

**Minutes of Pre-Bid Conference
PROVISION OF SECURITY SERVICES FOR DFPC MANILA
(OCOO2020-02)**

27 February 2020
BAC Office

Present were:

BAC MEMBERS:

Aimee P. Calico
Cecilia Sarmiento
Jovita J. Cruz
Victoria Y. Reyes

SECRETARIAT:

Ferdinand M. Compuesto
Jessica D. Santos
Julia A. Mandal

BIDDERS:

WORLD CUP SECURITY SERVICES, INC.

Aiko Torralba
Arnel Y. Perez

END-USERS:

Patrick P. Layosa
Priclys Bacani

TWG:

Bernardino S. Cruz
Emmanuel Rañola
Elsa S. Coronel

**LEOPARD SECURITY AND INVESTIGATION
AGENCY (LSIA)**

- Evangeline Aragon
- Alennie Joyce Alagar

VIGILANT INVESTIGATION & SECURITY

- Raymond De Vera
- Jeff Padasas

The meeting was called to order at 10:30AM by Ms. Aimee P. Calico (APC), BAC Vice-Chairperson. After acknowledging the presence of BAC members, APC declared that there is quorum to proceed with the Pre-Bid Conference for the provision of security services intended for Manila. APC also acknowledged the presence of the TWG, BAC Secretariat, End-users and representatives from three (3) prospective companies.

Bidding Process:

APC proceeded to show the short presentation of how the bidding is 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 requires 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 reminded them of the required proper sealing and marking of envelopes as specified under ITB Clause 20. APC showed the actual envelopes to illustrate further the said required sealing and marking. APC reminded them of the required number of copies of envelopes which the bidders are required to submit four (4) envelopes. APC added that bid envelopes that are not properly sealed and marked shall not be rejected but the bidder shall acknowledge such condition of the bid. The BAC shall assume no responsibility for the misplacement of the contents such that it should only be opened officially during the opening of bids. It is important that the integrity of bid proposal is maintained.
7. 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

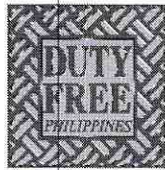
1. APC enumerated the ABC for each Lot and the corresponding price of bid documents for sale:

Lots	Location	ABC	Amount of Bidding Documents
1	Fiestamall Store, Forward Warehouse, NAIA T2 & NAIA T3, & Luxe MOA	PhP39,078,173.85	PhP25,000.00
2	Fiestamall Perimeter, EHA Building, Integrated Warehouse and NAIA Terminal 1	PhP34,944,165.60)	PhP25,000.00

2. APC stated the minimum criteria required for the bidders for the submission of contracts of security services with a deployment of at least twenty (20) guards in similar high traffic establishments (i.e. airport, hotels, malls) within five (5) years (2015-2019).
3. APC informed the bidders of the opening of bids which is scheduled on 18 March 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. JRP encouraged the bidders to submit them ahead of time.

B. Checklist of Requirements

1. APC stated that checklist serves only as guide to the required documents that should be submitted to the bidding.
2. APC stated that if there is a conflict between Checklist and ITB Clause from which the requirement was derived from, the provision on ITB will prevail.



3. APC enumerated the required documents under Eligibility documents:
 - a. Platinum PhilGEPS Certificate with valid and updated attachments indicated in Annex A.
 - b. List of all ongoing contracts should contain contracts within the period 2015-2019.
 - c. For the completed contracts, the bidder should have a single largest completed contract (SLCC) which is similar to the project with 50% of the ABC amounting within the period 2015-2019. APC stated that the given form stating customer satisfaction must be signed by their respective clients. Submission of Certificate of Satisfaction/Acceptance/Completion in lieu of the signature is also acceptable:
 - Lot 1: Nineteen Million Five Hundred Thirty Nine Thousand Eighty Six Pesos and 93/100 (**PhP19,539,086.93**)
 - Lot 2: Seventeen Million Four Hundred Seventy Two Thousand Eighty Two Pesos and 80/100 (**PhP17,472,082.80**)
 - d. For the financial requirement, bidder has an option to submit a Net Financial Contracting Capacity (NFCC) or Committed Line of Credit (CLC) which should be at least 10% of the ABC.
4. APC enumerated the documents required under Technical and Financial Component.
5. APC also enumerated the additional requirements that are to be submitted in two (2) copies by the bidder declared as the LCB during the post-qualification period which is within a non-extendible period of five (5) days from receipt of notification.

