

Minutes of the Meeting: Pre-Bid Conference
ITB 2021-DSWD-04: Outsourcing of Service Provider for Security Services to DSWD
Facilities
November 13, 2020

Attendance:

ENRIQUE H. GASCON JR., *Chairperson, BAC*
ARNOLD D. LARTEC, *Member (attended through VTC)*
AILEEN M. BALLESTROS, *Technical Expert*
MARY MELODEE ANIPEW, *PSAMS*
JESSIE F. CHELIM, *PSAMS*
VICTOR U. BOMOWEY, *Head-Procurement Section*
Leonila G. Lapada, *BAC Secretariat*
Diane Florendo, *BAC Secretariat*

Observer: Roldan Peniano, *COA Audit Team Member*
Jacob Apalla, *COA Audit Team Member*

Prospective Bidder:

Hans Christian B. Merza, *Corporate Secretary, Quality Guards Services and Investigation Agency*
Ariel Salonga *(attended through VTC)*
Ronald Oribello, *Manager, ORODSSIAI*

Highlights of the Meeting:

The meeting was called to order for the Pre-Bid Conference of the project, **Outsourcing of Service Provider for Security Services to DSWD Facilities** under **ITB 2021-DSWD-04** with an Approved Budget for the Contract (ABC) amounting to **Five Million Fifty-five Thousand Three Hundred Thirty Pesos (Php5,055,330.00)**.

The conference was conducted at DSWD Training Center and through Google Meet. Two (2) prospective bidders attended the activity, Mr. Hans Christian B. Merza representing Quality Guards Services and Investigation Agency who attended personally while Mr. Ariel Salonga attended through Video Conference. Observers from COA also joined online to witness the activity namely Mr. Roldan Peniano and Jacob Apalla. None among the invited observers from Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry (PCCI), Jaime Ongpin Foundation, Inc. attended the activity.

The meeting started at 10:46 AM and presided by Mr. Enrique H. Gascon Jr., Chairperson of the Bids and Awards Committee. The meeting started with an introduction of the members of the BAC and acknowledgement of the prospective

bidders' presence. Likewise, the presence of participants who joined the conference through Google Meet.

Mr. Gascon explained to the group the purpose of the Pre-bid conference that is to clarify any concerns of the bidders with regard to the procurement at hand, its terms and conditions, scope of the bidding documents and other details.

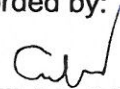
It was mentioned that the Sixth Edition Bidding Document issued by GPPB was used for this project. And explained that said document was simplified and some of the standard forms were also amended. The group then reviewed the Philippine Bidding Documents, technical specifications and presented the revised standard forms, checklist of requirements and proper sealing and markings of proposal with the following discussions and agreements:


Subject Matter	Discussions	Agreements Reached/ Recommendations
Invitation to Bid	<p>The group reviewed the Invitation to Bid and discussed the procurement at hand, Approved Budget and other information as follows:</p> <ul style="list-style-type: none"> • Availability of Bidding Documents: November 5 to November 25, 2020 • Deadline of Bid Submission: 10:00AM of November 25, 2020 • Bid Opening: November 25, 2020 at 10:30 AM • Venue of Bid Opening: DSWD Training Center • SLCC – completed within two (2) years from the date of submission of bids • Project duration – January to December 2021 • Bidding Document Fee – Php 10,000.00 	
Instruction to Bidders	The secretariat presented the Instruction to bidders to the group and no changes noted.	

Bid Data Sheet	The Bid Data Sheet was reviewed and no changes noted	
Terms of Reference	<p>The Terms of Reference was presented the group with the following inputs:</p> <ul style="list-style-type: none"> • Firearms and Ammunition: Long firearms are not allowed at the centers (RRCY, RSCC and RHWG). • The strategic placement of the cameras shall be determined by the Administrative Division <u>and/or based on the Security Plan.</u> 	<p>For Bid Bulletin:</p> <ul style="list-style-type: none"> • Firearms and Ammunition: Long firearms are not allowed at the centers (RRCY, RSCC and RHWG). • The strategic placement of the cameras shall be determined by the Administrative Division <u>and/or based on the Security Plan.</u>
Schedule of Requirements	The Schedule of Requirements was reviewed and discussed to the group and no clarifications raised or changes noted	
Technical Specifications	<p>The group reviewed the Terms and Conditions of the project with the following discussions:</p> <ul style="list-style-type: none"> • Mr. Ariel Salonga raised whether the procuring entity follows the 20% Administrative Cost prescribed by DOLE DO 150-16 or GPPB ruling. <p>Further discussion was made by the BAC that GPPB ruling under Section 31 of RA 9184 prevails over the DOLE Department Order for the reason that the imposition of a fixed minimum administrative fee is tantamount to establishing a floor price which is contrary to the provision of Section 31 of RA 9184.</p> <p>As such, the BAC ruled to follow the provision of RA 9184 and its IRR as there was no lower limit or floor in establishing an award.</p>	<p>For Bid Bulletin:</p> <p>The BAC ruled to follow the provision of Section 31 of RA 9184 which provides that <i>“there shall be no lower limit to the amount of award”</i></p>

<p>Standard Forms</p>	<p>The secretariat presented the revised bid form and Omnibus Sworn Statement.</p> <p>Other forms were also presented and discussed the following:</p> <ul style="list-style-type: none"> • SLCC – it was suggested to indicate the legal basis for requiring equivalent document for Official Receipt issued by BIR. • Statement of Ongoing Contracts Awarded – Notice of Award and/or Contract or Purchase Order and Notice to Proceed (for government transaction) are enough to support the said document. Thus, to revise the indicated supporting documents through Supplemental/Bid Bulletin. 	<p>For Bid Bulletin:</p> <ul style="list-style-type: none"> • SLCC – to include the legal basis for allowing equivalent document in lieu of Official Receipt • Statement of Ongoing Contracts Awarded – Notice of Award and/or Contract or Purchase Order and Notice to Proceed (for government transaction) are enough to support the said document
<p>Form: Goods Offered from Within the Philippines</p>	<p>The form was presented to the group and explained that it is where the detailed price proposal for each item is reflected and should indicate the amount of tax, insurance and incidental expenses.</p>	
<p>Sealing and Markings of Proposal</p>	<p>The secretariat explained the proper sealing of bid envelopes to comprised seven (7) envelopes including the main envelope.</p>	

Having no more issues to discuss, Mr. Gascon express gratitude to the group for their presence and the meeting ended at 11:42 AM.

Recorded by:

LEONILA G. LAPADA
 BAC Secretariat

Noted by:

ENRIQUE H. GASCON JR.
 Chairperson, BAC