

BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

THREE (3) YEAR CONTRACT FOR SECURITY SERVICES, SSS MAIN, POEA, AND EDSA LOT AND NCR PROPERTIES

JANUARY 30, 2020 (THURSDAY)-2:30 P.M., BIDDING ROOM 2ND FLOOR SSS MAIN OFFICE

Present

BAC I Members: ERNESTO D. FRANCISCO, JR.
JOSELITO A. VIVIT
NEIL F. HERNAEZ
CRISTINA A. BACALLA

BAC Secretariat: ROSALYN AZUL-CONDAT
IRENE A. NEIZ
JULINA ROSE DL. DE OCAMPO

COA Representative: ARTURO A. NEVADO, JR.

TWG Representatives: ARNOLD A. TOLENTINO
JUNJIE M. LABANGCO
ALVIN J. CATIIS

Participating Bidders: ACHIEVERS SECURITY AGENCY - Edgar Pagpaguitan
SILVERLINK SECURITY - Felix Mationg
NORTHCOM SECURITY AGENCY - Ferdinand Gran
MASADA SECURITY AGENCY INC. - Annie A. Badenas
ODIN SECURITY AGENCY INC. - Drusilla Tagudan
ADVANCE FORCES SECURITY - A. Bawar
AND INVESTMENT SERVICES, INC.

1. The Pre-Bid Conference was called to order at 2:35 P.M.

2. The published Approved Budget for the Contract are as follows:

Lot I- SSS Main, POEA, and EDSA Lot	P37,161,439.96 per year
Lot II- NCR Properties	P29,428,376.00 per year

3. The following observers were invited through BAC notice dated 22 January 2020.

- 3.1 Commission on Audit
- 3.2 Anti-Corruption Training Center
- 3.3 Anti-Trapo Movement of the Philippines, Inc.
- 3.4 Makati Business Club
- 3.5 Philippine Chamber of Commerce and Industry (PCCI)

However, only the representative from COA attended the activity.

4. Only Silverlink Security paid the Bidding Documents (BD) at the time of the Pre-Bid Conference.
5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.
6. The following issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
6.1	Can the bidder sub-contract close protective agent?	To be clarified through Bid Bulletin.
6.2	Clarification on upgrading of PhilGEPS registration Platinum membership (might be delayed due to the processing of 2019 Tax Certificate)	To be clarified through Bid Bulletin.
6.3	Request for extension on the Submission and Opening of Bids (February 13, 2020, Thursday).	To be clarified through Bid Bulletin.
6.4	Can the bidder submit 1 set of eligibility documents even it will participate on both lots?	Yes.
6.5	Clarification on Section III. Bid Data Sheet Clause 29.2.d (Proposed Comprehensive Security Plan for the Particular Lot/s	Submission of proposed Comprehensive Security Plan shall be on per lot basis.
6.6	On security inspection, are the bidders required to buy the Bidding Documents (BD) before conducting the security inspection?	Yes, since a signed Authorization and Certification of Site Inspection shall only be issued to the bidder who secured the Bidding Document.
6.7	On Sole Proprietorship, can the bidder submit manually filed BIR requirements (ITR)?	Yes.
6.8	The bidders requested for the schedule for other branches site visit.	Except for POEA, all sites may be visited anytime.

7. The BAC Secretariat announced the composition of envelopes no.1 (Eligibility and Technical Documents) and no.2 (Financial Proposal), and additional documents.
8. The BAC I informed the bidders that the bid proposals will be subjected to Bid Evaluation. The bidder with the Lowest Calculated Bid (LCB) shall be required to submit the following additional documents within a non-extendible period of five (5) calendar days from receipt of BAC Notice:
 - a) 2018 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
 - b) Quarterly VAT for the period April to September 2019;
 - c) SEC/DTI Registration;
 - d) 2020 Mayor's Permit or 2019 Mayor's Permit and proof of application for renewal
 - e) Valid Tax Clearance;
 - f) 2018 Audited Financial Statements filed through EFPS.
9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:
 - a) Signed by the Notary Public (attorney) himself/herself;
 - b) The Notary Public has an updated Authority to notarize, issued by the Regional Trial Court.


10. The BAC Secretariat also presented the schedule of the following activities:

- a) Deadline of Written Queries : Friday, 31 January 2020
- b) Issuance of Bid Bulletin : Tuesday, 4 February 2020
- c) Submission and Opening of Technical and Financial Proposal : Thursday, 13 February 2020
at 2:00 P.M. at the Bidding Room
(formerly CDPRD Computer Room), 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Late submission shall not be accepted.

Prepared by:


JULINA ROSE DL. DE OCAMPO
Staff, BAC Secretariat

Certified Correct:


ROSALYN AZUL-CONDAT
OIC, Administrative Support Section
BAC Secretariat

Concurred by:


ARNOLD A. TOLENTINO
TWG Chairperson

Approved by:


ERNESTO D. FRANCISCO, JR.
SVP and BAC I Chairperson