



Department of National Defense
PHILIPPINE VETERANS AFFAIRS OFFICE
Veterans Compound
Camp General Emilio Aguinaldo
Quezon City

BIDS AND AWARDS COMMITTEE

MINUTES OF THE MEETING

23 October 2019, Wednesday 10:00 AM
LAD Conference Room

1.0 ATTENDANCE

BIDS AND AWARDS COMMITTEE

ATTY. ROLANDO D. VILLAFLORES	-	Chairperson
MR. FERDINAND C. PALOR	-	Vice-Chairperson
MS. KATHERINE T. ARROJO	-	Regular Member
MS. MELINDA I. LUNA	-	Regular Member

BAC TWG

ATTY. BRIAN JAMES C. CUEVAS	-	Head and Legal Officer
MR. JOHN PAUL Q. NESPEROS	-	Technical Support Personnel
MS. MARIGRACE G. MANAHAN	-	Technical Support Personnel

BAC SECRETARIAT

ENGR. DIOMEDES C. PALOR	-	Head
MR. ELMER G. BUNAG	-	Asst. Head
MS. MILAGROS P. PUNZALAN	-	Stenographer
MS. JOSEPHINE P. DELOS REYES	-	Administrative Assistant
MS. HANNAH MAE P. CAMARINES	-	Administrative Assistant

REQUESTED TO ATTEND

MR. RUPERTO BRILLANTES	-	GSSMD Representative
COL. AGERICO C. AMAGNA III PAF (Ret)	-	VMHD Representative
MS. FENINA B. LISON	-	LAD Representative

OTHER ATTENDEES

MS. JOSEPHINE Q. NAVAL	-	OPTIMUM SECURITY SERVICES
MR. ALFREDO B. DIEGO	-	OPTIMUM SECURITY SERVICES
CDR VIRGILIO ALCANTARA	-	ULTRA FINE

2.0 CALL TO ORDER

The presiding Officer, BAC Chairperson called the meeting to order at 10:00 AM.

The Head, BAC Sec confirmed that there is a quorum.

3.0 AGENDA

Pre-Bid Conference for the Security Services for PVAO Offices and Various Shrine Units for CY 2020 with an ABC of P 19,517,402.93

4.0 KEYPOINTS OF DISCUSSION

PRE-BID CONFERENCE FOR THE SECURITY SERVICES FOR PVAO OFFICES AND VARIOUS SHRINE UNITS FOR CY 2020 WITH AN ABC OF P 19,517,402.93

The presiding Officer, BAC Chairperson opened the Pre-Bid Conference for the Security Services for PVAO Offices and Various Shrine Units for CY 2020 and explained that the Pre-Bid Conference was held to clarify and explain the requirements, terms, conditions and specifications stipulated in the PBDs.

BAC Chairperson informed the prospective bidders that should there be a need to issue a supplemental/bid bulletin for any issue that would arise from the pre-bid conference; the PVAO BAC shall do so accordingly.

BAC Chairperson informed the participants that the Head, BAC Sec will be discussing the basic requirements and details of the procurement and to be followed by the BAC TWG to discuss the details of the technical specifications and schedule of requirements and advised the prospective bidders to feel free to ask questions at any point of the briefing.

Head, BAC Sec started by introducing the following prospective bidders who choose to attend the pre-bid conference, namely:

COMPANY	REPRESENTATIVES
1. OPTIMUM SECURITY SERVICES	Ms. Josephine Q. Naval Mr. Alfredo B. Diego
2. ULTRA FINE	Cdr Virgilio Alcantara

Likewise, the members of the PVAO Bids and Awards Committee, BAC TWG and BAC Secretariat and the end user for this project.

Head, BAC Sec informed the Committee that the invited representative from Commission on Audit (COA) and observers from Volunteer Against Crime and Corruption (VACC), Philippine Chamber of Commerce and Industry (PCCI), were invited but were not able to attend and participate in the proceedings.

Head, BAC Sec started the discussion on the basic requirements with the presentation of the project
a) Identification, b) Initial Steps conducted in the bidding process and 3) Details on the submission and opening of bids.

