



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

*18 May 2021, 2:00 PM, GCG Board Room, 3/F Citibank Center,
8471 Paseo de Roxas, Makati City*

ATTENDANCE:

BAC MEMBERS

DIR. MICHAEL D. PABALINAS
DIR. ANNABELLE B. DUKA
DIR. JAYPEE O. ABESAMIS
ATTY. JULIET MARIE M. GUEVARA

PROCUREMENT MANAGEMENT DIVISION (PMD)

CHRISTIAN PAUL N. PINOTE
AARON DALE D. LARA

TECHNICAL WORKING GROUP (TWG)

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

PROSPECTIVE BIDDERS' REPRESENTATIVES

RICARDO SOLIVIO
MICHAEL BUTAL
LILIBETH PAGUIRIGAN

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

2 The Vice Chairman called the meeting to order at 2:15PM. Upon determination of
3 a quorum, the PMD informed the Committee that the required observers namely: Mr.
4 Crisanto S. Frianeza of the Philippine Chamber of Commerce and Industries
5 (PCCI), Auditor Fahad Bin Abdul Malik N. Tomawis of the Commission on Audit
6 (COA), and Mr. Edilberto C. Guyano of the Catholic Bishops Conference of the
7 Philippines (CBCP) were duly notified of the Pre-bid Conference through e-mail on
8 11 May 2021. None of the invited observers were 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 Vice Chairman acknowledged the presence of Ms. Rosario Buenaobra of
13 Grand Meritus Security Agency, Inc. (Grand Meritus), Mr. June Marvin Salvador of
14 DBPSC Security Service Inc. (DBPSC), and Ms. Francia Desquitado of Hackett
15 Security Agency (Hackett), all joining the Pre-Bid Conference through video
16 conferencing via the Microsoft Teams application.

17 The Vice Chairman informed the prospective bidders' representatives that the
18 Pre-Bid Conference is conducted to serve as a venue to discuss, clarify and explain,
19 among other things, the eligibility requirements, technical and financial components
20 of the project to be bid, and for them to further seek clarifications on the Terms of
21 Reference (TOR) from the end-user.

22 The Vice Chairman asked the representatives of all three (3) prospective bidders
23 if they were able to review the Terms of Reference (TOR) of the project. Ms.
24 Buenaobra answered in the affirmative. Mr. Salvador would like to clarify if he was
25 able to download the correct bidding documents. The PMD informed Mr. Salvador
26 that the second link provided in their e-mail is the direct link to the Bidding
27 Documents itself. Mr. Salvador affirmed that he was able to download the correct
28 bidding documents. Ms. Desquitado on other hand manifested that she was able to
29 download a copy of the Bidding Documents in the PhilGEPS.

30 To facilitate the questioning in an orderly manner, the Vice Chairman informed the
31 prospective bidders that each of them will be given a turn to ask questions one by
32 one starting with the prospective bidder who first contacted GCG to indicate their
33 interest to attend the Pre-Bid Conference.

34 **Grand Meritus**

35 Referring to item (f) of the Technical Documents under the Technical Component
36 Envelope, Ms. Buenaobra asked if they need to attach a copy of the contract for
37 each ongoing contract enumerated in their statement. She is concerned that the bid
38 submission would be too voluminous considering the requirement in the TOR that
39 the service provider must have at least twenty (20) existing corporate clients and the
40 bid data sheet require that each bidder shall submit ten (10) copies of the first and
41 second components of the bid. The Vice Chairman clarified that there is no need to
42 attach the contracts for the statement of ongoing contracts. The Vice Chairman,
43 however, added that prospective bidders should prepare the contracts in case they
44 will be declared to have submitted the lowest responsive bid and be subjected
45 to post-qualification.

46 Ms. Buenaobra asked for the rationale behind the requirement of submitting ten
47 (10) copies of the first and second components of the bid. The Vice Chairman
48 informed the prospective bidders that there are seven (7) BAC members and three
49 (3) TWG members who will be examining the bid submissions. Each BAC and TWG
50 member must have a copy of bid submission each since they cannot share bid
51 submissions due to the strict observance of the social distancing protocol.

52 Before proceeding to the next prospective bidder, the Vice Chairman asked the
53 project's end-user if they wish to highlight any provision from the TOR. Director
54 Abesamis answered in affirmative. He informed the prospective bidders that even if
55 the title indicated that the duration of the project is for one (1) year, the payment will
56 be pro-rated with the actual service rendered considering that it is already May and
57 there will be around six (6) to seven (7) months duration left for the implementation
58 of the contract depending on the date the service provider receives and signs the
59 Notice to Proceed (NTP).

60 **DBPSC**

61 Citing the earlier statement from the end-user regarding the project duration in the
62 project title is different from the actual duration of the implementation of the project
63 since it is already May, Mr. Salvador asked if they are to quote in the amount
64 covering the duration of one (1) year in their bid submission. Director Abesamis
65 clarified that the prospective bidders should bid an amount good for one (1) full year.
66 Mr. Salvador sought clarification if the contract will only be up to 31 December 2021.
67 Director Abesamis confirmed that the contract for the project will only be up to 31
68 December 2021.

