minutes of Pre-Bid Conference
PROVISION OF SECURITY SERVICES FOR DFPC STORES
(OCOO2021-01)
 08 January 2021
 BAC Office

Present were:	
BAC MEMBERS:	TWG:
Joel R. Perez	Bernardino S. Cruz
Aimee P. Calico	Maria Erika F. Dela Cruz
Cecilia Sarmiento	Elsa S. Coronel
Victoria Y. Reyes	Emmanuel B. Rañola
	Christian Trinidad I. Bagtas
END-USERS:	
Patrick P. Layosa	SECRETARIAT:
Priclys Bacani	Ferdinand M. Compuesto
Cirilo F. Maglaqui	Jessica D. Santos
Shirley C. Zafra	Julia A. Mandal
	Kym Jeanette R. Santelices
Observer:	Leonardo L. Guerrero
Atty. Jordan Villota - OCOO	Rogelio B. Antonio
BIDDERS:	
LEOPARD SECURITY & INVESTIGATION AGENCY INC.	MATI INVESTIGATIONS SECURITY & ALLIED SERVICES, INC.
- Evangeline Aragon	- Razul Akmad
- Francesca Fabreo	Christine Dela Rosa
- Elaine Faith Banaag	- Freddie Negro
- Menilio Otea	
PHILAND SECURITY AGENCY, INC.	LOCKHEED SECURITY AND INVESTIGATION AGENCY, INC.
- Maricris M. Bacuyag	- J. Estorminos
WORLD CUP SECURITY SERVICES INC.	
- Sheina Mae Gambol	

The meeting was called to order at 10:14AM by Ms. Aimee P. Calico (APC), BAC Vice-Chairperson. APC acknowledged the presence of BAC members, TWG, BAC Secretariat, End-user and representatives from five (5) prospective bidders.

Bidding Process:

APC proceeded to show the short presentation of how the bidding will be conducted. The bidding process is in accordance with RA 9184 and its 2016 Revised IRR which is also known as the Government Procurement Law.

1. The process involves the opening of eligibility / technical and financial component.
2. Non-discretionary pass/fail criteria will be used for the preliminary examination of



bids. Only bidders that pass the Technical component check can move to the opening of the Financial Component.

3. The bidder with the lowest bid proposal will be declared the Lowest Calculated Bidder (LCB) and shall proceed to the Post-Qualification Stage.
4. The evaluation will be based on presence, completeness and sufficiency of required documents. This is the basic essence of pass/fail criteria in evaluating the documents being submitted.
5. After ascertainment, verification and validation of the authenticity of the documents during post-qualification, the bid proposal will now be declared the Lowest Calculated Responsive Bid (LCRB) or Single Calculated Responsive Bid (SCRB).
6. APC stated that from the time the bidder is declared failed, submission of Request for Reconsideration (RR) is within three (3) days upon receipt of the written notice or upon verbal notification if present during the opening of bids. The BAC in turn has seven (7) days upon receipt of RR whether to grant or deny said request. APC further explained that the RR is not an avenue to extend the submission of documents. It is a remedy to clarify BAC's misappreciation of the documents in question. Procedure for filing of protest was briefly explained as well.

Bidding Documents

A. Invitation to Bid

1. APC enumerated the ABC for each Lot and the corresponding price of bid documents for sale:

Lots	Location	ABC	Amount of Bidding Documents
1	Fiestamall Store, Forward Warehouse, NAIA T2 & NAIA T3, & Luxe MOA	PhP26,536,350.45	PhP22,000.00
2	Fiestamall Perimeter, EHA Building, Integrated Warehouse and NAIA Terminal 1	PhP28,324,149.65	PhP22,000.00
3	DFPC Clark International Airport	PhP1,951,746.25	PhP2,000
4	DFPC Davao International Airport	PhP1,729,698.50	PhP2,000
5	DFPC Other Store Outlets (Kalibo, Bacolod & Iloilo International Airport)	PhP2,210,235.60	PhP2,000

2. APC stated that Bidders should have completed, within five (5) years (2016-2020) from the date of submission and receipt of bids, a contract similar to the Project. APC defined similar contracts for Lots 1 & 2 to be a Security contract with a deployment of at least twenty (20) guards in similar high traffic establishments (i.e. airport, hotels, malls) and similar contracts for Lots 3 to 5 is a Security contract with a deployment of at least five (5) guards in similar high traffic establishments (i.e. airport, hotels, malls).
3. APC informed the bidders of the opening of bids which is scheduled on 20 January 2020, 10:00AM and submission of documents should be on or before the prescribed time at the specified venue.



