



Department of Social Welfare and Development



MINUTES ON THE PRE-BIDDING CONFERENCE: OUTSOURCING OF SERVICE PROVIDER FOR SECURITY SERVICES TO DSWD FACILITIES – MULTI-YEAR (2019-2021) (ITB No.: 2018-DSWD-CAR-10)

Present were:

Bids and Awards Committee

Concepcion E. Navales
Arnold D. Lartec
Jessie F. Chelim

- BAC Vice Chairperson
- Alternate Regular Member
- Provisional Member (End-user)

Procurement Section Staff

Peachy May M. Verzola
Lovely G. Bulauan
Emerson B. Del Rosario

- BAC Secretariat Head
- BAC Secretariat Staff
- BAC Secretariat Staff

Prospective Bidders

Reinaldo Guillermo
Ma. Cristina Tadoy
Rich Basabicia and Hans Christian Meiza

- Representative – VNV Security Agency
- Representative – Tough Guard
- Representatives – Quality Guards Services & Inv. Agency, Inc.
- Representative – Baguio’s Finest Security Agency

Flor Bangngayon

Observers

None

Business Matters:

The meeting was called to order at 9:18 am of October 23, 2018 by the BAC Vice Chairperson as the presiding officer at the Office of the Human Resource Management and Development Division Chief with the BAC Secretariat facilitating. The meeting was for the pre-bidding conference of the **OUTSOURCING OF SERVICE PROVIDER FOR SECURITY SERVICES TO DSWD FACILITIES – MULTI-YEAR (2019-2021) (ITB No.: 2018-DSWD-CAR-10)** with an Approved Budget for the Contract (ABC) of Three Million Eight Hundred Sixty Thousand Four Hundred Forty-Five Pesos and Seventy-Two Centavos (P3,860,445.72). Aforementioned conference was attended by the BAC Members including its Secretariat and bidders’ representatives. Observers were informed but no one was able to attend.

The conference started by a brief introduction and acknowledgement to all that were present, (BAC Members, its Secretariat and the prospective bidders’ representatives). Ma’am Concepcion E. Navales asked Sir Jessie F. Chelim to share what happened during the Pre-Procurement of the said project because she wasn’t able to attend. After that, Ma’am Navales continued in presenting to the body the number of Security Guards needed, their area of assignment and their General and Specific responsibilities. Also, Invitation to Bid, the Bid Data Sheet, Technical Specifications of the bid, the documentary requirements were also presented. The seven-envelope system for the proper sealing and marking of the envelopes and tagging or labelling was showed as well.



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Below are the highlights of the discussion:

QUESTIONS/ ISSUES RAISED	ANSWERS/ AGREEMENTS
<p>1. Shifting of Security Guards</p> <p>Mr. Guillermo: How is the shifting of the guards to be assigned at RRCY and Field Office?</p>	<p>S’ Chelim said the area of assignments of the guards and their shifts. Six guards, to be deployed at RRCY and Regional Haven, have a 12-hour duty. Four guards at RRCY and two guards at Regional Haven.</p> <p>Moreover, S’ Chelim explained that originally all guards must have a 12-hour duty but their fund is not enough to compensate all guards. Thus, they decided that some of the guards will be having an 8-hour duty per day. The ratio of shifting of guards to be assigned at FO is 3:2:2, three guards for the first shift and two guards for the succeeding shifts.</p>
<p>2. General and Specific Responsibilities</p> <p>Upon discussion of the General and Specific Responsibilities of the security guards, S’ Chelim made emphasis to the number 4 (Reports) that the guards on duty must restrain all clients that are trouble-maker. As an example, he cited had happened recently mentioning a certain client who cannot be pacified thus, requested for the assistance of police personnel in that matter.</p>	
<p>3. Job Qualification</p> <p>Furthermore, M’ Navales presented the Job Qualification required. Upon discussion, the bidders reacted with regards to the minimum educational requirement. Ms. Tadoy said that it is hard for them to employ with such requirement. Mr. Basabicia concurred with her because based on the entry qualification of Licensed Security Guard it is at least High School graduates. Pooling of college graduates would be much less than those</p>	<p>The body agreed and decided to lower and adjust the minimum qualification, from at least 2nd year college graduates to at least high school graduates. As long as the one being employed is the best one.</p>



