



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

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MINUTES OF THE PRE-BID CONFERENCE FOR SECURITY SERVICES

Director's Office, Conference Room, ATI Main Building, Diliman, Quezon City

June 14, 2018

I. PRESENT

BAC Members, TWG & Secretariat:

Milagros Urbano	BAC Chairperson
Leonila Caiz	BAC Vice Chairperson
Nemielyn Pangilinan	BAC Member
Pamela Mappala	Head, BAC Secretariat
Marianne Antonio	Member, BAC Secretariat
Mary Ann Jay Somyden	Member, BAC Secretariat
Filsan G. Akut	AFU-OD Property Office
Jose Tanhueco	TWG Chair for Security Services
Cyril C. Cuerdo	TWG Member for Security Services

Observer:

Christine U. Suay	ATIEA Representative
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Bidder's Representative/s:

Mark Salazar	Urduja Security Services, Inc.
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II. CALL TO ORDER

The conference was called to order at 10:07AM. Ms. Pamela Mappala, BAC Secretariat Head, led the roll call of attendees and established the quorum. Ms. Milagros Urbano, BAC Chairperson, served as the Presiding Officer during the conference.

III. DISCUSSIONS, CLARIFICATIONS, QUESTIONS REGARDING THE BIDDING DOCUMENTS

Ms. Urbano presented the details of the pre-bid conference, bidding documents and procedures, and the opening of bids, as follows:

What to Bid

Provision of Security Services for 10 security guards -- seven guards at eight-hour shift and three guards at 12-hour shift with Night Differential (ND) and six guards without ND. Duration of contract will be on July 1, 2018 to June 30, 2019.



Contents of the Bidding Documents

To validate the completeness of the bidding documents that were given by the BAC Secretariat, all bidders were requested to check if the following documents were included in the bid documents given to them:

- (1) Invitation to Bid;
- (2) Instruction to Bidders (ITB);
- (3) Bid Data Sheet (BDS);
- (4) General Conditions of the Contract (GCC);
- (5) Special Conditions of the Contract (SCC);
- (6) Schedule of Requirements
- (7) Technical Specifications;
- (8) Bidding Forms; and
- (9) ATI-BAC Checklist of Requirements

Criteria in the Opening of Bids

Upon opening, the bids will be initially evaluated based on the “presence” and “absence” of the required documents and on a non-discretionary “pass” or “fail” criteria.

Purpose of the Pre-Bid Conference

The pre-bid conference aimed to discuss the eligibility and technical requirements, and financial components of the contract for bid. Attendance of prospective bidders is not mandatory.

Bid Proposal Contents

- (1) Eligibility and Technical Documents: 1 original copy, duly certified each page
 - (2) Financial Proposal: 1 original copy, duly certified each page
- Bidders are requested to submit two additional copies of the documents for BAC TWG post-evaluation. To facilitate the checking of documents during the opening of bids, bidders are requested to use “index tabs” in the folders of the documents to be submitted to the BAC.

Eligibility Documents

Class A Documents

- PhilGEPS Certificate of Registration and Membership
- Statement of Bidder’s all on-going and completed government and private contracts
- Statement of Bidder’s Single Largest Completed Contract (SLCC) similar to the contract for bid



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- 1 • NFCC Computation equivalent to the Approved Budget for the Contract (ABC)
- 2 Class B Documents
- 3 • Valid Joint Venture Agreement (JVA), in case of joint venture
- 4 • License to operate issued by PNPSAGD
- 5 • Tax Clearance Certificate
- 6

7 **Technical Documents**

- 8
- 9 • Bid Security (Bid Securing Declaration or any other form of Bid Security as indicated
- 10 in the Bid Data Sheet)
- 11 ➤ Cash or cashier/manager's check, bank draft/guarantee or Letter of Credit
- 12 (2% of the ABC = PHP 72,456.51)
- 13 ➤ Surety Bond callable upon demand issued by surety or insurance company
- 14 certified by the Insurance Commission (5% of the ABC = PHP 181,141.28)
- 15 • Conformity with Technical Specifications:
- 16 • Statement of Bidder's compliance/conformity with the Technical Specifications as
- 17 enumerated and specified in the Schedule of Requirements and Technical
- 18 Specifications of the Bid Documents
- 19 • Unified Security Plan
- 20 • Omnibus Sworn Statement re: Bidders Responsibilities
- 21

22 **Financial Proposal Contents**

23
24 Financial Bid Form (using the sample Bid Form in the Bid Documents), where bid prices
25 and the applicable price schedules are indicated.

