

**PCC BIDS AND AWARDS COMMITTEE (PBAC)
Minutes of Pre-Bid Conference**

Date: 15 November 2018

25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

BAC Members

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|-----------------------|---|--------------------------|
| 1. Vice-Chairperson | : | Atty. Orlando P. Polinar |
| 2. Regular Member | : | Allan Roy D. Mordeno |
| 3. Provisional Member | : | Jeson Q. de la Torre |

BAC Secretariat

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| 1. Vice-Head | : | Ma. Celeste S. Dizon |
| 2. Member | : | Melody O. Dizon |
| 3. Member | : | July R. Suing |
| 4. Member | : | Engr. Teejay Yoshiumi J. Sakuma |
| 5. Member | : | Merry Lyn V. Bambao |
| 6. Member | : | Mark Jayson R. Fajutnao |
| 7. Member | : | Nicky Jona P. Pitallano |
| 8. Member | : | Russell N. Racelis |

Bidders

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|---|---|-----------------------------|
| 1. SNS Security Agency | : | Joemarie Gonzales Antiquera |
| 2. Red Planet Security Agency | : | Danilo N. Aplacador |
| 3. Circa Security & Investigation, Inc. | : | Winna R. Monares |
| 4. APLSSC | : | Beth Mabsur |
| 5. Star Special Corporate Security Management, In | : | Delia Rocas
Mark Caesar |

I. Call to Order

The PBAC Vice-Chairperson called the meeting to order at 1:00 PM for the **Pre-bid Conference for the Procurement of Security Services for PCC for 2019** under **Invitation to Bid No. 201810-0208**, at Meeting Room 3 of the above address.

II. Agenda

Discussion	Recommendations/ Agreements
<p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> Prospective bidder affirmed that they are familiar with the public bidding procedures and requirements and proceeded with the clarification/ questions on the Terms of Reference. 	


Discussion	Recommendation/ Agreements
<p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> In order to maintain the safety and protection of the PCC officials, employees, visitors and guests to meet the day-to-day administrative and operational requirements of the PCC, a Service Contractor for Security Services shall be engaged to carry out the requirements identified in the Terms of Reference of this project. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> The ABC for this project is PhP1,100,000.00 <p>D. Date/ Time of Posting, Submission and Opening</p> <ul style="list-style-type: none"> Posting: 07 November 2018 Submission: 27 November 2018, 12:00 NN Opening: 27 November 2018, 1:00 PM <p>E. Question and Answer</p> <ul style="list-style-type: none"> Five (5) potential bidders were present during the pre-bid conference as enumerated above. The following questions/ concerns were raised during the meeting: 	
<p>1. Ms. Antiquera informed the BAC that SSNSA did not renew its membership with PADPAO in 2018. Thus, she inquired if membership with PADPAO is really required. Atty. Polinar, PBAC Vice Chairperson, responded that membership with PADPAO or other organization recognized by SOSIA is required. Bid bulletin will be issued to clarify this matter.</p>	<p>PBAC will issue a bid bulletin to clear the certification and/or membership with security organization recognized by SOSIA.</p>
<p>2. Mr. Aplacador and Ms. Monares inquired on the computation to be followed for their bids, i.e., whether the DOLE or the PADPAO rates. The BAC members agreed to look further into the clarification and to issue a bid bulletin, if necessary.</p>	<p>PBAC will issue an annex to the bid bulletin from which the price schedule will be broken down per item.</p>
<p>3. Ms. Monares raised the concern on the Wage Order issued by the NWPC increasing the minimum salary in NCR by PhP25.00. The wage increase will take effect on 22 November 2018. Atty. Polinar mentioned that the existing wage order applies since the new wage order is not yet effective. Further, the increase in the salary of the security personnel to be deployed will be subject to a separate billing. Ms. Monares added that if the new wage order is implemented, the agency fee will also change; this was affirmed by the PBAC that only the absolute value will change while the percentage value remains the same.</p>	
<p>4. Ms. Monares asked what document/s are needed to serve as the proof of payment of remittances to SSS, Pag-IBIG, and PhilHealth; a follow-up to this question is whether a self-certification or copy of the official receipt will suffice the procurement requirement. The PBAC replied that there must be proof of paid remittances in the form of certification issued</p>	<p>Submission of official receipts of remittances will suffice to comply the requirement.</p>

Discussion	Recommendation/ Agreements
<p>by the agencies concerned within the last six (6) months. Considering that it is not guaranteed that such agencies will issue the certification, it is agreed that the official receipt from the period May to October 2018 will suffice to cover this requirement.</p> <p>5. Potential bidders inquired whether the items 1-4 of Section V. Other Requirements of the TOR will be part of the submission of the eligibility documents. The PBAC has responded that the enumerated items on the said section are not required in the opening of bids but shall be submitted by the lowest calculated and responsive bidder for the post-qualification procedure.</p> <p>6. Ms. Monares inquired what particular document is needed to satisfy the requirement B(5) under Section IV. Qualifications of Security Guards and Security Agent. PBAC responded that at least two Certificate of Satisfactory Service for the last two years should be submitted for the said requirement.</p> <p>7. Mr. Aplacador requested for clarification on the requirement on B(5) under Section IV. PBAC clarified that the bidder must have deployed at least 100 guards per year. It is not necessary that there be a total of 400 guards employed in four years covering the years 2014 to 2017.</p> <p>8. Mr. Aplacador asked what document is needed to suffice the requirement on B(5) under Section IV. PBAC responded that a self-certification duly signed by the appropriate representative from the agency is enough to cover the requirement. It was further emphasized that all documents submitted are covered by the notarized Omnibus Sworn Statement and will undergo validation procedure as part of the procurement process.</p> <p>F. Actions Taken</p> <p>1. The PBAC requested the BAC Secretariat to draft and issue a Supplemental Bid Bulletin to indicate the agreed necessary revision/s in the TOR. Also, to draft a Price Schedule Form which will be annexed in the Supplemental Bid Bulletin. The said form shall serve as the break down of line items of the financial bid/proposal.</p>	<p>At least two Certificate of Satisfactory Services for the past two years will serve as the document to comply with the requirement.</p> <p>Cleared in the TOR and discussion that there should be a minimum of 100 security personnel / guards deployed per year for the years 2014 to 2017.</p>

iii. Adjournment:

There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 3:21 PM.

Prepared by the PBAC Secretariat:


JESON Q. DE LA TORRE
 Head, PBAC Secretariat

Approved by:


ATTY. JOSEPH MELVIN B. BASAS
 PBAC Chairperson