



**BIDS AND AWARDS COMMITTEE
 MINUTES OF THE PRE-BID CONFERENCE FOR SECURITY SERVICES
 FOR 01 JANUARY 2021 TO 31 DECEMBER 2021**

*19 January 2021, 10:00 AM, GCG Board Room, 3/F Citibank Center,
 8471 Paseo de Roxas, Makati City*

ATTENDANCE:

BAC MEMBERS

DIR. JOHANN CARLOS S. BARCENA
 DIR. MICHAEL D. PABALINAS
 DIR. GENE CARL L. TUPAS
 DIR. ANNABELLE B. DUKA
 DIR. IRVING V. OCCEÑA
 ATTY. JULIET MARIE M. GUEVARA
 MS. JUDITH C. JEBULAN

PROCUREMENT MANAGEMENT DIVISION (PMD)

CHRISTIAN PAUL N. PINOTE
 REYNALDO C. PARUÑGAO, JR.

TECHNICAL WORKING GROUP (TWG)

KATHERINE JAN F. MEJIA
 ATTY. MICHAEL M. VALMORIA
 MARIA CRIS C. OCONG

PROSPECTIVE BIDDERS' REPRESENTATIVES

FRANCIA D. TOLENTINO
 RUEL PILAPIL

1 **I. CALL TO ORDER AND DETERMINATION OF QUORUM**

2 The Chairman called the meeting to order at 10:11AM. Upon determination of a
 3 quorum, the PMD informed the Committee that the required observers namely: Mr.
 4 Crisanto S. Frianeza of the Philippine Chamber of Commerce and Industries (PCCI),
 5 Mr. Amado N. Ablao of the Commission on Audit (COA), and Mr. Edilberto C.
 6 Guyano of the Catholic Bishops Conference of the Philippines (CBCP) were duly
 7 notified of the Pre-bid Conference through e-mail on 13 January 2021. None of the
 8 invited observers are present in the meeting.

9 —The Committee then proceeded with the agenda.

10 **II. PRE-BID CONFERENCE – SECURITY SERVICES FOR 01 JANUARY 2021 TO 31**
 11 **DECEMBER 2021**

12 The Chairman acknowledged the presence of the prospective bidders'
 13 representatives. Present onsite is Ms. Francia D. Tolentino of Hackett Security
 14 Agency (Hackett). Also joining the Pre-Bid Conference through video conferencing

Handwritten signature/initials

15 via the Microsoft Teams application is Mr. Ruel Pilapil of Redbird Security Agency
16 and Services, Inc. (Redbird).

17 The Chairman informed the prospective bidders' representatives that the Pre-Bid
18 Conference is conducted to serve as a venue to discuss, clarify and explain, among
19 other things, the eligibility requirements, technical and financial components of the
20 project to be bid, and for them to further seek clarifications on the Terms of
21 Reference (TOR) from the end-user. The Chairman asked the prospective bidders'
22 representatives if they were able to review the TOR of the project in which both
23 answered in the affirmative. The Chairman proceeded to ask them if they have any
24 questions regarding the project with Redbird going first then Hackett thereafter.

25 **Redbird**

26 Mr. Pilapil observed that the duration of the project as stated in its title and in the
27 TOR is twelve (12) months from 01 January 2021 to 31 December 2021.
28 Considering that 01 January 2021 have already passed, he asked if the computation
29 to be used will still be for the duration of twelve (12) months. Ms. Jebulan clarified
30 that the computation to be used by bidders will still be twelve (12) months. She
31 pointed out that the TOR states that the commencement of the contract may be for
32 a later date as agreed.

33 Mr. Pilapil asked for clarity regarding the interpretation of the requirement that
34 service provider must be in the security service business for at least five (5) years
35 and with "at least twenty (20) existing corporate clients". Considering that
36 government contracts generally last only for a year, Mr. Pilapil pointed out that the
37 number of their existing corporate clients decreases after the expiry of those
38 contracts. He asked if those existing corporate clients refers only to government
39 agencies or would also include private entities. Ms. Jebulan informed Mr. Pilapil that
40 existing corporate clients refers to both government and private entities. As a follow-
41 up question, Ms. Tolentino asked if the term existing clients refers to all their clients
42 within at least the five (5) years period required. The Chairman clarified that the five
43 (5) period pertains to the minimum number of years of existence the bidder must
44 have in providing security service while the twenty (20) existing clients refers to the
45 minimum number of clients the bidder must have ongoing contracts with.

46 **Hackett**

47 Ms. Tolentino asked if the copies of contracts with all their existing clients are
48 included in the bid submission. The Chairman clarified that only required in the
49 submission is the copy of the contract of the Single Largest Completed Contract
50 (SLCC). Copies of their on-going contracts may be required by the TWG during the
51 post-qualification for verification.

