



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

Project: Supply of Twenty-One (21) Security Guards

Contract No. 2018-23/Goods

October 08, 2018 at 10:30 am

Venue: USEP Dormitory Conference Room,
Obrero Campus, Davao City

ABC: PhP. 7,500,000.00

Present:

Bids and Award Committee:

Dr. Marilyn D. Biton	-	Chairperson
Dr. Annweda C. Mina	-	Vice Chairperson
Dr. Reynilo Garcia	-	Member
Dr. Emilia P. Pacoy	-	Member

BAC Secretariat:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Restituta D. Macarayo	-	Member
Ms. Melanie Pagkaliwagan	-	Member
Ms. Ma. Luz Serafica	-	Member
Ms. Emmele L. Embat	-	Member

BAC Staff:

Ms. Xyryl Grace Bete	-	BAC Staff
Ms. Paulene Rose Pama	-	BAC Staff
Mr. Teodorico C. Tinaco	-	BAC Staff
Mr. Alfred B. Torre	-	BAC Staff

TWG:

Ms. Emalyn D. Bañanola	-	TWG Security Guard
Mr. Erwin Monreal	-	TWG Security Guard

Observer:

Mr. Ricardo L. Atangan Jr.	-	Observer/COA
SPO1 Artemio Ramil M. Jose	-	Observer/PNPRCSU

Bidder/s:

Mr. Joseph Ryan Salta	-	Maximum Security
Mr. Al Sanchez	-	Maximum Security
Mr. Eldwin B. Advien	-	USSI
Mr. Francisco A. Quitain	-	Urduja
Mr. Lauro B. Vasquez	-	51 st ATC-SAC
Mr. Rene H. Guce	-	51 st ATC
Mr. Freddie c. Negro	-	MINSAS
Mr. Michael Stephen S. Namit	-	Philvets
Mr. Marco G. Cenojas	-	AXZEEN
Mr. Clifford D. Cequina	-	Black Volt Security
Mr. Allan Querequincia	-	Black Volt Security
Mr. Rodolfo B. Maungit	-	Green Gold S. A. Inc.

A. Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order with three (3) BAC members attended at 10:00 o'clock in the morning. She also acknowledged the presence BAC Secretariat Members, TWG and the end-users.

B. Reading of Minutes

Dr. Biton read the minutes of the previous meeting Pre procurement conference for the Supply of Twenty-One (21) Security Guards. Dr. Pacoy moved for the approval of minutes and seconded by Dr. Garcia.

C. Rationale :

BAC Chair, Dr. Biton, informed the body that the BAC conducted the pre-bid conference for the project with an Approved Budget for the Contract (ABC) of PhP 7,500,000.00 project duration of two years contract renewable yearly.

Dr. Biton discussed on the importance of the pre-bid conference, she reiterated that it is important that responsible and knowledgeable officials shall attend the conference. The

persons who actually formulated the scope of work, plans and technical specifications for the project should be present and among those representing the Procuring Entity. Prospective bidders, on the other hand, should be encouraged to send representatives who are legally and technically knowledgeable about the requirements of the procurement at hand. It is also important that the prospective bidders are given ample time to review the bidding documents prior to the pre-bid conference.

D. PACKAGING (SEALING AND MARKING OF BIDS)

Dr. Biton informed the bidders regarding the Eligibility Requirements:

The eligibility requirements or checklist can be found in the bidding documents that the bidder purchased. All submitted documents, including *copy 1 and 2 should be duly authenticated or stamped as "Certified True Copy from the Original" by the company head otherwise the bidder will be automatically disqualified*. It would also be advisable if the bidder will bring the original copies of the documents submitted. Likewise, any missing documents as required in the checklist is a ground for rejection of the bid

Bidders Responsibilities 6.2(f)

"ensuring that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete and all statements and information provided therein are true and correct"

Dr. Biton reminded the prospective bidders that the acceptable packaging of the bidding documents must be in a manner that the Technical Component of the Bid (First Envelope), and the Financial Component of the Bid (Second Envelope) is and arranged according to the checklist and with corresponding tabs/ear-tags. The earlier-mentioned documents must be secured in a sealed envelope marked "TECHNICAL COMPONENT OF THE BID (FIRST ENVELOPE)" and "FINANCIAL COMPONENT OF THE BID (SECOND ENVELOPE)" and must be contained in one sealed envelope marked "ORIGINAL COPY".