Project Identification

Purchaser (or Employer) Name Address	Philippine Veterans Affairs Office Camp Gen. Emilio Aguinaldo, Quezon City
1.2 Name of the Project	Security Services for PVAO Offices and Shrine Units for CY 2020
1.3 Location of the Project	PVAO Compound, Camp Gen. Emilio Aguinaldo, QCity
1.4 ABC	Nineteen Million Five Hundred Seventeen Thousand Four Hundred Two Pesos & 93/100 (P 19,517,402.93)
1.5 Method of Procurement	Public Bidding

Initial steps conducted in the bidding process

2.1 Invitation to Apply for Eligibility and to Bid	
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Date of PhilGEPS Posting	11 Oct 2019
Date of Website Posting	11 Oct 2019
Date of Posting at Conspicuous Place	11 Oct 2019
2.2 Issuance of Bidding Documents Period of Availability of Bid Docs Number of Bid Docs issued	11 Oct 2019 to 06 Nov 2019 One (1)
2.3 Amendments to Bidding Docs, if any List all issue dates	None
2.4 Pre-Bid Conference, if any Date of Conference	23 Oct 2019 ; 10:00 AM
2.5 List of Observers Commission on Audit – Auditor Melinda S. Torio Volunteer Against Crime & Corruption – Mr. Dante Jimenez Philippine Chamber of Commerce and Industry – Mr. George T. Barcelon	Date Received: 10/14/2019 Sent personally Date Received: 10/14/2019 Sent thru email Date Received: 10/14/2019 Sent thru email

Details on the submission and opening of bids.

3.1 Bid Submission Deadline Original date, time Extensions, if any	06 Nov 2019 ; 10:00 AM None
3.2 Bid Opening date, time	06 Nov 2019; 10:01 AM
3.3 Number of bids submitted	
3.4 RFQ validity Period (days/weeks) Originally specified Extensions/Revisions, if any	Bids shall be valid One Hundred Twenty (120) calendar days from bid opening None

Head, BAC TWG followed by discussing the eligibility requirements, technical and financial components of the contract to be bid.

Based on the clarifications and questions raised by the prospective bidders, the following are the amendments to the bidding documents and will be formalized through the issuance of a Supplemental Bid Bulletin.

BID DATA SHEET – ITB Clause 12.1

REFERENCE/ISSUES		AMENDMENT/CLARIFICATION	
The first envelope shall contain the eligibility and technical documents stated in the ITB Clause. Below is the complete list of Eligibility and Technical Proposal documents to be submitted properly TABBED.		The first envelope shall contain the eligibility and technical documents stated in the ITB Clause. Below is the complete list of Eligibility and Technical Proposal documents to be submitted properly TABBED.	
TAB	ELIGIBILITY DOCUMENTS	TAB	ELIGIBILITY DOCUMENTS
A	CLASS "A" DOCUMENTS	A.	CLASS "A" DOCUMENTS
	PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR (Platinum) In the absence of PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, (Platinum), bidders may still submit their Class "A" Eligibility		PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR (Platinum) In the absence of PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, (Platinum), bidders may still submit their Class "A" Eligibility Documents pursuant to GPPB Resolution 26-2017 dated 31

	<p>Documents pursuant to GPPB Resolution 26-2017 dated 31 July 2017 such as:</p> <ol style="list-style-type: none"> 1. SEC Registration, DTI Registration, or CDA for Cooperatives 2. Valid and Current Mayor's Permit In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied renewal within the period prescribed by the concerned local government unit, provided that the renewal permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the IRR. 3. Tax Clearance 4. Audited Financial Statement stamped received by the BIR. 		<p>July 2017 such as:</p> <ol style="list-style-type: none"> 1. SEC Registration, DTI Registration, or CDA for Cooperatives 2. Valid and Current Mayor's Permit In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied renewal within the period prescribed by the concerned local government unit, provided that the renewal permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the IRR. 3. Tax Clearance 4. Audited Financial Statement stamped received by the BIR 	
B.	Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.	B.	Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.	
C.	Statement of at least one (1) single largest completed contract (SLCC) similar to the Project within the last five (5) years from the date of the opening of bids equivalent to at least fifty percent (50%) of the ABC.	C.	Statement of at least one (1) single largest completed contract (SLCC) similar to the Project within the last five (5) years from the date of the opening of bids equivalent to at least fifty percent (50%) of the ABC	
D.	NFCC Computation, which should be at least equal to the ABC of the project to be bid = $K * (\text{Current Asset} - \text{Current Liabilities})$ minus the value of all outstanding or uncompleted portions of the projects under the ongoing contract including contracts not yet started wherein the value of K is 15 regardless of the period or duration of the project	D.	NFCC Computation, which should be at least equal to the ABC of the project to be bid = $K * (\text{Current Asset} - \text{Current Liabilities})$ minus the value of all outstanding or uncompleted portions of the projects under the ongoing contract including contracts not yet started wherein the value of K is 15 regardless of the period or duration of the project	
E.	Valid and Regular License to Operate (LTO) issued by the Philippine National Police (PNP) for the current year. Provisional LTO	E.	Valid and Regular License to Operate (LTO) issued by the Philippine National Police (PNP) for the current year. Provisional LTO will not be accepted	
		F.	Certification that the Agency has no derogatory record issued by PNP-SOSIA as of the current year.	
		G.	Certification from Department of Labor and Employment (DOLE) that the Agency has No pending case and/or complaints as of one(1)	

