



MINUTES OF THE 2nd PRE-BID CONFERENCE FOR SECURITY SERVICES

AFKC Library, Agricultural Training Institute

Elliptical Road, Diliman, Quezon City

August 1, 2018

I. CALL TO ORDER

Quorum was established at 10:11AM after Ms. Pamela Mappala, BAC Secretariat Head, led the roll call of attendees. Ms. Milagros Urbano, BAC Chairperson, served as the Presiding Officer during the conference.

II. ATTENDEES

Present:

BAC Members & Secretariat:

Milagros Urbano	BAC Chairperson
Leonila Caiz	BAC Vice Chairperson
Joeven Calasagsag	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

BAC TWG:

Jose Tanhueco	TWG Chair for Security Services
Arlene S. Nilo	TWG Member for Security Services
Cyril C. Cuerbo	TWG Member for Security Services

Observers:

Michael Brosas	ATIEA President
Sarah Jane Bangit	COA Representative

Bidder's Representative/s:

Ariel P. Salonga	Arviter Security
------------------	------------------



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
Tel. Nos. (63-2) 929-8541 to 49 & 928-7397 Fax No. (63-2) 920-9792
E-mail: ati_director@ati.da.gov.ph & ati_director@yahoo.com
URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

1	Mark Salazar	Urduja Security Services, Inc.
2	Erick Tolentino	DBPSC Security Services, Inc.
3	Joseph Imbao	DBPSC Security Services, Inc.
4	Delia Rocas	STAR Special Corporate Security Mngmt., Inc.
5	Marilyn Corporal	STAR Special Corporate Security Mngmt., Inc.
6	Ivan Calendas	Unified Forces
7	Ruel Pilapil	Redbird Security
8	Wendon Honroba	Blue Armee Security

9
10 **Absent:**

11	Nemielynn Pangilinan	BAC Member
12	Rumelia Dela Cruz	Alternate BAC Member

13
14
15 **III. DISCUSSIONS, CLARIFICATIONS, QUESTIONS REGARDING THE BIDDING DOCUMENTS**

16
17 Ms. Urbano discussed the details of the pre-bid conference, bidding documents and procedures,
18 and the opening of bids, as follows:

19
20 **What to Bid**

21
22 Provision of Security Services for 10 security guards, seven guards at 8-hour shift and three
23 guards at 12-hour shift. Duration of contract will be on November 1, 2018 to October 31, 2019.

24
25 **Contents of the Bidding Documents**

26
27 Ms. Urbano explained that the contents of the bidding documents include:

- 28
29 (1) Invitation to Bid;
30 (2) Instruction to Bidders (ITB);
31 (3) Bid Data Sheet (BDS);
32 (4) General Conditions of the Contract (GCC);
33 (5) Special Conditions of the Contract (SCC);
34 (6) Schedule of Requirements
35 (7) Technical Specifications;
36 (8) Bidding Forms; and
37 (9) ATI-BAC Checklist of Requirements
38
39



Criteria in the Opening of Bids

- “Presence” and “Absence” of the required documents
- Non-Discretionary “Pass” or “Fail” criteria

Purpose of the Pre-Bid Conference

The primary purpose of the pre-bid conference is 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 (2) additional copies of 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
- NFCC Computation equivalent to the Approved Budget for the Contract (ABC)
- License to operate issued by PNP-SAGD
- Tax Clearance Certificate

Class B Documents

- Valid Joint Venture Agreement (JVA), in case of joint venture

Technical Documents

- Bid Security (Bid Securing Declaration or any other form of Bid Security as indicated in the Bid Data Sheet)
 - Cash or cashier/manager’s check, bank draft/guarantee or Letter of Credit (2% of the ABC = PHP 72,456.51)



- Surety Bond callable upon demand issued by surety or insurance company certified by the Insurance Commission (5% of the ABC = PHP 181,141.28)

- Conformity with Technical Specifications
- Statement of Bidder's compliance/conformity with the Technical Specifications as enumerated and specified in the Schedule of Requirements and Technical Specifications of the Bid Documents
- Unified Security Plan
- Omnibus Sworn Statement re: Bidders Responsibilities

Financial Proposal Contents

- Financial Bid Form (using the sample Bid Form in the Bid Documents)
The Bid Form should include bid prices and the applicable price schedules.

Approved Budget for the Contract

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

Bid Proposal Submission and Schedule of Opening of Bids

Deadline of submission is on August 13, 2018 at 9:30AM at the Supply Management Services in ATI Central Office. Likewise, bid opening will be held on the same date at 10:00 AM in the AFKC Library, ATI Central Office.

Procedures: Bid Opening

- The opening of the Bidder's bid shall be done alphabetically.
- The representative of the bidders shall be called individually to identify their envelope containing their bid documents.
- Eligibility and technical documents shall be opened first, to be followed by the Financial Proposal.
- Eligible Bidders who passed the opening of the Technical Proposal stage shall qualify for the last phase of the opening of bids – the opening of Financial Proposal containing their bid amount.
- The bidder's bid shall be read and indicated in the Abstract of Bids as Read
- The BAC Technical Working Group (TWG) shall post-evaluate the submitted eligibility, technical and financial proposals.



