

PCC BIDS AND AWARDS COMMITTEE (PBAC)

MINUTES OF PRE-BID CONFERENCE for the

“Provision of Security Services for the Philippine Competition Commission for CY 2022”

IB No. 2021-EPA-0012

Date: 05 November 2021

Venue: Teleconferencing through Microsoft Teams

Present:

PBAC Members

- | | | |
|-------------------|---|--------------------------|
| 1. Chairperson | : | Jeson Q. de la Torre |
| 2. Regular Member | : | Allan Roy D. Mordeno |
| 3. Regular Member | : | Inah Geneve R. Tolentino |
| 4. Regular Member | : | Tristan A. Canare |

PBAC Secretariat

- | | | |
|-------------------|---|-----------------------------|
| 1. Assistant Head | : | Mark Jayson R. Fajutnao |
| 2. Member | : | Teejay Yoshiumi J. Sakuma |
| 3. Member | : | Nicky P. Pitallano |
| 4. Member | : | Mark Jayson R. Fajutnao |
| 5. Member | : | Isabelo Miguel V. Abaño |
| 6. Member | : | Raven Rein R. Villanueva |
| 7. Member | : | Ralph Riel N. Garcia |
| 8. Member | : | Chrislyn Joy P. Sioson |
| 9. Member | : | Jean Cheska R. Garcia |
| 10. Member | : | Jonalyn F. Funa |
| 11. Member | : | Anna Dominique M. Francisco |
| 12. Member | : | Floricar G. Gonzalodo |
| 13. Member | : | Bill A. Geslani |

End-user:

- | | | |
|-----------|---|----------------------|
| 1. AO-GSD | : | Ma. Celeste S. Dizon |
|-----------|---|----------------------|

Bidders:

1. Circa Security and Investigation Inc. (CIRCA):
Ms. Winnie Monares
2. Golden Z5 Security & Investigation (GOLDEN):
Ms. Desiree Bayon
3. Arviter Top of the Line Security and Investigation Specialist (ARVITER):
Ms. Margarita Villena
Ms. Sarah Jane Dimaano

I. Call to Order

The PBAC Chairperson called the meeting to order at 2:00 PM for the **Pre-bid Conference of Provision of Security Services for the Philippine Competition Commission for CY 2022** under **Invitation to Bid (IB) No. 2022-EPA-0012**.

II. Agenda

Discussion	Recommendations/ Agreements
<p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> Mr. Sakuma, member of the PBAC Secretariat, presented the eligibility, technical and financial documents required for submission. Likewise, the presentation included the proper sealing/packing and marking of envelopes, date of submission and opening of bids followed by the discussion of the Terms of Reference (TOR) 	

Discussion	Recommendation/ Agreements
<p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> A Service Provider shall be engaged by PCC to carry out the need for security services to ensure safety and protection of PCC officials, employees, visitors, and guests. The security services is essential to meet the operational and administrative requirements of PCC, as well as delivery of services to the public. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> The total ABC for this project is One Million Two Hundred Thousand Pesos (PhP1,200,000.00), inclusive of all applicable fees and taxes. <p>D. Submission and Opening</p> <ul style="list-style-type: none"> Submission: 17 November 2021, 12:00 NN Opening: 17 November 2021, 1:30 PM <p>E. Question and Answer</p> <ul style="list-style-type: none"> The PBAC Chairperson opened the table for questions, clarifications, and concerns regarding the project: <ol style="list-style-type: none"> Ms. Monares (CIRCA) asked if they can submit only the statement of ongoing government and private contracts or the attachment of the copies of the contracts are also needed. <ul style="list-style-type: none"> Ms. Dizon (AO-GSD End-user) and Mr. de la Torre (PBAC Chairperson) clarified that the contracts and notices may be submitted for evaluation of the Technical Working Group (TWG). 	

Discussion	Recommendation/ Agreements
<p>2. Ms. Monares asked for clarification if the SEC Certificate, Mayor's Permit and Tax Clearance need not to be submitted once they submit the PhilGEPS Platinum Certificate.</p> <ul style="list-style-type: none"> ➤ Mr. de la Torre confirmed that the requirement is stated in the bidding documents. He further clarified that all documentary requirements stated in the PhilGEPS Platinum Certificate should not be expired. <p>3. Ms. Monares asked if they need to submit two (2) audited financial statements.</p> <ul style="list-style-type: none"> ➤ Ms. Dizon responded that the latest available audited financial statement (AFS) will be submitted. Mr. de la Torre also clarified that the latest possible year to submit is the 2020 AFS. <p>4. Ms. Monares asked if they will only state the compliance in the Terms of Reference or they will be required to submit the required documents (e.g. certificates and clearances).</p> <ul style="list-style-type: none"> ➤ Mr. de la Torre responded that the required documents will be submitted as stated in the bidding documents. ➤ Mr. Sakuma clarified that the required documents will be reviewed and evaluated during the post-qualification. <p>5. Ms. Monares asked if the administrative fee and overhead margin of not less than twenty percent (20%) with reference to the DOLE Department Order No. 150-16 will be followed.</p> <ul style="list-style-type: none"> ➤ Mr. de la Torre responded that a Supplemental Bid Bulletin will be issued for this clarification. <p>6. Ms. Monares asked if the increase in PhilHealth contribution rate effective January 01, 2022 will be followed.</p> <ul style="list-style-type: none"> ➤ Mr. de la Torre responded that the existing contribution rate will be followed. <p>7. Ms. Monares asked for the number of days that will be used as basis for the bid price.</p> <ul style="list-style-type: none"> ➤ Mr. Sakuma responded that 393.80 days will be the basis as stated in the Handbook on Worker's Statutory Monetary Benefits (2020 Edition) issued by the Department of Labor and Employment <p>8. Ms. Bayon (GOLDEN) asked for the number of security guards that will be deployed.</p>	<p>The PBAC will issue a Supplemental Bid Bulletin to clarify the administrative fee and overhead margin.</p>

Discussion	Recommendation/ Agreements
<ul style="list-style-type: none"> ➤ Mr. de la Torre responded that two (2) security guards will be deployed as stated in the Terms of Reference. • The PBAC Chairperson reiterated that the PCC is implementing a No Gift Policy and is not soliciting any money or favor for any purpose. Bidders should be aware of the scammers soliciting donations or gifts using PCC Officials' name. 	

III. Adjournment:

There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 2:47 PM.

Prepared by the PBAC Secretariat:



TEEJAY YOSHIUMI J. SAKUMA
PBAC Secretariat

Approved by:



JESON Q. DE LA TORRE
PBAC Chairperson