69 Citing the requirement of at least twenty (20) existing corporate clients, Mr.
70 Salvador asked if failure to enumerate at least twenty (20) existing corporate clients
71 is a ground for disqualification. Director Pabalinas informed the prospective bidders
72 that having at least twenty (20) existing corporate clients is the minimum requirement
73 as of the moment. Should the end-user wish to consider such requirement, changes
74 will be reflected in a Bid Bulletin to be posted not later than seven (7) days from the
75 Opening of Bid Submissions.

76 With regard to SSS premium contribution, Mr. Salvador asked if they are going to
77 use the latest contribution in accordance to SSS Circular 2020-033 and if the same
78 is considered in the computation of the Approved Budget for the Contract (ABC).
79 Ms. Mejia answered in the affirmative.

80 Citing that the rental of CCTV is itemed separately in the price schedule, Mr.
81 Salvador asked if the billing of rental of CCTV is separate from the billing of the
82 security services. Director Abesamis clarified that there is only one billing for both
83 security services and rental of CCTV.

84 **Hackett**

85 Ms. Desquitado asked if the submission of proof of remittances of statutory
86 contributions cover one (1) year. Ms. Mejia answered in the negative. She clarified
87 that the submission of proof of remittances of statutory contributions would cover
88 two (2) years, for 2019 and 2020. Ms. Desquitado pointed out that indicated in the
89 TOR is the submission of proof of payment of remittances for the preceding year.
90 Atty. Valomoria confirmed that the requirement covers the last two (2) years as
91 evidence in the TOR which states that for the last two (2) years, the maximum
92 number of delayed payments shall not exceed six (6) per year and per social welfare
93 agency. Atty. Valmoria informed the prospective bidders that clarifications regarding
94 the matter will be reflected in the Bid Bulletin.

95 Ms. Desquitado inquired on the percentage to use for agency fee if they are limited
96 to minimum of 20% or they can go beyond the limit. Director Abesamis informed Ms.
97 Desquitado that they still have to consult the OGC regarding the matter and would
98 issue corresponding Bid Bulletin for clarifications.

99 There being no more question from Hackett, the Vice Chairman asked the other
100 bidders if they have additional questions.

101 Ms. Buenaobra, citing the mandatory provident fund required by SSS starting
102 January 2021, asked if there is a need to include the said fund in the computation

103 for their financial proposal. Director Abesamis informed the prospective bidders that
104 they will check the costing and would adjust accordingly and reflect the adjustments
105 in the Bid Bulletin.

106 For submission of proof of payment, Ms. Buenaobra asked if they may submit
107 updated clearance as compliance for the said requirement. Atty. Valmoria
108 emphasized that the TWG would need to see the receipts in order to check the timely
109 payment of the statutory contributions by the bidder.

110 Mr. Salvador and Ms. Desquitado manifested that they have no more questions.

111 There being no more questions from the prospective bidders, the Vice Chairman
112 reminded the prospective bidders that they have until 21 May 2021 or ten (10) days
113 prior the Bid Opening to submit their written queries. The Bid Bulletin will be issued
114 not later than 24 May 2021 or seven (7) days prior Bid Opening. Considering that
115 the interval between the last day of submission of written queries and the last day
116 for the issuance of Bid Bulletin falls on non-working days, the Vice Chairman asked
117 the prospective bidders if they are amenable in setting the deadline of submission
118 of written queries on 21 May 2021 at 12:00PM. The prospective bidders
119 unanimously agreed to the proposal of the Vice Chairman.

120 The PMD reminded the prospective bidder to use the updated templates posted in
121 the GPPB website since the new 6th Edition of the Philippine Bidding Documents for
122 Goods and Services does not contain the templates for some of the required
123 documents.

124 For the payment of Bidding Document Fees, Ms. Mejia informed everyone that Mr.
125 Paggabao may receive payment in the office in her absence. Prospective Bidders
126 may pay Bidding Documents Fees any day before the deadline of submission.

127 The PMD also reminded that prospective bidders who participated in the project's
128 previous round and already paid Bidding Document Fees would no longer pay
129 Bidding Document Fees for the upcoming bid submission.

130 III. ADJOURNMENT

131 There being no more questions from the prospective bidders and reminders from
132 internal procurement stakeholders, the Committee adjourned the meeting at
133 3:02PM.

(not present)
DIR. JOHANN CARLOS S. BARCENA
BAC Vice Chairman

(Sgd.)
DIR. MICHAEL D. PABALINAS
Vice-Vice Chairman

(not present)
DIR. GENE CARL L. TUPAS
Member

(Sgd.)
DIR. ANNABELLE B. DUKA
Member

(not present)
DIR. IRVING V. OCCENA
Member

(Sgd.)
ATTY. JULIET MARIE M. GUEVARA
Member


DIR. JAYREE O. ABESAMIS

Member

Prepared By:



CHRISTIAN PAUL N. PINOTE

Supervising Administrative Officer - PMD

(ON LEAVE)

REYNALDO C. PARUÑGAO, JR.

Administrative Office V - PMD