C. Bid Data Sheet (BDS)

1. This section is in tandem with Instructions to Bidders (ITB), whatever is not indicated in the Bid Data Sheet (BDS), ITB shall prevail.
2. APC advised the bidders that if they have any further clarifications after the Pre-bid meeting, all questions must be communicated through email or formal letter ten (10) days before the opening of bids or until 08 March 2020, addressed to BAC Chairperson.
3. The acceptable options for bid security were presented and corresponding amount of bid security was ensured correct.
4. APC stated the bid security and validity is on 16 July 2020 or 120 days from the opening of bids.

D. Special Conditions of the Contract (SCC)

1. The reference used for this section is the General Conditions of the Contract (GCC). Whatever is not written in the SCC, the provision of GCC will prevail.
2. APC enumerated the documents for submission which are required prior to payment.

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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 specified the locations for each Lot:
 - a. Lot 1 is intended for FiestaMall Store, Forward Warehouse, NAIA T2 and NAIA T3 & Luxe MOA
 - b. Lot 2 is intended for NFM Perimeter, EHA Building, Integrated Warehouse and NAIA Terminal 1.
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. 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 statement of compliance on the right column for each line item.
2. APC enumerated the minimum qualifications for guards and Detachment Commander/Shift in Charge and other documentary requirements under this section.
3. APC reminded the prospective bidder that this document need to be signed by their authorized representative.

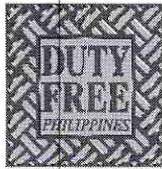
G. Bidding Forms

1. The prescribed Bidding Forms were presented.
2. Bid Securing Declaration Form was also presented. APC reminded the bidders that all documents that require notarization should contain MCLE compliance.
3. APC reminded the bidders of the submission of original Secretary's Certificate for Corporation as a required document for Sworn Omnibus Statement.
4. With regard to the Bid Form, APC stated that in case of conflict between the amount in words and figures, amount in words should prevail.
5. The prescribed Price Schedule was presented. Representative from LSIA inquired if the basis for Administrative Services Fee is based on DOLE AO 150-16 wherein the minimum is 20%. APC responded that as provided for in Section 31.1 of revised 2016 IRR of RA 9184, there shall be no lower limit or floor and the ABC shall be the upper limit or ceiling for the acceptable bid prices. For the applicable taxes, it was referred to ITB Clause 28.6. In case of overtime, rate should be inclusive of SSS and Administrative Overhead increments with 12% VAT. APC added that for purposes of computation, where applicable, all figures should be rounded off to a maximum of two (2) decimal places. Inquiry was also

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made on Philhealth contribution to which the end-user will validate the correct amount if it is already based on the updated list.

6. Mr. Patrick P. Layosa shall sign the Certificate of Site Inspection. The end-user requested that the site inspection be conducted on March 05, 2020 for all stores located at the airport whereby the names of the representative need to be submitted immediately for the processing of access pass.

APC informed the prospective bidders that a Bid Bulletin would be issued to announce any changes in the Bidding Documents. Having no other matters to be discussed, the pre-bid conference adjourned at 11:53AM.

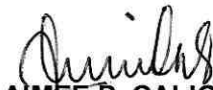
Prepared by:


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BAC Secretariat

Checked by:


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BAC Secretariat Head

Noted by:


AIMEE P. CALICO
BAC Vice-Chairperson