52 Ms. Tolentino pointed out that it was stated in the Bidding Documents that ten (10)
53 copies of the bid submission must be submitted. She added that, considering a copy
54 would comprise a technical envelope and a financial envelope, a total of twenty (20)
55 envelopes will be submitted. The Chairman agreed with Ms. Tolentino adding that
56 the requirement of ten (10) copies is for the seven (7) BAC members and three (3)
57 TWG members.

58 Citing the requirement of providing proof of on-time remittances to SSS, Pag-IBIG
59 and PhilHealth for the last two (2) years, Ms. Tolentino asked if receipt of payment
60 is the proof needed to be submitted for the said requirement. Ms. Jebulan clarified
61 that proof of on-time remittance is required only during the post-qualification. She
62 added that the TWG will be requesting copies of official receipts of payment and the
63 corresponding remittance list for the TWG to validate and verify if the receipts will
64 match the amount reflected in the remittance list.

65 Ms. Tolentino would like to confirm if the Bid Data Sheet comprised only of one (1)
66 page. The PMD confirmed that the Bid Data Sheet is comprised only of one (1) page.

67 Ms. Tolentino citing the requirement for six (6) guards wants to clarify if two (2)
68 guards will be required per shift. Ms. Jebulan answered in the affirmative. One guard
69 will be deployed in the GCG Office while the other guard will be deployed in the GCG
70 extension office.

71 Ms. Tolentino asked if the SSS and PhilHealth premium will be based on the 2021
72 computation. Ms. Jebulan answered in the affirmative adding that the end-user
73 computed the Approved Budget for the Contract (ABC) taking into consideration the
74 2021 premium rate of 3.5%.

75 Ms. Tolentino asked if the rental is required. Ms. Jebulan answered in the
76 affirmative, the rental of CCTV is required since GCG does not have its own CCTV
77 system. Ms. Jebulan added that the rental for CCTV is included in their computation
78 of the ABC and rental rate must be reflected in the provided entry in the price
79 schedule.

80 For the overhead margin, Ms. Tolentino asked which rate will be followed, DOLE's
81 Department Order 150-16 rate of 20% or the GPPB rate of 10%. Ms. Jebulan
82 informed Ms. Tolentino that the 20% rate was used in the computation of the ABC.

83 Ms. Tolentino asked if it is required to include in the bid submission the credentials
84 of the security personnel to be deployed. Ms. Jebulan clarified that submission of
85 the credentials of the security guard to be deployed will be after the contract has
86 already awarded to the winning bidder.

87 Ms. Tolentino asked if GCG requires that the deployed security personnel be
88 subjected to COVID-19 swab test. Ms. Jebulan answered in the negative. She,
89 however, pointed out the requirement that GCG may require the service provider at
90 any time of the year to provide a random drug test result for each of the security
91 guards assigned.

92 Ms. Tolentino asked if they can still ask any queries after the Pre-Bid Conference.
93 The Chairman informed everyone that based on the rules, prospective bidders may
94 submit additional queries at least ten (10) days prior to the opening on 01 February
95 2021. Any changes in the project will be posted in a bid bulletin seven (7) days prior
96 to the date of the bid opening. In addition, the PMD informed the prospective bidders
97 that they may send their additional queries through email at
98 procurement@gcg.gov.ph.

99

Other Reminders

100 Ms. Jebulan informed the prospective bidders that due to the skeletal work force
101 setup of GCG, the cashier will only be available to receive their payments for bidding
102 document fees during Mondays, Tuesdays and Fridays from 9:00AM to 3:00PM.

103 The PMD informed the prospective bidders that forms provided in the Philippine
104 Bidding Documents for Goods 5th Edition will be used if the 6th edition does not
105 contain new templates for the forms to be used. Ms. Jebulan added that as for price
106 schedule, the same is provided in the project's bid documents. Ms. Tolentino asked
107 if the new template for the Omnibus Sworn Statement will be used. Upon checking
108 the GPPB website, the updated form for the Omnibus Sworn Statement is posted in
109 the forms and templates section. It was agreed that all updated forms will be used.
110 In the absence of such, the old form will be used.

111 The prospective bidders were reminded to submit their bid submissions before
112 10:00AM of 01 February 2021, otherwise, their submissions will be deemed late and
113 not accepted for the project.

114 **III. ADJOURNMENT**

115 There being no further questions from the prospective bidders, the Committee
116 adjourned the meeting at 10:46AM.

DIR. JOHANN CARLOS S. BARCENA
BAC Chairman

DIR. GENE CARL L. TUPAS
Member

DIR. IRVING V. OCCENA
Member

DIR. MICHAEL D. PABALINAS
Vice-Chairman

DIR. ANNABELLE B. DUKA
Member

ATTY. JULIET MARIE M. GUEVARA
Member

MS. JUDITH C. JEBULAN
Member

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