

BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

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

November 15, 2019 at 9:00 A.M.

Present:

Engr. Lizalyn B. Baylon - BAC Vice-Chairman
Engr. Zaldy A. Lacson - BAC Member
Jesserie O. Clorion - BAC Member
Shalmahr B. Vito - BAC Member
Engr. Riann Brillo - Head, BAC TWG
Marjorie A. Dela Cruz - Head, BAC Secretariat
Anna Rhea R. Basilonia - Asst. BAC Secretariat
Cresilda D. Fonte - BAC Secretariat
John Francis Roldan - BAC Secretariat

Absent:

Atty. Dante A. Arcangeles - BAC Chairman

Other Present:

Sharon D. Aguirre - Manager, Elegance Security Agency
Engr. Vincent I. Villasis - Division Manager, General Services Division

Declaration of Quorum:

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

The meeting started with prayer led by the Engr. Brillo.

Upon determination of the BAC Secretariat that majority of the members are present, she 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 2020 of Eight Million Seven Hundred Eighty Thousand Eight Pesos and 00/100 (Php8,780,008.00). It was approved to conduct public bidding through BOD Resolution No. 93, dated October 29, 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 Seven Hundred Eighty Thousand Eight Pesos and 00/100 (Php8,780,008.00). Engr. Baylon informed the Committee that she will preside the conference because the Chairman has some important matter to attend. She also acknowledged the presence of Ms. Sharon Aguirre, Manager of Elegance Security Agency, Inc.

- Engr. Baylon apprised the Committee that the pre-bid conference is especially intended for the bidders for their clarification for the bidding at hand. She also called the attention of Miss Sharon Aguirre and informed that she may raise her question anytime.
- The Secretariat gave an update of the following:
 - ◊The invitation to three (3) prospective observers was sent on October 30, 2019;
 - ◊As of October 15, 2019, only Elegance Security Agency, Inc. downloaded in the opportunity List of PhilGEPS website; and
 - ◊Only Elegance Security Agency, Inc. purchased the bidding document on November 14, 2019
- As instructed by the Vice Chairman, the Committee proceeded to review the following in the Invitation to Bid 003-2020, to wit:
 - ◊ Contract Duration is One (1) year from effectivity of the Contract and Notice to Proceed;
 - ◊Delivery of Services is One (1) year from effectivity of the Contract and Notice to Proceed;
 - ◊ The Submission and opening of bids is on November 27, 2019;
 - ◊ The Cost of bidding document is Ten Thousand Pesos (P10,000.00) with an Annual Accreditation Fee of One Thousand Pesos (P1,000.00).
- The Committee proceeded to check the Checklist of Requirements for Bidders the Eligibility Requirements No. 1 to 9 and Technical Requirements 10 to 36.
- Engr. Baylon read out Technical Requirement Nos. 17, 18, 19, 20, 21, 22, 23.
- Miss Aguirre informed the Committee that on technical requirement nos. 23 and 24, the Philhealth and Pag-Ibig contribution remittance certificate can be requested in local through on line transaction and not in region. She also apprised the Committee that the PNP Regional or Provincial Office no longer issue a certification of firearm licenses because they don't have any knowledge on it, only the National Headquarters, Camp Crame in Quezon City is issuing a certification. The authenticity of document may be determined by its date, time printed, from the website.
- In answer to Engr. Villasis query, Miss Aguirre answered that the serial number of firearms can be seen in the print out either by grouped or individual.
- Miss Vito asked Miss Aguirre her concern on the renewal of firearms.