26 **Approved Budget for the Contract (ABC)**

27
28 The budget for the contract is **three million six hundred twenty-two thousand eight**
29 **hundred twenty-five pesos and 61/100 (Php 3,622,825.61)**. The ABC is fixed and
30 not flexible. All bids that exceed the ABC shall not be accepted and automatically be
31 disqualified.

32 **Bid Proposal Submission and Schedule of Opening of Bids**

33
34 Deadline of submission of bids is on June 25, 2018 at 9:30AM at the DO Conference
35 Room, in time for the bid opening that will be held on the same date and venue at 10:00
36 AM.

37 **Procedures: Bid Opening**

- 38
- 39
- 40 • The opening of the Bidder's bid shall be done alphabetically.
- 41
- 42



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- 1 • The representative of the bidders shall be called individually to identify their
- 2 envelope containing their bid documents.
- 3 • Eligibility and technical documents shall be opened first, to be followed by the
- 4 Financial Proposal.
- 5 • Eligible Bidders who passed the opening of the Technical Proposal stage shall
- 6 qualify for the last phase of the opening of bids – the opening of Financial Proposal
- 7 containing their Bid amount.
- 8 • The bidder's bid shall be read and indicated in the Abstract of Bids as Read
- 9 • The BAC Technical Working Group (TWG) shall post-evaluate the submitted
- 10 eligibility, technical and financial proposals
- 11 • TWG shall determine whether the Bidder that is evaluated as having submitted the
- 12 Lowest Calculated Bid (LCB) complies with, and is responsive to, all the required
- 13 terms and conditions
- 14 • A Bid Evaluation and Post-Qualification Report shall be submitted to the BAC for
- 15 evaluation

16
17 **Reminder: No Contact Rule**

- 18
- 19 • Prohibition on communication with bidders from bid evaluation until award of
- 20 contract.
- 21 • The “No Contact Rule” applies only to those whose bids are being evaluated by the
- 22 BAC after passing the preliminary examination until the issuance of Notice of Award.
- 23 • No communication should be made by bidders until a decision to award a contract is
- 24 made by the BAC.

25
26 **Q&A/Agreements:**

27
28 Mr. Salazar of Urduja Security Services asked for clarifications on the Bid Data Sheet
29 particularly on the duration of the the bidder's SLCC. BAC Vice Chair Leonila Caiz cleared
30 that SLCC should have been completed within five years. She also stated that ATI will
31 issue a supplemental bid for the said clarification.

32 The second question raised by Mr. Salazar was on the additional requirement
33 specifically the tax clearance. Ms. Urbano and Ms. Caiz said that the document shall also
34 be included in the sealed bidding documents. Ms. Caiz added that the correct amount in
35 the ABC should likewise be stipulated.

36 With regard to the financial proposal, Mr. Salazar inquired if the 20% of the total
37 contract cost administrative fee shall be observed in accordance to the Department of
38 Labor and Employment Department Order No. 150 Series of 2016 or the Revised
39 Guidelines Governing the Employment and Working Conditions of Security Guards. Ms.
40 Caiz confirmed that said order will be applied.



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1 As for the submission of bids, Mr. Salazar asked if copies of documents should be labeled
2 with corresponding numbers. Ms. Caiz suggested that in compliance with the bidder's
3 instruction to bid, each copy of the first and second envelopes shall be similarly sealed
4 duly marking the inner envelopes accordingly.

5 Furthermore, the bidder's representative inquired if there should be color coding for the
6 envelopes to be submitted. Ms. Urbano said that only index tabs are required in the
7 folders of the documents to fast-track evaluation process.

8 There being no further questions, Ms. Urbano reminded Mr. Salazar of the deadline of
9 submission of bids and the schedule of bid opening on June 25, 2018.

10

11 **IV. ADJOURNMENT**

12

13 The meeting was adjourned at 10:25 AM.

PREPARED BY:

Marianne B. Antonio (sgd.)
Member, BAC Secretariat

Pamela G. Mappala (sgd.)
Head, BAC Secretariat

NOTED BY:

Milagros C. Urbano (sgd.)
BAC Chairperson