	will not be accepted.		month prior to publication of this Invitation to Bid
F.	Certification that the Agency has no derogatory record issued by PNP-SOSIA as of the current year.	H.	Duly certified copy of Certificate of Membership from Social Security System (SSS), Pag-IBIG Home Development Mutual Fund and Philhealth
G.	Certificate of Membership from the Philippine Association of Detective and Protective Agency Operators (PADPAO) as of one (1) month prior to publication of this Invitation to Bid.		CLASS "B" DOCUMENTS
H.	Certification of Good Standing from Philippine Association of Detective and Protective Agency Operators (PADPAO) as of one (1) month prior to opening of bid.	I.	If applicable, the Joint Venture Agreement (JVA)
I.	Certification from Department of Labor and Employment (DOLE) that the Agency has No pending case and/or complaints as of one(1) month prior to publication of this Invitation to Bid		TECHNICAL DOCUMENTS
J.	Duly certified copy of Certificate of Membership from Social Security System (SSS), Pag-IBIG Home Development Mutual Fund and Philhealth	J.	Bid Security as to form, amount and validity period stated in ITB Clause 18 of the BDS.
	CLASS "B" DOCUMENTS	K.	Conformity with technical specifications, as enumerated and specified in Sections VI, Schedule of Requirements and Section VII, Technical Specifications of the Bidding Documents
K.	If applicable, the Joint Venture Agreement (JVA)	L.	Omnibus Sworn Statement with Secretary's Certificate or Special Power of Attorney as applicable
	TECHNICAL DOCUMENTS		
L.	Bid Security as to form, amount and validity period stated in ITB Clause 18 of the BDS.		
M.	Conformity with technical specifications, as enumerated and specified in Sections VI, Schedule of Requirements and Section VII, Technical Specifications of the Bidding Documents		
N.	Omnibus Sworn Statement with Secretary's Certificate or Special Power of Attorney as applicable		

SECTION VII. TECHNICAL SPECIFICATIONS

A. QUALIFICATIONS OF SECURITY PERSONNEL

The AGENCY can provide the necessary security personnel with the following minimum qualifications (Supported by a written notarized commitment from the agency):	The AGENCY can provide the necessary security personnel with the following minimum qualifications (Supported by a written notarized commitment from the agency):
GENERAL QUALIFICATIONS	GENERAL QUALIFICATIONS
<ul style="list-style-type: none"> • Filipino Citizen; • At least High School graduate; • Physically and mentally fit; • At least three (3) years of experience as licensed security guard; • Must be over 18 years of age; • Height must be at least 5'4"for male and 	<ul style="list-style-type: none"> • Filipino Citizen; • At least High School graduate; • Physically and mentally fit; • At least three (3) years of experience as licensed security guard; • Must be over 18 years of age; • Height must be at least 5'4"for male and

