

**BIDS AND AWARDS COMMITTEE**  
**Minutes of the Meeting**

**Pre-Bid Conference on the Contract for the Procurement of Security Services**

February 12, 2019 at 9:00 A.M.

**Present:**

Engr. Zaldy A. Lacson - BAC Vice-Chairman  
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  
Anna Rgea R. Basilonia - BAC Secretariat

**Absent:**

Atty. Dante A. Arcangeles - BAC Chairman  
Bobby J. Dela Cruz - BAC Member

**Other Present:**

Sharon D. Aguirre - Manager, Elegance Security Agency  
Jolito C. Bonete - Security Director, Tres Niñas Security Agency  
Alberto Buenavista - Financial Officer, Tres Niñas Security Agency  
Ramon A. Bertuldo - Operation Officer, Renjamel 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 re-bidding through BOD Resolution No. 07, dated January 10, 2019.

**Proceedings:**

- The Vice-Chairman apprised the Committee that the activity is the pre-bid conference for the Contract for the Procurement of Security Services with an Approved Budget for the Contract (ABC) for Fiscal

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Year 2019 of Eight Million Three Hundred Six Thousand Four Hundred Ten Pesos and 00/100 (Php8,306,410.00). The former informed the Committee that he will preside the conference because the Chairman is on official travel.

- As requested by the Vice-Chairman, the Head of BAC Secretariat informed the Committee that only ELEGANCE SECURITY AGENCY downloaded in the PhilGEPS website. The latter also notified the BAC members that Tres Niñas Security Agency purchased the bidding documents dated February 4, 2019 and Elegance Security Agency was not required to pay the bidding document for the re-bidding because the Committee unanimously agreed to consider the payment made by Elegance dated December 3, 2018 from the first failure of bidding if they will participate the re-bidding of the same. On February 4, 2019, the Secretariat sent an invitation letters to three (3) prospective observers, namely: Ms. Llana A. Dalisay- COA State Auditor IV, Engr. Edgar D. Agana - President Philippine Institute of Civil Engineers, and Mr. Ronnie V. Buncalan- President Kiwanis Club of Roxas. The said invitations was accordingly received by the addressee but none from them are present. There were prospective bidders from Elegance Security Agency and Tres Niñas Security Agency attended the said conference.
- Vice Chairman apprised that the procurement at hand is a re-bidding. The first was a failure of bidding because the sole bidder had not complied the requirements.
- Engr. Lacson directed the Head of the BAC Secretariat to read the Invitation to Bid.
- The BAC Secretariat read out all details stated in the Invitation to Bid from page 1 to 2.
- Engr. Lacson asked the bidders' representative if they have any questions regarding the ITB.
- Hearing none, Engr. Lacson instructed the Head of the Technical Working Group to read out the Eligibility Requirements.
- Miss Vito - Head of the Technical Working Group read out continuously in detail the Eligibility Requirements No. 1 to 9.
- At 9:30 AM, the Head of the BAC Secretariat acknowledged the coming of another prospective bidder.
- Ms. Basonia gave an attendance sheet to newly arrived prospective bidder.
- The Head of the BAC Secretariat informed the Committee that the name of bidder was Raul Bertuldo - Operation Officer of Renjamel Security Agency.

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- Engr. Lacson instructed Miss Clorion- BAC Member to read the Technical Requirements.
- Miss Clorion- BAC Member read out continuously the Technical Requirements No. 10 to 35.
- Engr. Lacson asked the prospective bidders if they have any questions in the technical requirements and their availability to have a site inspection in all MRWD installations as required in technical requirements no. 34.
- Mr. Bonete- Security Director of Tres Niñas Security Agency asked when can they have a site inspection.
- Engr. Lacson replied to the query of Mr. Bonete that they can have a site inspection either tomorrow or any day before the bid opening.
- Mr. Ramon Bertuldo- Operation Officer of Renjamel Security Agency had a query on the Technical Requirement No. 16. He asked if we can consider the permit to operate is not within Roxas City because the agency has no office in Roxas City.
- Miss Vito asked Mr. Bertuldo if Renjamel Security Agency was from Iloilo City.
- Mr. Ramon Bertuldo answered that their office is in Butuan City.
- Thereafter, Miss Dela Cruz insinuated that the said permit to operate must be issued within Roxas City
- Ms. Aguirre- Manager from Elegance Security Agency speak up regarding Technical Requirement 25. According to her, the licenses of firearms is certified by Philippine National Police Head Quarters, Camp Rafael T. Crame.
- The Committee discussed the information shared by Miss Aguirre.
- Engr. Lacson confirmed that all licensed firearms are certified at PNP Camp Crame.
- In a unanimous decision, the Committee agreed to issue an addendum on Technical Requirements No. 25.
- Mr. Alberto Buenavista asked regarding Technical Requirements No. 28. His query was if they will present thirty-five (35) licensed security guard during bid opening.
- Engr. Belvis- BAC Member answered that all licensed security guards must be presented in their submitted bidding documents.
- Ms. Aguirre, manager of Elegance told that in the previous bidding, they only presented the number of licensed security as required by the procuring entity.