Dr. Biton continued that the FIRST ENVELOPE and the SECOND ENVELOPE shall each have two duplicate copies marked "Copy-1" and "Copy-2". Copy-1 of the FIRST ENVELOPE and Copy-1 of the SECOND ENVELOPE shall be packaged together in another envelope marked "FIRST DUPLICATE COPY" while Copy-2 of the FIRST ENVELOPE and Copy-2 of the SECOND ENVELOPE shall be packaged together also in another envelope marked "SECOND DUPLICATE COPY". The ORIGINAL COPY, FIRST DUPLICATE COPY, and SECOND DUPLICATE COPY sealed envelopes must be packaged in one sealed mother envelope/package

Philgeps Certificate of Registration and Membership

Section 8.5.2 - All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):
Registration Certificate;
Mayor's/Business Permit or its Equivalent Document;
Tax Clearance;

Audited Financial Statements.

For foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, they shall submit their eligibility documents under Section 23.1, 2016 IRR of RA 9184.

E. Eligibility Requirement for Infra under:

Class A Documents

1. DTI/SEC/Cooperative Development Authority (CDA) Registration
2. Mayor's permit *or equivalent document for Exclusive Economic Zones or Areas*
3. Tax clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR.
4. Statement of ongoing contracts.
5. Statement of SLCC (*Single Largest Completed Contract*)
6. NFCC*

Mayor's Permit allows an entity to legally perform the requirements and obligations of the project and the resultant contract.

Recently expired Mayor's/Business permit shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, that the renewed permit shall be submitted as a post-qualification requirement in accordance with Sec. 34.2 of the 2016 IRR of RA 9184

The BAC will be using the non-discretionary "pass/fail" criteria in the eligibility check/screening. The bid should be accompanied with a bid security in the following amount: if the bid security is in cash, cashier's check/manager's check, bank draft/guarantee or irrevocable letter of credit, the amount should be **2%** of the ABC or in an equivalent amount of **PhP 150,000.00**, if the bid security is in the form of a Surety Bond, it should be **5% of the ABC** or in an equivalent amount of **PhP 375,000.00**

And if it is a combination of the foregoing, it should be proportionate to share of form with respect to total amount of security. The bidder may also opt to submit a Bid Securing

Declaration. The validity period of the bid security should be 120 days from the date of opening of bids.

There are additional documents required under the checklist, however, these documents can be submitted during the post-qualification process, when the bidder with the "LOWEST CALCULATED AND RESPONSIVE" Bid had already been determined.

