

BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

Pre-Bid Conference on the Contract for the Security Services of Metro
Roxas Water District

December 3, 2018 at 9:00 A.M.

Present:

Engr. Zaldy A. Lacson - BAC Vice-Chairman
Bobby J. Dela Cruz - BAC Member
Jesserie O. Clorion - BAC Member
Engr. Joecel B. Belvis - BAC Member
Shalmahr B. Vito - Head, BAC TWG
Marjorie A. Dela Cruz - Head, BAC Secretariat
Cresilda D. Fonte - BAC Secretariat

Absent:

Atty. Dante A. Arcangeles - BAC Chairman

Other Present:

Sharon D. Aguirre - Manager, Elegance Security Agency

Declaration of Quorum:

The Vice-Chairman called the Meeting to Order at 9:00 A.M.

The meeting started with prayer led by the Head of BAC Secretariat.

Upon determination of the BAC Secretariat that majority of the members are present, it was announced that there was a Quorum.

The BAC, then proceeded to transact its business for the Pre-Bid Conference on the Contract for the Procurement of Security Services with an Approved Budget for the Contract (ABC) for Fiscal Year 2019 of Eight Million Three Hundred Six Thousand Four Hundred Ten Pesos and 00/100 (Php8,306,410.00). It was approved to conduct public bidding through IBOD Resolution No. 97, dated November 20, 2018.

Proceedings:

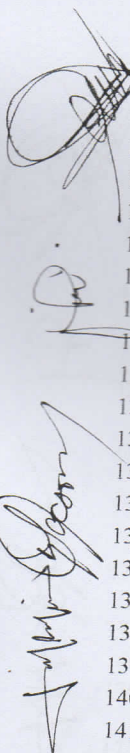
- The Vice-Chairman started that the pre-bid conference is being held to discuss, among other things, the eligibility requirements and the technical and financial components of the Contract for the Security Services. He further stated that the conference is for the advantage of the bidders in order for them to be guided with the preparation of the bidding documents and to clarify matters about the bidding at hand.

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Handwritten signatures and initials are present in the left margin, corresponding to the line numbers. There are several distinct signatures, including one that appears to be 'Lacson' and another that appears to be 'Aguirre'.

- As requested by the Vice-Chairman, the Head of BAC Secretariat informed the Committee that only DYNA ARMS SECURITY INC. downloaded in the PhilGEPS website. The latter also notified the BAC members that only Elegance Security Agency purchased the bidding document in the amount of Ten Thousand Pesos (PhP10,000.00) and paid the MWRD Annual Accreditation Fee of One Thousand Pesos (PhP1,000.00) on the day of pre-bid conference. The invitation letter was send on November 22, 2018 but none from them are present.
- Thereafter, the Vice-Chairman requested the Head of the BAC Secretariat to read out the Invitation to Bid No. 001-2019.
- Engr. Lacson acknowledged the presence of Elegance Security Agency manager, Ms. Sharon Aguirre and was advice by the Vice Chairman to raise her queries for some clarification.
- Having no other comments on the Invitation to Bid, the Vice-Chairman requested Miss Clorion to read out the Eligibility Requirements 1 to 9 in the Checklist of Requirements for Bidders.
- Ms. Sharon Aguirre, representative from Elegance Security Agency inquired if they can only submit the front page of Certificate from Security and Exchange Commission (SEC) without the Articles and By-Laws.
- The Vice Chairman told her that in the submittal of SEC Certificate, the By- Laws and Articles of Incorporation must also be submitted.
- The bidder's representative asked the Committee if she will include in the "Statement of all ongoing government contract and private contract" the contract awarded by MKWD to Elegance, however, the said contract will start on 2019.
- Engr. Lacson responded the query of Miss Aguirre on the Eligibility Requirements No. 4. He explained that all ongoing government contract and private contract including contract awarded but not yet started must be stated in the statement.
- The Committee go over to the Technical Requirements No. 10 to 36.
- Miss Aguirre informed the Committee that Philippine Association of Detective and Protective Agency Operators (PADPAO) only issue acknowledgement receipt upon payment instead of original receipt. She also apprised that Supervising Office for Security and Investigation Agency (SOSIA) issue the licence to operate.
- On Technical Requirement No. 19, Miss Aguirre informed that SAGU only issue a Certificate of no pending case instead of Certificate of good standing.