5'2"for female;	5'2"for female;
<ul style="list-style-type: none"> Must have passed the neuropsychiatric and drug tests conducted by any Philippine government accredited center, duly approved by the DOH within one (1) years prior to posting; 	<ul style="list-style-type: none"> Must have passed the neuropsychiatric and drug tests conducted by any Philippine government accredited center, duly approved by the DOH within one (1) years prior to posting;
<ul style="list-style-type: none"> Must have no derogatory record; 	<ul style="list-style-type: none"> Must have no derogatory record;
<ul style="list-style-type: none"> Must have undergone Basic Security Training from reputable institution authorized or accredited by PNP Supervisory Office for Security and Investigation Agency (SOSIA); 	<ul style="list-style-type: none"> Must have undergone Basic Security Training from reputable institution authorized or accredited by PNP Supervisory Office for Security and Investigation Agency (SOSIA);
<ul style="list-style-type: none"> Must have taken a private security course/seminar and/or must have adequate training or experience in security business or rendering security/detective services; 	<ul style="list-style-type: none"> Must have taken a private security course/seminar and/or must have adequate training or experience in security business or rendering security/detective services;
<ul style="list-style-type: none"> Must be trained in firefighting, search and rescue operations, evacuation, general emergency procedure appropriate certifications from the AGENCY's duly licensed training facility; 	<ul style="list-style-type: none"> Must be trained in firefighting, search and rescue operations, evacuation, general emergency procedure appropriate certifications from the AGENCY's duly licensed training facility;
<p>Additional qualifications for Security Officer:</p> <p>a. Must have satisfied the basic qualifications required in Section 4 of Republic Act No. 5487 as amended (an act governing the organization and management of Private Security Agencies, Company Guards Forces and Government Forces;</p>	<p>Additional qualifications for Security Officer:</p> <p>a. Must have satisfied the basic qualifications required in Section 4 of Republic Act No. 5487 as amended (an act governing the organization and management of Private Security Agencies, Company Guards Forces and Government Forces;</p>
<p>b. At least five (5) feet and four (4) inches in height.</p>	<p>b. At least five (5) feet and four (4) inches in height.</p>
<p>c. Must be computer literate and knowledgeable in operating CCTV surveillance system;</p>	<p>c. Must be computer literate and knowledgeable in operating CCTV surveillance system;</p>
<p>d. Must possess the necessary clearances from Barangay, PNP, NBI, Neuro-Psychiatric Test and Drug Test or LTOPF holder;</p>	<p>d. Must possess the necessary clearances from Barangay, PNP, NBI, Neuro-Psychiatric Test and Drug Test or LTOPF holder;</p>
<p>Additional qualifications for CCTV Operator:</p> <p>a. Holder of the relevant CCTV training or has previous experience of the operation of CCTV</p>	

SECTION VII. TECHNICAL SPECIFICATIONS

B. AGENCY PROFILE			
Item No.		Item No.	
1	<p>Stability</p> <p>a. Must be at least 5 years in frontline security services;</p> <p>b. Organizational Set-up – compliant with the required staffing pattern as specified in the IRR of RA 5487.</p>	1.	<p>Stability</p> <p>a. Must be at least 5 years in frontline security services; (Submit Company Profile)</p> <p>b. Organizational Set-up – compliant with the required staffing pattern as specified in the IRR of RA 5487.</p>

Further, the PVAO BAC reiterated that there shall be no lower limit or floor in the amount of Agency Fee as it runs counter to the provision of Section 31 of Republic Act No. 9184 and its 2016 Revised IRR as provided in GPPB NPM No. 120-2016.

BAC Chairperson informed the prospective bidders that any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents, unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental Bid/Bulletin.

Head, BAC Secretariat reminded that all submission of bidding documents should be at the Procurement Management Section at the 2nd floor of Building No. 4, PVAO Compound, Camp General Emilio Aguinaldo, Quezon City and the opening of bids will at the PVAO LAD Conference Room and official time for the deadline of submission of bids is the Philippine Standard Time (PST).

5.0 ADJOURNMENT

There being no matter to discuss, the BAC Chair terminated the Pre-Bid Conference at 11:47AM.

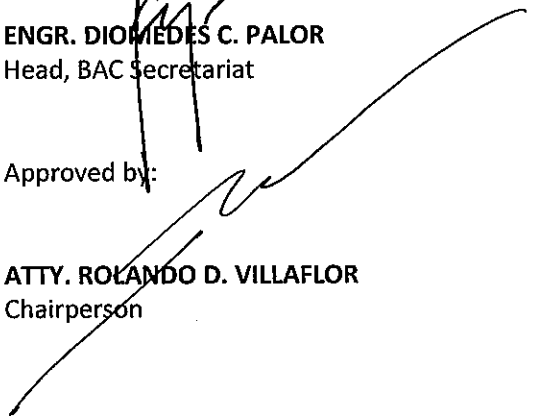
Transcribed by:


MILAGROS P. PUNZALAN
Stenographer

Reviewed and Noted by:


ENGR. DIOMEDES C. PALOR
Head, BAC Secretariat

Approved by:


ATTY. ROLANDO D. VILLAFLO
Chairperson