SEALING AND MARKING OF BIDS

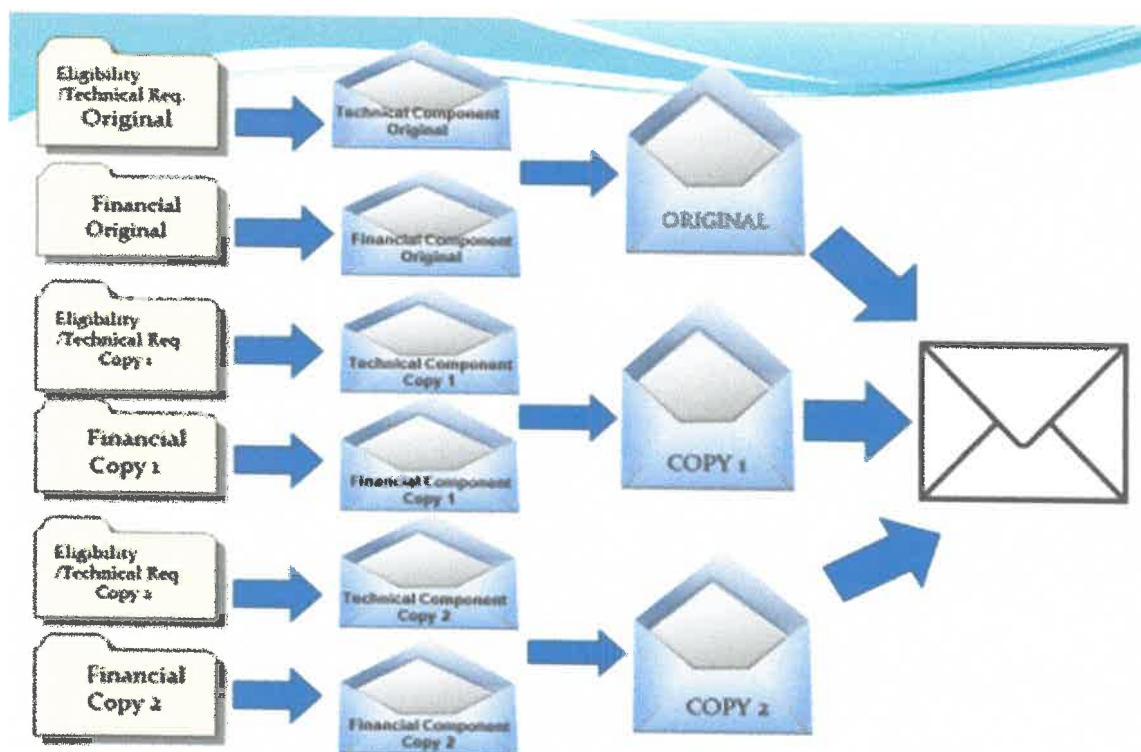
- The bidder shall submit three copies of their eligibility, technical and financial documents – the original, copy 1 and copy 2 in separate folders.



- The documents should be properly fastened in a folder and the sequence/ or arrangement of the documents should be in accordance with the checklist. If possible, each document should have a tab/marking. The technical component should be separately fastened from the financial component.



The folder containing the original bid of the technical component should be marked as “ORIGINAL – TECHNICAL COMPONENT” and the financial component should be marked as “ORIGINAL – FINANCIAL”. These two folders should then be enclosed in a sealed envelope marked as “ORIGINAL BID”. The same is done to copy 1 and copy 2.



All envelopes shall :

- Contain the name of the contract to be bid in capital letters;**
- Bear the name and address of the Bidder in capital letters;**
- Should be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;**
- Bear the specific identification of the bidding process indicated in ITB Clause 1.2 and**
- Bear a warning 'DO NOT OPEN BEFORE.... "the date and time for the opening of bids", in accordance with ITB Clause 21.**

If bids are not properly marked and sealed as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid. Moreover, failure to comply with the required sealing and marking of bids shall be a ground for disqualification.

F. *Deadline for Submission and Opening of Bids*

Dr. Biton announced that the schedule for the deadline of submission and opening of bids is scheduled on **29th of October, 2018**. The sealed bids must be submitted to the BAC Secretariat on or before the set time at **9:00 AM**, opening shall shortly follow.

The Technical Working Group representative presented the details and scope of the Supply of Twenty-One (21) Security Guards to be procured.

G. TWG Presentation

Dr. Rey Garcia presented the technical specifications of the security services to be procured. For Statement of Compliance: Bidders must state here either "Comply" or "Not Comply"

Against each of the individual parameters of each specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply".