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- Having a good standing or has no pending case is synonymous, the Committee agreed to accept a certificate of no pending case in lieu of good standing.
- The Committee discussed the information gathered from Miss Aguirre regarding the delayed remittances from Social Security System (SSS).
- The Vice- Chairman opined that all remittances must be updated which is the true intention of the requirement.
- Miss Aguirre, manager of Elegance Security Agency assured that they had paid their remittances to SSS including the penalties. According to her, she will bring the original receipt of SSS payment to verify the authenticity and submit a photocopy of SSS payment from 2017 and 2018.
- Ms. Aguirre, commit herself to submit a report regarding the mandated remittances like HDMF, PhilHealth, SSS and the likes to the General Services Division.
- On Technical Requirements No. 26, the Committee reiterated that all firearms must have licenses as certified by the PNP.
- The Vice-Chairman explained the Technical Requirement No. 29. According to Engr. Lacson, the licensed security guard to be assigned in MRWD must be duly certified by the security agency. In Technical Requirements No. 32 -"Duly Notarized Disposition of Troops", the names of security guards, educational attainment and firearms assigned must be stated because MRWD wants to check whether the agency exercises reasonable amount of in accepting security guards.
- Afterwards, the Committee corrected the Technical Requirements No. 36 on latest guidelines from Department of Labor and Employment Department Order No. 18-A, s. 2011 to be amended and read as 174 s, 2017. The Complete cost of distribution per security guard was also corrected.
- The Vice-Chairman advised the Secretariat to make an addendum on technical requirements no. 17,22, and 23 including the complete cost of distribution per security guard.
- The Head of the BAC Secretariat recapitulated all the amendments to be made available to all bidders, to wit:

Amended Technical Requirement #17 - Valid Certificate of Membership issued by Philippine Association of Detective and Protective Agency Operators (PADPAO)

Amended Technical Requirement #22 - Original Copy of Social Security System (SSS) Clearance Certificate for 3rd quarter of fiscal year 2018 issued by SSS National Office (any delinquent remittances shall be valid ground for the disqualification of bids)

156 **Amended Technical Requirement #36** - Valid Certificate of Registration
157 issued by Department of Labor and employment (DOLE) department Order
158 174 s. 2017.

159 **Amended (Second Envelope) Financial Proposal**

160 2. Complete Cost Distribution per Guard Personnel:

	SG	SO
162 Daily Wage (DW) for 8-Hour Shift =	₱ 350.00	₱ 416.50
163 a. Amount to Guard (Direct Labor)		
164 1. Average Pay/ month=	₱11,477.08	₱13,657.73
165 2. Night Differential =	382.57	455.26
166 3. 13 th Month Pay =	887.15	1,055.71
167 4. 5 Days Incentive Leave=	152.08	173.54
168 5. COLA (15.00 x377 days/12 mos. =		471.25
169 6. Uniform Allowance (R.A. 5487)=	100.00	100.00
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171	₱13,470.13	₱15,442.24

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173 b. Amount to Gov't. in favor of Guard (Indirect Labor)

175 1. Retirement Benefit (R.A. 7641)=	₱656.25	₱780.94
176 2. SSS Premium =	920.80	994.50
177 3. Philhealth Contribution =	157.81	375.59
178 4. State Insurance Fund =	10.00	10.00
179 5. Pag-Ibig Fund =	100.00	100.00
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181	₱1,844.86	₱2,261.03
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183 **Total Amount to Guard and Gov't. = ₱15,314.99 ₱17,703.27**

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185 c. Agency Fee with Value Added Tax (VAT) will be in full
186 discretion of the bidder.

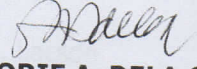
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1. Administrative Overhead (24%)	=P3,944.88	3,184.58
2. VAT (12% of Administrative Overhead)	473.39	382.15
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Contract Price per Guard/Personnel =P19,733.26 21,270.00

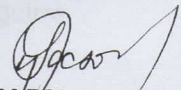
- There was no other suggestion/comment, the meeting adjourned at 11:21 A.M.

Prepared by:

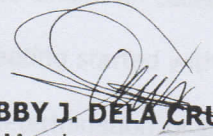

MARJORIE A. DELA CRUZ
Head, BAC Secretariat

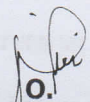
Approved by:

(ON TRAVEL)
ATTY. DANTE A. ARCANGELES
BAC Chairman


ENGR. ZALDY A. LACSON
Vice-Chairman


ENGR. JOECEL B. BELVIS
Member


BOBBY J. DELA CRUZ
Member


JESSERIE O. CLORION
Member