



BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

Minutes of the Pre-bid Conference for the Contract for the Security Services
April 6, 2021 at 9:00 A.M.

Present:

- 12 Teresita A. Delotavo - BAC Chairperson
- 13 Engr. Vincent I. Villasis - BAC Vice-Chairperson
- 14 Atty. Dante A. Arcangeles - BAC Member
- 15 Engr. Zaldy A. Lacson - BAC Member
- 16 Engr. Joecel B. Belvis - BAC Member
- 17 Shalmahr B. Vito - BAC Member
- 18 Nelin B. Andong - BAC Member
- 19 Riann B. Brillo - Head, BAC TWG
- 20 Marjorie A. Dela Cruz - Head, BAC Secretariat
- 21 Anna Rhea R. Basonia - BAC Secretariat
- 22 Cresilda D. Fonte - BAC Secretariat

Other Present:

- 25 Sharon D. Aguirre - Manager, Elegance Security Agency
- 27 Joseph Bernales - Proprietor, Golden Eye Security Agency

Declaration of Quorum:

The Chairperson called the Meeting to Order at 9:00 A.M.

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

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

The BAC, then proceeded to transact its business for the Pre-Bid Conference for the Procurement of Security Services with an Approved Budget for the Contract (ABC) for Fiscal Year 2021 of Nine Million Seven Hundred Fifty Three Thousand Two Hundred Fifty Nine Pesos and 90/100 (Php9,753,259.80). It was approved to conduct public bidding through BOD Resolution No. 18, dated March 24, 2021.

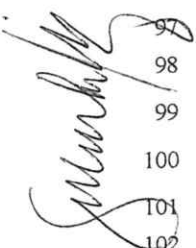
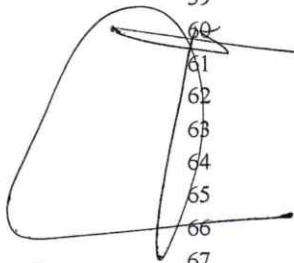
Proceedings:

- The Chairperson apprised the Committee that the activity is the pre-bid conference for the Procurement of Security Services with an Approved Budget for the Contract (ABC) for Fiscal Year 2021 of Nine Million Seven Hundred Fifty Three Thousand Two Hundred Fifty Nine Pesos and 80/100 (Php9,753,259.80). She also acknowledged the presence of Ms. Sharon Aguirre, Manager of Elegance Security Agency, Inc.

5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52

[Handwritten signatures and initials in the left margin, including a large signature at the top and several smaller ones below.]

53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102



- The Chairperson apprised the Committee that the pre-bid conference is especially intended for the bidders for their clarification for the bidding at hand.

- The Secretariat gave an update of the following:
 - ◊ On March 12, 2021, the BAC through its Secretariat had sent a letter of invitation to three (3) prospective observers: Engr. Jose Ferdinand Dublas, Engr. Edgar Agana, and Miss Llane Dalisay . None from them attended the said conference;
 - ◊ Only Elegance Security Agency, Inc. downloaded in the opportunity List of PhilGEPS website; and
 - ◊ Only Elegance Security Agency, Inc. purchased the bidding document on March 20, 2021.

- As instructed by the Chairperson, the Committee proceeded to review the following in the Invitation to Bid 019-2021, 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 April 19, 2021;
 - ◊ The Cost of bidding document is Ten Thousand Pesos (P10,000.00) with an Annual Accreditation Fee of One Thousand Pesos (P1,000.00).

- Engr. Joecel Belvis informed the Committee that we had added one (1) security guard to be assigned in MRWD Dinginan lot, Dinginan, Roxas City to safeguard the area.

- The Committee proceeded to check the Checklist of Requirements for Bidders, the Eligibility and Technical Requirements.

- The Committee reviewed the Eligibility and Technical Requirements.

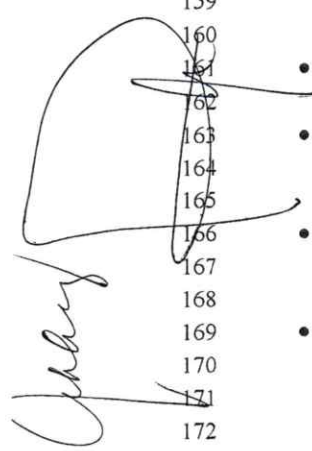
- There was a suggestion from Engr. Zaldy Lacson to include the MRWD Dinginan lot, Dinginan, Roxas City in the Technical Requirements No. 34- Complete Security Plan for the following MRWD installation:
 1. MRWD Main Office, Km. 1, Roxas City;
 2. Water Treatment Plant, Brgy. Salocon, Panit-an;
 3. Old Paslang Pumping Station/Warehouse/Quarters, Brgy. Salocon Panit-an;
 4. Bahit Water Treatment Plant, Brgy. Bahit, Panit-an;
 5. Old Water Treatment Plant/Reservoir, Brgy. Lawa-an, Roxas City;
 6. Arcabalo Pumping Station, Arcabalo, Roxas City;
 7. Arcabalo Reservoir, Arcabalo Roxas City;
 8. Pan-ay sub-office or other sub-offices as deem necessary; and