Must be supported by evidence in a Bidders Bid and Cross referenced to that evidence. Evidence shall be in the form of manufacturer's and amended sales literature, unconditional statements of specifications and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation or the execution of the Contract may be regarded as fraudulent and render the Bidder or

supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and or GCC Clause 2.1 (a)(ii)

1. Stability

- Years of experience
- Liquidity of the Contractor
- Organizational set up

2. Resources owned by the contractor that may be used for the compliance of security services (certificate of ownership should be attached):

- No. of licensed 9 mm firearms with ammunition – at least 10 units
- No., kind and functionality of communication devices – at least 10 brand new hand-held radio; at least four (4) megaphones
- No. and kind of motor powered vehicles
- a. At least one (1) bicycle and one (1) motorcycle
- No. of licensed guards
- Other equipment and devices, specifically:
 - a. First aid personal kit per guard on duty (to include umbrella, flashlights and rubber boots)

3. Security Plan

- a. During events at the USEP Gym
- b. Normal/regular school days
- c. In case of floods, fire, earthquake, typhoon, bomb threats, hostage- taking, suicidal attempt, and accidents
- d. Training and upgrading of human resources
- e. Upgrading of technology resources
- f. Guarding system, roving, scheduling/shifting
- g. Protocol system
- h. Recording and reporting of incidents

4. Recruitment and Selection Criteria

5. Monitoring Officer who must hold office at the USEP Obrero – must report twice a week; must submit monthly performance monitoring report to the Head of Security Service Unit

6. Duly signed and notarized certification/statement that the security guards possess the following:

- a. Of good moral character and reputation, courteous, alert and without criminal or police record
- b. Physically and mentally fit

- c. Duly licensed and properly screened and cleared by the PNP, NBI police and other government offices issuing clearances for employment.
- d. In proper uniform and armed with complete firearms and ammunitions(revolver/ pistol, 2 way radio /communications
- e. Passed the neuro and drug test exam.

H. Comments and Suggestions

One of the bidders asked the body if the wage increased effective February, 2019 was included in the Approved Budget Contract (ABC)?

Dr. Garcia answered that "The University will follow the implementation of the government wage board for the salary adjustment effective 2019.

One of the bidders clarified if they will still follow the format of the bid proposal or else remove the COLA from the format.

Dr. Biton replied that "We should follow what was mandated in the Department Order No. 174, series of 2017: Rules Implementing Articles 106 to 109 of the labor code, as amended".

One bidder verified if the 201 file of the security guards will be included as requirements for the bidding.

Dr. Garcia informed the body 201 file for security guards was not required only the notarized certification.

One bidder suggested to attach the list of the security guards together with the updated list of licenses.

One bidder asked if the university could provide office space for their monitoring officer?

Dr. Garcia responded yes, the University will provide office space intended for their monitoring officer.

One bidder inquired that "if there are bidders who have no satellite office here in Davao, does the bidder could be disqualified?"

Dr. Garcia answered "definitely yes".

Dr. Biton added that "But as long as the university could easily approach your agency from time to time then it's fine"

(USeP Chief Security) Mr. Monreal informed the bidders/agencies with no satellite office in Davao City. He commented that the University looked for an assurance on how they are going to respond in case there are no available security guards to assist in the USeP activities or event if they don't have satellite office. He mentioned that the University wanted to have easy access to the security agency that can provide immediate response during the event.

Observer from PNP Civil Security Group (CSG) represented by SPO1 Artemio Ramil M. Jose commented that "there was an ordinance in Davao City that has been approved that every security agency that wanted to operate in Davao City will secure permit and must be registered to the Philippine National Police, Civil Security Group, Davao City".

One bidder asked that "Since there are bidders who are outside Davao City and when it comes to business permit, is there any possibility that the business permit of the security agency was not registered within Davao City will be disqualified?"

Dr. Biton responded that "based Section 23.1 and 24.1 of the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 mandates the submission of a Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located".

One of the bidder asked "In case of the walk through detector, could the university increased the ABC at least 20%? Since the walk through detector was truly expensive".

Dr. Biton answered that "she will coordinate to the Technical Working Group (TWG) and check, review the existing approved budget contract (ABC) for the Supply of Security and of the USeP Administration for possible increase of the ABC and will issue a supplemental bid bulletin".

I. Adjournment:

With no further instructions from the BAC and clarifications from the Bidders, the Pre-Bid Conference was adjourned at 12:00 noon.

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:


DR. MARLYN D. BITON
Chairman, BAC