4. APC reminded the bidders to be mindful of the time and requested them to synchronize their watches on the official time flashed on the screen and stressed that late bids shall not be accepted.

B. Instructions to Bidders (ITB)

1. APC ran through the ITB. APC mentioned again the ABC for each lot.
2. APC explained that clarification should be done at least ten (10) calendar days from the deadline of the opening of bids. It must be done in writing.
3. APC stated that the bid and bid security shall be valid until 20 May 2021. It was stressed that any bid not accompanied by a bid security shall be considered non-responsive.
4. APC stated that for Post-Qualification, the bidder must submit all required documents within a non-extendible period of five (5) calendar days from receipt of notice.
5. The representative from MATI Investigation Security & Allied Services (Minsas) inquired if it is possible to just submit a hard copy instead of the stated portable storage device of USB for copy number 3 to which request was denied. Miss Vicky Reyes (VYR) explained that the requirement was for the post qualification checking of the TWG. Mr. Bernardino Cruz (BSC) further explained that the requirement was for the protection of the BAC members and TWG due to the current pandemic. He further explained that the digitized copy must be clear.
6. The representative of Minsas further inquired if a submission of an unreadable or corrupted portable storage device will be a cause of disqualification to which APC replied negatively. The bidders may re-submit a portable storage device as replacement. VYR further explained that the Original bid, Copy 1 and Copy 2 will be opened during the Bid opening.
7. The representative of Philand further inquired if all components of Copy 3 will be submitted through the portable storage device to which JRP explained that only Eligibility and Technical Documents shall be included; the Financial Component of the bid must be submitted in hard copy. JRP stressed that an unreadable USB will not be grounds for disqualification. A non-submission of the required USB will be the reason for disqualification.
8. JRP inquired if the other bidders are amenable to the submission of a portable storage device to which they all replied positively.

C. Bid Data Sheet (BDS)

1. APC enumerated the qualification of similar contracts for Lots 1 & 2 and for Lots 3 to 5. The period for the similar contract shall be within five (5) years (2016 – 2020).
2. The acceptable forms and amounts of bid security were enumerated. APC mentioned that the Surety Bond must be callable upon demand and duly certified by the Insurance Commission.
3. The documents required for the Post Qualification were enumerated. APC also mentioned that only tax returns and taxes paid thru the BIR Electronic Filing and Payment System (EFPS) shall be accepted.
4. The representative of Minsas inquired if it would be possible to present their previous Official Receipt on the purchase of bidding documents to obtain the



new bidding documents to which APC responded negatively. APC further explained that they must purchase a new set of bidding documents.

5. The representative of Philand inquired if they will be allowed to refund their previous purchase of the bidding documents since the project was cancelled to which APC explained that the matter will be discussed in a separate forum and the bidders will be informed of the outcome.

D. Special Conditions of the Contract (SCC)

1. APC enumerated the documents for submission which are required prior to payment.
2. The undertaking of the Supplier was enumerated by the Vice-Chairperson.
3. APC presented the provisions under SCC 6.2-Undertaking of the Supplier and gave the bidders ample time to read through all the specified provisions.

E. Schedule of Requirements

1. APC stated that the contract duration is for a period of one (1) year only.
2. APC read to the prospective bidders the Scope of Services for each Lot.
3. APC discussed the Manpower deployment and logistical requirements for each Lot.
4. Implementation schedule for the new provider shall be thirty (30) days from the receipt of the Notice to Proceed.
5. The representative of Philand inquired regarding the submission of business permit because their permit is still on the process of renewal, will it be possible to submit the Official Receipt (OR) for the application to which APC responded positively. It was clarified that the OR together with the old business permit can be submitted. APC reminded the prospective bidders that the business permit must be submitted prior to the award of the contract.
6. JRP further emphasized that the old Business Permit together with the Official Receipt, as proof of application, must be submitted.
7. APC encouraged the prospective bidders to read through the whole bidding documents and understand each item.
8. APC reminded the bidders that this Section should be signed by the authorized representative.