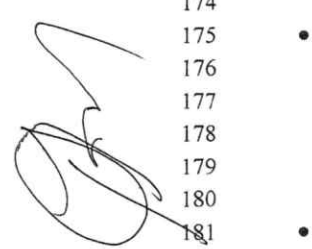
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155

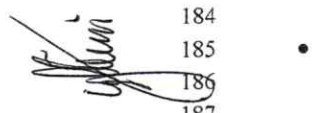
9. Cabugao Pumping Station, Cabugao, Roxas City

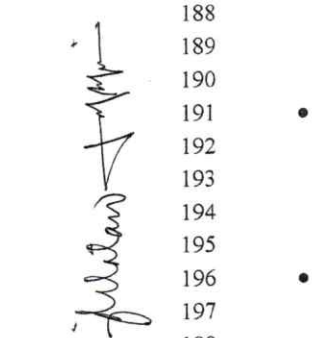
- The Committee agreed to the suggestion raised by Engr. Zaldy Lacson that the additional statement in Technical Requirement No. 34 will be read as "10. Proposed MRWD Housing Project, Dinginan Lot in Dinginan, Roxas City".
- The Chairman suggested to the Committee that the MRWD Dinginan lot should be fenced to secure the area. She also advised Engr. Joecel Belvis - Administrative Services Chief C, General Services Division to include in the budget 2022 the perimeter fence for MRWD Housing Project vicinity.
- Engr. Belvis noted the suggestions of the Chairman.
- The Committee asked Miss Sharon Aguirre- Manager of Elegance Security Agency if she can submit a Certificate of Contribution from SSS, Philhealth and Pag-ibig Fund that there were no delinquent remittances.
- Miss Aguirre answered the Committee that only the Clearance was issued stating the premium payments. The loan payments was also indicated in the clearances.
- Subsequently, Engr. Belvis clarified Miss Aguirree regarding the increase of SSS Contribution.
- Miss Aguirree replied that it was not approved by President Duterte due to pandemic. She also informed the Committee that there was a standby vehicle assigned purposely for MRWD and was being used by the Security Officer (SO).
- Atty. Arcangeles inquired Miss Aguirre considering the pandemic, if the content of medicine pack of security guards are properly provided.
- Consequently, Miss Aguirre answered that the medicine pack includes band aids, betadine, gauze plaster loperamide and vitamin C. The security guards are the one who provide those medicine, however, if the security guard ask for it, Elegance Security Agency also has provided them.
- Moreover, Miss Aguirre informed the Committee, the day off of Security Guard is only once for every 15th because Elegance Security Agency has only two (2) regular reliever which was required by the Department of Labor and Employment (DOLE).
- Miss Aguirre also said that the duty of the security guards is eight hours per day. The Elegance Security Agency computation of their work days per year is 393.8 days because the DOLE and PADPAO include the special and regular holidays. She also apprised the Committee that the rate of security guard is only Three Hundred Ninety Five (P395.00) instead of Four Hundred Sixty Five Pesos (P465.00).

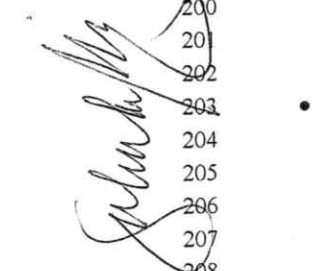
Handwritten signatures and initials on the left margin of the page, including a large signature at the top, a signature in the middle, and a signature at the bottom.











