



BIDS AND AWARDS COMMITTEE (BAC)

Minutes of the Meeting

14 October 2020

And via Google meet

ATTENDANCE:

BAC:

DA Evelyn B. Agustin - Chairperson
DA Lee Robert M. Britanico - Vice-Chairperson
DM Joel A. Dominguez
DM Victor John G. Dizon
Atty. Felix Francis B. Ople - Provisional End-User for Alternative Mode of Procurement and Security Services

Technical Working Group (TWG) - Security Services

Ramon A. Javier- Head
Candelaria Castasus

Secretariat:

ADA Christopher D. Chuegan - Head
Lorna C. Medina
Justine Irish C. Ignacio
Ma. Carla N. Benito
Ranjev M. Garcia
Sir Gil P. Maravilla

Prospective Bidders:

Quennie Morales - Circa Security Services
Annie Badenas - Masada Security Services
Richard Amor - Golden Z Five Security Services

Observer:

Atty. Camilla Borja - Office of the Government Corporate Council (OGCC)

AGENDA

1. Pre-bid Conference for the Procurement of Security Services (Contract No. RO-PG2020-001);
2. Documents on Alternative Methods of Procurement Requiring Action;
3. Other Matters.



I. CALL TO ORDER

The meeting was called to order at 1:08 P.M. by the Chairperson.

II. CERTIFICATION OF QUORUM

The Secretariat confirmed the presence of a quorum for Item 1, 2 & 3 with five out of the five members of the BAC present. Noting all members joined via Google Meet.

III. APPROVAL OF THE AGENDA

The Chairperson enumerated the Agenda, as contained in the Notice of Meeting dated 28 September 2020.

The Chairperson asked whether there were documents to be discussed for Item 2. ADA Chuegan responded in the affirmative. The Chairperson asked the BAC Members and Secretariat whether there were any other matters that need to be discussed. ADA Chuegan wanted to discuss the bidding documents for both Analytical Services for Water and Wastewater Monitoring Programs that were posted in the PhilGEPS website. The Chairperson also wanted to discuss the assignment of provisional End-User and TWG composition for the procurement of Consultancy Services for the Establishment of Cost Referencing System for the Concessionaire's CAPEX Project. DM Dominguez moved to approve the Agenda, which was seconded by DM Dizon.

IV. DISCUSSIONS

A. Pre-bid Conference for the Procurement of Security Services (Contract No. RO-PG2019-001)

1. The Chairperson asked the Secretariat whether Observers have been invited. ADA Chuegan answered that the Observers were invited via email at least five (5) days before the meeting as prescribed in the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184. Atty. Borja from OGCC joined via Google Meet as observer.
2. The Chairperson asked the Secretariat whether there are participants from prospective bidders joining the meeting. ADA Chuegan answered in the affirmative. The Chairperson instructed the prospective bidders who joined via Google Meet to state their name and the company they represent. The representatives were Ms. Queenie Morales of Circa Security Services, Ms. Annie Badenas of Masada Security Services and Mr. Richard Amor of Golden Z Five Security Services.

3. The Chairperson instructed the TWG to present and discuss the salient features of the bidding documents.
4. Mr. Javier presented the Invitation to Bid (ITB) and emphasized that for this procurement, the latest edition of the Philippine Bidding Documents (PBD) issued by the Government Procurement Policy Board (GPPB) will be used. He also stressed that the deadline of submission of bid is on 26 October 2020 at 11:30 AM and it will be opened on the same day at 1:30 PM.
5. Mr. Javier then discussed the Instruction to Bidders (IB) and highlighted the Section 15. Sealing and Marking of Bids, which states that each bidder shall submit one copy of the first and second components of its bid.
6. Mr. Javier then discussed the bid data sheet as follow:

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. <u>Security Services Contract</u> valued not less than 50% of the ABC. b. Completed within the past three (3) years prior to the deadline for the submission and receipt of bids.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than <u>P36,510.00</u>, <i>equivalent to two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>P91,275.00</u>, <i>equivalent to five percent (5%) of ABC</i> if bid security is in Surety Bond.
19.3	Not applicable
20.2	<p>POST-QUALIFICATION</p> <p>Within a <u>non-extendible period of five (5) calendar days</u> from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, the Bidder shall submit:</p> <ul style="list-style-type: none"> • its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); and • other appropriate licenses and permits required by law as follows:

	<ol style="list-style-type: none"> 1. The Bidder must submit a certified copy of the license issued by the Philippine National Police (PNP) - Supervisory Office for Security and Investigation Agency (SOSIA); 2. Certificate of membership with the PADPAO; 3. Certified copy of a valid firearms license issued by the PNP for the three (3) sets of firearms to be assigned at the MWSS RO; 4. Certified copy of a valid license issued by NTC for the handheld Radios.
21.2	<p>List of additional contract documents relevant to the Project required to be submitted by the winning Bidder within ten (10) calendar days after receipt of the Notice of Award.</p> <ol style="list-style-type: none"> 1. Certificate of satisfactory performance of the Bidder's Security Services Contract from at least three (3) clients other than the procuring entity within the past three (3) years; 2. Affidavit of compliance with the Labor Code of the Philippines and/or that the Bidder has never been adjudged liable in any labor case by the National Labor Relations Commission (NLRC); 3. Submit a pool of at least ten (10) qualified prospective security guards, composed of eight (8) male and two (2) female, where the MWSS RO shall select the needed number of security guards to be deployed as per the contract with the following proof of qualifications: <ol style="list-style-type: none"> 3.1 Duly signed commitment letter that he/she agrees to be deployed at the MWSS RO effective upon receipt of the Notice to Proceed (NTP), if the contract is awarded; 3.2 Proof of valid Security Guard License; 3.3 Proof of at least two (2) Years work-related experience or a Certificate of at least sixteen (16) hours relevant training hours; 3.4 Scholastic record of at least High School graduate; 3.5 Medical certificate of "Fit to Work"; 3.6 NBI and Police Clearances; 3.7 Passed the required psychological/neurological examination and drug test conducted by a reputable PNP/National Bureau of Investigation (NBI) accredited testing agency. 4. Duly signed commitment letter to provide trainings specified in 6.1 and the required paraphernalia/equipment listed in 6.2 to 6.8 to be assigned at the MWSS RO in good working condition, if the contract is awarded;