- TWG shall determine whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with, and is responsive to, all the required terms and conditions.
- A Bid Evaluation and Post-Qualification Report shall be submitted by the TWG to the BAC for evaluation.

Reminder: No Contact Rule

- Prohibition on communication with bidders from bid evaluation until award of contract.
- The "No Contact Rule" applies only to those whose bids are being evaluated by the BAC after passing the preliminary examination until the issuance of Notice of Award.
- No communication should be made by bidders until a decision to award a contract is made by the BAC.

Q&A/Agreements:

First question was raised by Mr. Ariel P. Salonga of Arviter Security on the submission of Certificate of Registration pursuant to Department Order (DO) No. 174 of the Department of Labor and Employment (DOLE). Mr. Joeven Calasagsag answered that the said DO on the Rules Implementing Articles 106 to 109 of the Labor Code, as Amended, is generic as a labor code. However, he mentioned that there is a specific order for security services which is DO 150-16 Series of 2016. According to him, "since these are all regulations required by law and as required by the Implementing Rules and Regulations (IRR) of Republic Act 9184, it also serve as reference for evaluation."

In line with the compliance of DO 150-16 Series of 2016, Mr. Mark Salazar of Urduja Security Services, Inc. inquired if the 20% of the total contract cost administrative fee shall be observed. Ms. Leonila Caiz, BAC Vice Chairperson responded that said order will be applied.

As a follow-up question on the application of the 20% administrative cost, Mr. Erick Tolentino of DBPSC Security Services, Inc., expressed his concerns on the amount stipulated in the Terms of Reference (TOR) wherein the computation is already based on 20%. He emphasized that all bids might come up with same computations given the amount indicated in the TOR. Ms. Caiz answered that it is for the BAC and TWG to evaluate on the post-qualification phase.

Mr. Tolentino also asked about the need to present the cost of supplies and equipment as indicated in the financial checklist of bid proposal. Ms. Caiz explained that supplies and equipment are specified in the TOR but it is no longer needed to show the costing of such items. The supplies and equipment specified in the TOR are just the basic requirements of ATI.



Republic of the Philippines

Department of Agriculture

AGRICULTURAL TRAINING INSTITUTE

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100

Tel. Nos. (63-2) 929-8541 to 49 & 928-7397 Fax No. (63-2) 920-9792

E-mail: ati_director@ati.da.gov.ph & ati_director@yahoo.com

URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

Moreover, Mr. Tolentino clarified if they still need to include supporting documents in their bid proposal or if it is enough to only state compliance. Ms. Caiz said that supporting documents are needed in evaluation as proof or evidence of compliance.

Ms. Delia Rocas of STAR Special Corporate Security Mngmt., Inc. asked for clarifications on the Institute's eligibility checklist indicating inclusion of the statement of all ongoing and completed contracts as well as the bidder's single largest completed contracts. Ms. Urbano said that they need to submit all that is stated in the eligibility checklist. Ms. Caiz added that the minimum standards are indicated in the bid documents. However, the basis of evaluation will be on the compliance on the Institute's eligibility checklist.

Furthermore, Ms. Rocas asked if they need to attach copies of contracts. Ms. Caiz responded that aside from the matrix, copies of contracts and Notice of Award (NOA) are also required for validation.

Ms. Caiz noted that ATI will post a supplemental bid bulletin on the start of contract from October 1, 2018 to November 1, 2018. She explained that as of now, the security services of ATI is under emergency contract valid for three (3) months.

Mr. Tolentino cleared if they are required to submit copies of contracts and NOA of all ongoing projects or only the single largest completed contracts.

It was agreed that since the TWG will still conduct validation, copies of contracts and NOA of the bidder's single largest completed contracts are required in the bid proposal.

Mr. Tolentino then asked about the schedule of site inspection. Ms. Caiz stated that after the Pre-Bid Conference, they can already conduct site inspection to be assisted by ATI's General Services Head, Mr. Jose Tanhueco.

There being no further questions, Ms. Urbano reiterated the approved budget contract amounting to Php 3,622,825.61. Similarly, she reminded the bidders on the deadline of submission of bids on August 13, 2018 at 9:30AM in the Supply Management Services and the schedule of bid opening on the same date at 10:00AM in the ATI Central Office Library. She as well said that further queries should be done in writing addressed to the BAC Secretariat. Ms. Urbano finally thanked the bidders for their expression of interest to bid for ATI's Security Services.



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
Tel. Nos. (63-2) 929-8541 to 49 & 928-7397 Fax No. (63-2) 920-9792
E-mail: ati_director@ati.da.gov.ph & ati_director@yahoo.com
URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

1 **IV. ADJOURNMENT**

2 The meeting was adjourned at 10:35 AM.

PREPARED BY:

Marianne B. Antonio
MARIANNE B. ANTONIO
Member, BAC Secretariat

APPROVED BY:

Milagros C. Urbano
MILAGROS C. URBANO
BAC Chairperson

NOTED BY:

Pamela M. Mappala
PAMELA M. MAPPALA
Head, BAC Secretariat