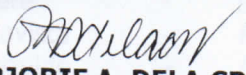
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- The Committee discussed and resolved the query of Mr. Buenavista. In a collective decision, the Committee agreed to present only thirty-five (35) licensed Security Guard in compliance to Technical Requirement no. 28.
- Mr. Alberto Buenavista had a follow-up question on Technical Requirement no. 28. According to him, those thirty-five licensed security guards presented are not sure to be deployed in MRWD, however, presuming that they will be the winning bidder, some will be replaced by a licensed security guards.
- The Committee and the Head of Technical Working Group discussed regarding the query of Mr. Alberto Buenavista on Technical Requirement no. 28.
- In a collective motion, the Committee and Head of TWG to considered the thirty-five licensed security guards to be presented in the submitted technical proposal be substituted by other licensed security guards. Those substituted security guards licenses will be checked through acceptance report.
- Engr. Belvis asked Mr. Alberto Buenavista that if ever they will be the winning bidder, can they consider the request of the procuring entity to absorb the existing security guards.
- Mr. Alberto Buenavista agreed on what was being suggested by Engr. Belvis.
- In response to Tres Niñas Security Agency representative query, the Committee emphasize that the Surety bond must be included in the submitted bidding document.
- The Committee advised Tres Niñas Security Agency representative that can submit a Bid Securing Declaration as a form of their surety bond.
- Engr. Lacson read out the complete cost distribution per guard/personnel on financial proposal.
- Engr. Lacson asked Engr. Belvis why the Security Officer (SO) has no Cost of Living Allowance (COLA).
- Engr. Belvis responded the query of Engr. Lacson that the budget for the procurement at hand will exceed the Approved Budget for the Contract (ABC) if the COLA will be added to the SO, however, the daily rate of security officer surpassed the daily rate of security guards.
- Mr. Jolito Bonete - Security Director of Tres Niñas Security Agency asked the Committee regarding the SSS Premium Contribution.
- Engr. Belvis responded Mr. Bonete's query that the said contribution was based from the bracket of SSS Contribution table.

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- Miss Aguirre asked a confirmation to Engr. Belvis if the security agency will follow the amount to government in favor of guards.
- Engr. Belvis confirmed that the indirect labor must be strictly followed and the bidder's will compete only in their administrative cost.
- No questions/comments raised, Engr. Lacson read out the Technical Specification of Purchase Request no 19-01-008.
- Subsequently, Miss Aguirre asked Engr. Lacson if the based and hand held radio was already licensed if presented upon bid opening.
- Miss Vito answered that all communication devices must be licensed as required in the Technical Requirements no. 26 and Technical Specification.
- Mr. Jolito Bonete asked the numerous units of firearms being required which was 14 units licensed 12 gauge shotgun and 3 units licensed caliber 38 revolver.
- In response to Mr. Bonete's query, Engr. Belvis apprised that more security guards was on duty in the daytime.
- There was no other suggestion/comment, the meeting adjourned at 10:20 A.M.

Prepared by:

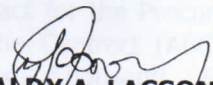


**MARJORIE A. DELA CRUZ**  
Head, BAC Secretariat


Approved by:

(ON TRAVEL)

**ATTY. DANTE A. ARCANGELES**  
BAC Chairman



**ENGR. ZALDY A. LACSON**  
Vice-Chairman



**ENGR. JOECEL B. BELVIS**  
Member

(Absent)

**BOBBY J. DELA CRUZ**  
Member



**JESSERIE O. CLORION**  
Member