	<p>4.1 Proof of at least sixteen (16) hours training on the use of force in situations of violence; safety and first aid; disaster risk management; use of firearms, and basic orientation on the use of other authorized equipment;</p> <p>4.2. Three (3) sets of firearms with valid license;</p> <p>4.3 Three (3) units of Metal Detectors;</p> <p>4.4 Four (4) units of Handheld Radio;</p> <p>4.5 One (1) unit of Mobile Phone with active line;</p> <p>4.6 Five (5) sets of heavy-duty rain coats and umbrellas;</p> <p>4.7 Five (5) pairs of Rubber Boots;</p> <p>4.8 One (1) unit of Vehicle Inspection Mirror; and</p> <p>4.9 One (1) unit of Thermal Scanner.</p> <p>5. Duly signed commitment letter to comply with the supply of the standard uniform and paraphernalia <u>per Security Guard</u>, if the contract is awarded:</p> <p>5.1 Two (2) sets of uniform white polo with Agency Logo, PADPAO and SOSIA, name cloth patches and two (2) navy blue slacks;</p> <p>5.2. Pershing Cap with cap device;</p> <p>5.3. Landyard and Whistle;</p> <p>5.4. Security agency ID with lace;</p> <p>5.5. Security Badge;</p> <p>5.5. Flash Light with batteries;</p> <p>5.6. Ammo and Firearms Holder;</p> <p>5.7. First Aid Kit; and</p> <p>5.8. Expandable steel night stick;</p> <p>5.9. Belt with standard security guard buckle; and</p> <p>5.10. Black Leather Shoes</p> <ul style="list-style-type: none"> • Certificate of compliance with Paragraph 8, Section VI of the Terms of Reference, stating <u>“security Guards to be deployed should not be related to anyone of the officers and employees of the MWSS RO by consanguinity or affinity up to the third civil degree.”</u>
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7. Mr. Javier also discussed the Special Condition of Contract, Schedule of Requirements, Technical Specifications, and the Checklist of Technical and Financial Documents for the subject procurement.

8. Mr. Javier then presented the Bidding Forms and highlighted the Schedule of Prices. He stressed that the prospective bidder shall fill in rates and prices for all items described in the Schedule of Prices and if the item is being offered for free, except for those required by law or regulations to be

accomplished, the bidder shall put a zero (0) or a dash (-), otherwise, it will be considered non-responsive.

9. Mr. Amor asked if there is a specific percentage set for the provision of Agency Fee. Mr. Javier responded that the GPPB issued a directive prohibiting Procuring Entity to set floor price with regard to agency fee.
10. Ms. Morales raised that the total equivalent number of days per year for 7 days a week with 8 hours of duty should be 393.8 days, based on DOLE latest issuance, and not 393.5 days. Mr. Javier responded that BAC will issue a Bid Bulletin adjusting the correct total equivalent number of days.
11. Ms. Morales also raised that the total equivalent number of days per year for 5 days a week with 12 hour of duty should be 261 days, including the special holidays, and not 258 days. Mr. Javier responded that those special holidays may fall during Sundays. Ms. Morales took note and expressed that they will check on it.
12. Ms. Morales asked if they can put zero (0) for Administrative overhead. Mr. Javier responded that the BAC will issue a Bid Bulletin with regard to the provision of agency fee and reiterated that the GPPB issued a resolution prohibiting Procuring Entity to set floor price with regard to agency fee but the bidders are reminded that they should also comply with labor laws.
13. Ms. Morales asked if the 2021 rate, which is 3.5%, will be used with regard to the PhilHealth contribution. Mr. Javier responded that the 2020 rate should be used and any resulting adjustment on top of the contract may be requested to the Procuring Entity.
14. Ms. Badenas asked for clarification about the number of copies of bid to be submitted. Mr. Javier responded that bidders shall submit one copy of the first and second components of its bid as stated in the Section 15 of the ITB.
15. Ms. Badenas also asked if it will suffice if they will submit the matrix only for the List of On-going contracts and for the Single Largest Contract Completed. Mr. Javier responded that it will suffice as long as the information is there to determine the total amount of the On-going contracts. However, for Single Largest Contract Completed, copy of contract should be attached.
16. Ms. Badenas also asked clarification about the Medical Certificate of "Fit to work" that is required to be submitted by the winning bidder within 10 Calendar Days from the receipt of Notice of Award. Mr. Javier responded that it is the Medical Certificate for Pre-employment which is issued by a physician stating "Fit to work" and clarified that is not the swab test result which will be submitted during the deployment.

17. Ms. Badenas also asked when will be the deadline for written queries. The Chairperson responded that the deadline for written queries is on 16 October 2020, which is 10 calendar days before bid submission.

18. There being no other questions and clarifications, the Chairperson excused the prospective bidders, observer and the TWG.

B. Documents on Alternative Methods of Procurement Requiring Action

Discussion on documents on alternative method of procurement requiring action.

C. Other Matters

Discussion on other matter.


V. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 2:44 PM.

PREPARED BY:


CHRISTOPHER D. CHUEGAN
Secretariat

APPROVED BY:


EVELYN B. AGUSTIN
Chairperson