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<p>applicants that are high school graduates. Recruiting will be harder if that's the case. Also, Mr. Guillermo compared the two when it comes to skills and attitude. High school graduates are better, he said.</p>	
<p>4. Additional Set of Parameters</p> <p>Ms. Tadoy: What does "one is to one" means?</p> <p>Ms. Tadoy: Are firearms allowed at RRCY?</p> <p>After discussion of the last parameter, M' Concepcion reiterated that all guards must have license and this parameter is non-negotiable.</p>	<p>S' Chelim said that "one is to one" was just added for reference, it's up to the bidder to decide what's the right number of firearms needed.</p> <p>Mr. Basabicia: As per Social Regulation, one firearm is to two (1:2) and one firearm is to three (1:3) are the ones allowed.</p> <p>Ms. Tadoy: Excess firearms are prohibited by the higher officials.</p> <p>M' Concepcion: Firearms are allowed at RRCY as long as these are not to be seen by the children.</p> <p>The members then agreed that it must be 1:2 and 1:3.</p>
<p>5. Sample Plan</p> <p>Mr. Basabicia: Sample from previous clients, so it is not specifically for DSWD?</p>	<p>S' Chelim: Yes. We will just test if the bidder is capable of making such plan. If the winning bidder can comply, then it is the time that the plan will be made specifically for DSWD.</p>
<p>6. Selection and Recruitment Process</p> <p>Emphasis was made under Selection and Recruitment Process. S' Chelim required the bidders to submit the profile of the security guards to be deployed for screening.</p>	



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<p>Mr. Banggayon: Is the Stability part of the Eligibility or it will be presented during the post-qualification?</p>	<p>S' Chelim: Some are to be presented during the post-qualification.</p> <p>M' Concepcion: As you can see, all of the parameters required are to be seen during the conduct of post-qualification.</p>
<p>7. Checklist of Requirements</p> <p>Mr. Guillermo: The questions of Mr. Banggayon will fall under this, are we going to include those documents of the additional parameters to show/ prove our stability, resources, security plan on the Eligibility Documents needed?</p>	<p>M' Concepcion: We will just focus on documents required/ asked in the checklist because most of the additional parameters are to be presented during the post-qualification.</p> <p>S' Arnold: Nothing's wrong in attaching those documents.</p>
<p>8. Attachment of Documents</p> <p>Mr. Basabicia: But in the Schedule of Requirements it was indicated "see attached", where is the attached Schedule of Requirements?</p> <p>M' Concepcion: Are we going to allow them to attach?</p> <p>Ms. Tadoy: How about the Statement of All-Ongoing? Is the matrix will suffice or do we need to attach the contracts, Notice of Award?</p>	<p>M' Concepcion: On the Security Plan, during the Pre-procurement Conference it was indicated that it "maybe attached" or it might be part of the post-qualification.</p> <p>The members agreed to attach the documents but in a separate folder as reference or annex.</p> <p>M' Concepcion: As long as those documents will prove the existence of your company then you can attach.</p>
<p>9. Approved Budget for the Contract</p> <p>After the discussion of the Financial Requirements, the bidders argued on the percentage to be deducted in the salary of the security guards and also, on what Cost Contribution to be used, is it the PADPAO'S Computation or the DOLE Computation?</p>	<p>The BAC members deliberated and decided to stick with the DOLE computation as per original plan. It is impossible for them to rectify the ABC of the project because it was already approved by the Regional Director and Department of Budget. It's up to the bidder to comply with it or not and it's up to them on what part to adjust so that they can cope up</p>



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	with the DOLE Computation.
<p>10. Attachment of PhilGEPS Registration Certificate</p> <p>Mr. Guillermo: Do we need to attach the PhilGEPS Registration Certificate?</p>	<p>M^o Concepcion: PhilGEPS Registration is given. The procuring entity does not transact/ deal with non-PhilGEPS Registered company, so please attach.</p>
<p>Under the Technical Specifications, M^o Bulauan explained to the bidders that they will indicate on whether they can comply or cannot comply in every item.</p>	

There having no more issues to discuss, the conference was adjourned at 10:39 am.

Prepared by:


EMERSON B. DEL ROSARIO
 BAC Secretariat

Noted by:

(sgd)
CONCEPCION E. NAVALES
 BAC Vice Chairperson