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- According to Miss Aguirre, the said renewal of firearms licenses, serial numbers and expiration date can be found in the print out issued by National Headquarters.
- Engr. Baylon clearly informed Miss Aguirre that the Committee will conduct a post qualification in the event that Elegance will be declared a winning bidder.
- The Committee in a unanimous decision, agreed to amend the following and be read as:
Technical Requirement No. 23 - PHILHEALTH Insurance Corporation Contribution Remittance Certificate for the 3rd quarter of fiscal year 2019 (any delinquent remittances shall be valid ground for the disqualification of bid;
Technical Requirement No. 24 - Pag-Ibig Fund Contribution Remittance Certificate indicating the payments of their security guards for the 3rd quarter of 2019 (any delinquent remittances shall be valid ground for the disqualification of bid;
Technical Requirement No. 26 - Number of valid licensed Firearms with attached original or true machine copy of the firearm licenses certified by the Philippine National Police, National Head Quarters, Camp Crame, Quezon City;
- Engr. Baylon continued reading out technical requirements nos. 27, 28, 29, 30, 31, 32.
- There was a query from Miss Aguirre on technical requirement nos. 29 and 32. According to her, on the duly notarized disposition of troops, you can see the whole guard posted in different client. Miss Aguirre has a follow up question on the requirement no. 29.
- The Committee discussed technical requirement no. 29.
- The Vice Chairman called to asked Atty. Arcangeles the interpretation on technical requirement no. 29.
- Atty. Arcangeles explained that the number of licensed guards on requirement no. 29 are those proposed 37 assigned security guard for MRWD and on requirement 32, the duly notarized disposition of troops must include their license and expiry date.
- The Committee agreed to amend Technical Requirement No. 29 to be read as "Number of Licensed Guards for MRWD duly certified by the Agency".
- Engr. Baylon continued reading out Technical No. 33, 34, 35, and 36.

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- Subsequently, Engr. Baylon directly raised her observation from the previous years that the security guards has a medicine kit but has no medicine.
- According to Miss Aguirre, the agency strictly observed that the security guards always have a medicine on their medicine pack and they all wearing the complete paraphernalia during their duty hours because the security officer checked them everyday and every end of the month during their assembly.
- Engr. Baylon continued reading out Technical Requirement No. 35 and 36.
- No other comments on technical requirements, the Committee proceeded to Financial Requirements.
- Thereafter the Vice Chairman read out the complete cost distribution per guard/personnel.
- In response to the question of Engr. Baylon, the bidder's representative answered that the five (5) days incentive leave was already included in their salary. The computation of the their daily salary is "monthly rate multiplied by twelve (12) months divided by 365 days". She also informed the Committee that the daily rate will be deducted in their salary if the guard is absent. The guard has their duties for seven days with the same salary rate even on holidays. Miss Aguirre emphasized that the retirement benefit as mandated was given by Elegance to guard if they retire. The state insurance fund is the employer compensation paid to SSS.
- The Head of the BAC Secretariat informed Miss Aguirre that the bidder must submit two (2) sealed envelope, the first envelope for eligibility and technical proposal which contains the original copy, copies 1,2,3 and the second envelope for financial proposal also contains the original copy, copies 1,2,3. The two (2) envelopes should be sealed into one (1) envelope
- As requested by Engr. Brillo, the Head of the BAC Secretariat recapitulated the amendments, to wit:
Technical Requirement No. 23 - PHILHEALTH Insurance Corporation Contribution Remittance Certificate for the 3rd quarter of fiscal year 2019 (any delinquent remittances shall be valid ground for the disqualification of bid;

Technical Requirement No. 24 - Pag-Ibig Fund Contribution Remittance Certificate indicating the payments of their security guards for the 3rd quarter of 2019 (any delinquent remittances shall be valid ground for the disqualification of bid;

Technical Requirement No. 26 - Number of valid licensed Firearms with attached original or true machine copy of the firearm licenses certified

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by the Philippine National Police, National Head Quarters, Camp Crame, Quezon City; and

Technical Requirement No. 29 - Number of Licensed Guards for MRWD duly certified by the Agency.

- Engr. Baylon instructed Miss Dela Cruz to issue an addendum for the changes in the Checklist of Requirement for Bidders.
- Miss Vito asked Miss Aguirre if Elegance Security Agency is updated on their regulatory remittances.
- Miss Aguirre confirmed that Elegance Security Agency is updated in all their remittances.
- There was no other suggestion/comment, the meeting adjourned at 11:10 A.M.

Prepared by:



MARJORIE A. DELA CRUZ
Head, BAC Secretariat

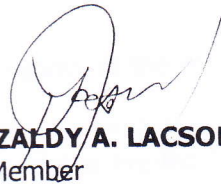
Approved by:

(Absent)

ATTY. DANTE A. ARCANGELES
BAC Chairman



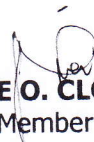
ENGR. LIZALYN B. BAYLON
Vice-Chairman



ENGR. ZALDY A. LACSON
Member



SHALMAHR. B. VITO
Member



JESSERIE O. CLORION
Member