- 156 • The Committee instructed the Head of the BAC Secretariat to correct
- 157 the rate of Security Guard from Four Hundred Sixty Five Pesos
- 158 (P465.00) to Three Hundred Ninety Five (P395.00) through issuance
- 159 of addendum.
- 160
- 161 • Miss Dela Cruz noted the Committee's instruction.
- 162
- 163 • Mr. Joseph Bernales, Proprietor, Golden Eye Security Agency came in
- 164 to partipate in the pre-bid conference of security services.
- 165
- 166 • The Committee welcomed and acknowledged Mr. Joseph Bernales
- 167 presence.
- 168
- 169 • Atty. Arcangeles clarified the Committee that the Certification of SSS
- 170 will be issued by SSS Regional Office while the Pag-Ibig Fund and
- 171 Philhealth will be issued within Roxas City field office.
- 172
- 173 • Miss Aguirre confirmed the clarification of Atty. Arcangeles.
- 174
- 175 • On Technical requirements No. 19- Valid License to Operate issued
- 176 by Philippine National Police (PNP), original or certified true
- 177 machine copy, Atty. Arcangeles asked Miss Aguirre to where they
- 178 can get the valid license to operate issued by PNP considering there is
- 179 a border protocol due to Covid 19.
- 180
- 181 • Miss Aguirre and Mr. Bernales, both prospective bidder's responded
- 182 that they have that requirements because the security agency cannot
- 183 operate without the said license.
- 184
- 185 • Afterwards, Atty. Arcangeles has some query to the prospective
- 186 bidders on the Technical Requirements no. 27- Number of valid
- 187 licensed Firearms with attached original or true machine copy of
- 188 the firearm licenses certified by the Philippine National
- 189 Police,National Head Quarters, Camp Crame, Quezon City.
- 190
- 191 • Miss Aguirre answered the query of Atty. Arcangeles that the security
- 192 agency cannot secure a certified true machine copy licenses of the
- 193 firearms because it can only be downloaded and generated through
- 194 system based.
- 195
- 196 • The Committee after knowing the way of acquiring the firearms
- 197 licenses, by a collegial decision take an action to amend the Technical
- 198 Requirements no. 27, to be read as "Number of valid licensed
- 199 Firearms with attached original or electronic copy of the firearm
- 200 licenses certified by the Philippine National Police, National Head
- 201 Quarters, Camp Crame, Quezon City"
- 202
- 203 • Thereupon, Miss Aguirre acqiant the Committee regarding Technical
- 204 Requirements No. 28 - Number and Kind of Communication
- 205 Devices duly licensed by the National Telecommunication
- 206 Commission (NTC). According to her, they can only present the NTC
- 207 licenses of the communication devices that will be used because it so
- 208 costly to acquire licences of the communication devices.

209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255

Handwritten signatures and initials in the left margin, including a large signature at the top, a signature that appears to be 'Sharon Aguirre', a signature that appears to be 'Atty. Arcangeles', a signature that appears to be 'Miss Sharon Aguirre', and a signature that appears to be 'Sharon Aguirre' at the bottom.

- The Committee asked Mr. Bernales, if their agency is VAT or Non-VAT.
- Mr. Bernales answered the query of the Committee that all Security Agencies are VATable.
- Miss Aguirre asked the Committee if she can withdraw within three (3) days their submitted original copies of their documents because in the Checklist of Requirements for Bidders item No. 3. The Bidders must submit one (1) original copy and three (3) certified copies for each of the required documents".
- The Committee instructed the representative of Elegance Security Agency to submit a certified true copy of documents such as Mayor's permit.
- Miss Aguirre suggested to the Committee that in the clearances of SSS, Pag-ibig and Philhealth to take in consideration the number of employees that was being paid by the agency because there are some agencies that they are not paying the premiums of all their employees.
- Atty, Arcangeles point out Miss Aguirre's concern that the Committee will exercise due diligence in checking the submitted documents of the bidder if the security agency is paying the premiums of all their employees including the loans.
- The Committee noted the concern raised by Miss Sharon Aguirre.
- The Committee instructed the Head of the BAC Secretariat to issue a supplemental / bid bulletin amending the following:
Amendment in the Checklist of Requirements for Bidders:

27. Number of valid licensed Firearms with attached original or electronic copy of the firearm licenses certified by the Philippine National Police, National Head Quarters, Camp Crame, Quezon City;

34. Complete Security Plan for the following MRWD installations:

1. MRWD Main Office, Km. 1, Roxas City;
2. Water Treatment Plant, Brgy. Salocon, Panit-an;
3. Old Paslang Pumping Station/Warehouse/Quarters, Brgy. Salocon Panit-an;
4. Bahit Water Treatment Plant, Brgy. Bahit, Panit-an;
5. Old Water Treatment Plant/Reservoir, Brgy. Lawa-an, Roxas City;
6. Arcabalo Pumping Station, Arcabalo, Roxas City;
7. Arcabalo Reservoir, Arcabalo Roxas City;
8. Pan-ay sub-office or other sub-offices as deem necessary;
9. Cabugao Pumping Station, Cabugao, Roxas City; and

256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302

10. Proposed MRWD Housing Project, Dinginan Lot, Roxas City.

PROPOSED COST OF DISTRIBUTION FOR SECURITY GUARD (VAT)

			SG	SO
Daily Wage (DW) for 8-Hour Shift	=	₱ 395.00	₱ 465.00	

- The Head of the BAC Secretariat noted all the instruction of the Committee.
- There was no other suggestion/comment, the meeting adjourned at 11:03 A.M.

Prepared by:



MARJORIE A. DELA CRUZ
Head, BAC Secretariat


Approved by:



TERESITA A. DELOTAVO
BAC Chairperson



ENGR. VINCENT I. VILLASIS
Vice-Chairperson



ENGR. ZALDY A. LACSON
Member



ATTY. DANTE A. ARCANGELES
Member



ENGR. JOECE B. BELVIS
Member



SHALMAHR. B. VITO
Member



NELIN B. ANDONG
Member