F. Technical Specifications

1. APC stated that the bidder should indicate "comply or not comply" on the rightmost column for each line item.
2. APC enumerated each document required to be submitted on the opening of bid as part of the Technical Specifications.
3. APC reminded the prospective bidder that this document needs to be signed by their authorized representative.

G. Checklist of Requirements

1. APC enumerated the required documents under Eligibility/Technical documents.
2. APC stated that for the bidder's Single Largest Completed Contract (SLCC), it



must be signed by their Client to signify if they are satisfied or not. A Certificate of Satisfaction may be submitted as proof of satisfaction. APC further explained that the SLCC must be at least fifty percent (50%) of the ABC.

3. APC also enumerated the documents required for the post-qualification.
4. On the Bid Securing Declaration and Omnibus Sworn Statement, APC reminded the bidders not to forget to sign the document, the Jurat and to state the MCLE compliance number of the Notary Public.
5. The NFCC, Bid Form, Price Schedule and Cost Distribution were discussed by APC. The prospective bidders were reminded to indicate their bid amount in words and figures. APC stated that all forms must be signed by their authorized representative.
6. The representative of Minsas inquired if the licenses of firearms need to be submitted to which Mr. Layosa explained that prospective bidders need only to submit a list which contains the names of the guard, firearms with corresponding license number and should be duly received by PNP-SOSIA which is also called the monthly disposition report.
7. The representative of Minsas inquired if it is required to attach the contracts for completed contracts to which APC explained that prospective bidders just need to submit a list based on the table provided.
8. The representative of Minsas pointed out that the SSS and PhilHealth on the Cost Distribution is not updated based on the 2021 to which Mr. Bacani explained that the adjustment has not been implemented yet. He further explained that should there be any change, there would be an adjustment on the contract.
9. The representative on Philand inquired on what will be used as basis for the administrative overhead on the Cost Distribution to which JRP explained that although DOLE issued guidelines on the matter, GPPB on the other issued their own guideline that they cannot issue a range for the admin overhead. JRP further stated that the GPPB guidelines will be followed since it is aligned to the requirements of R.A. 9184. JRP tasked the Secretariat to research if there is an update on GPPB regarding the matter.
10. JRP suggested that the sample envelopes be shown to the prospective bidders. APC showed the sample envelopes (Original, Copy 1, Copy 2 and Copy 3) to enlighten the prospective bidders. APC reminded the prospective bidders to properly mark and seal the envelopes. APC reiterated that the portable storage device must be placed on the Copy 3 envelope.
11. The representative of Lockheed inquired if they would be permitted not to attend physically the Opening of Bids to which JRP responded positively and explained that they can attend online. JRP reminded them that their bids must be submitted prior to the deadline.
12. The representative of Minsas requested for a soft copy of the bidding documents to which Miss Santelices stated that a soft copy will be provided thru email as soon as they purchase the bidding documents.
13. The representative of World Cup inquired if they will be permitted to use the previously issued Site Inspection to which Mr. Layosa responded negatively. He further explained that there might be changes in the area so it would be better to conduct a new site inspection. JRP suggested that a date be set for the said inspection. Mr. Layosa further explained that for Store outlets, the Store Manager is authorized to sign their respective forms. For NCR, in case of Mr. Layosa's absence, the Security Supervisors or Assistant Manager can sign their form.



14. The representative from Leopard inquired if there are health certificates required for site inspection to which Mr. Layosa qualified that for DFPC, a form must be filled out and the use of PPE's (face mask and face shield).
15. Mr. Cruz requested that for the completed and on-going contracts, ensure that contact numbers and contact persons are updated for easy verification.

Having no other matters to be discussed, the pre-bid conference adjourned at 1:12PM.

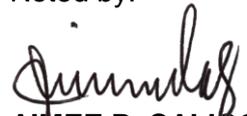
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