

## BIDS AND AWARDS MINUTES OF THE MEETING

Updated as of 20 September 2019

<b>DATE:</b> 22 January 2021	<b>TIME STARTED:</b> 10:30A.M.	<b>TIME ENDED:</b> 11:00 A.M.	
<b>BIDDING ACTIVITY</b>	<i>Mark ( X )</i>		
	<input type="checkbox"/> Pre - Procurement Conference <input type="checkbox"/> <b>Opening of Bids</b> <input checked="" type="checkbox"/> Pre - Bidding Conference <input type="checkbox"/> Special Meeting / Others		
<b>PROJECT TITLE:</b> Security Services for Twelve (12) Months		<b>APPROVED BUDGET COST</b> PhP5,946,837.84	
<b>BAC MEMBERS</b>	<i>Mark ( X )</i>		
	Chairperson <b>(X) Atty. Venancio C. Manuel III</b> Vice Chairperson <b>( ) Marian Sarah C. Garate</b> Regular Member <b>( ) Nerissa D. Juan</b> <i>Alternate Member</i> <b>( ) Hernan Melchor G. Narvadez</b> Provisional Member <b>(X) Ramon Julian S. De Veyra, Jr.</b> <i>Alternate PM</i> <b>( ) Marivic M. Sevilla</b> Provisional End User <b>(X) Roselle D. Romero</b>		
<b>PROJECT OFFICER/S</b>	Mr. Jose “Bhong” Ducusin		
<b>TECHNICAL WORKING GROUP (TWG)</b>	<i>Mark( X )</i>		
	<b>GOODS</b> <b>(X) Carmela Joy A. Febrio</b> <b>(X) Nelson D. Lopez</b> <b>(X) Michael M. Malonda</b>	<b>CONSULTING</b> <input type="checkbox"/> Rose Ann B. Cruz <input type="checkbox"/> Francine M. Roca <input type="checkbox"/> Mark Nicole Evangelista	<b>INFRASTRUCTURE</b> <input type="checkbox"/> Edmon Gerald A. Loza <input type="checkbox"/> Remigio U. Pagaduan <input type="checkbox"/> Cesar R. Villanueva
<b>BAC SECRETARIAT</b>	<b>1. Eloisa A. Romero</b> <b>2. Farhan M. Ambiong</b>		
<b>OTHERS / REMARKS</b>			
<ol style="list-style-type: none"> <li>1. The BAC Chairperson presided the pre-bid conference for the security services;</li> <li>2. The BAC Secretariat Head certified the existence of quorum for the meeting;</li> <li>3. The Chairperson acknowledged the presence the BAC members, TWG members and BAC Secretariat, and requested the bidder representative to type-in their name and company in the chat box for record purposes;</li> <li>4. The Pre-Bid Conference was attended by Mr. Ruel Pilapil of Redbird Security Services and Agency;</li> <li>5. The Chairperson requested the End-user to discuss the technical specifications of the requirement. The BAC Secretariat Head was permitted to share her screen for the technical specifications which was discussed by the Provisional BAC Member – End-user, Ms. Roselle Romero;</li> <li>6. The End-user discussed the technical specifications, including the mandatory government contributions, dues and taxes, certificates, licenses, and the agency’s compliance with relevant laws and issuances;</li> <li>7. The End-user noted that the security agency shall provide the following requirements as part of the bid annexes:             <ul style="list-style-type: none"> <li>✓ Security Personnel and its compositions;</li> <li>✓ Posting of Security Personnel;</li> </ul> </li> </ol>			

- ✓ Types of equipment to be supplied by the Security Agency;
  - ✓ Locations of Security Cameras; and
  - ✓ Minimum Requirements for the Security Agency
8. The Chairperson also highlighted that the venue and posting of the security personnel is subject to change if the office of the Tourism Promotions Board (TPB) will be transferred to another location;
  9. The Chairperson gave the floor to Mr. Pilapil for questions and clarifications;
  10. For the Financial bid, Mr. Pilapil verified if the latest issuance and increase of the government mandatory contributions shall be adapted and included in the cost-breakdown;
  11. The Chairperson instructed the end-user to check on this based on the provided administrative breakdown of the budget. Subsequently, the End-user requested from the Procurement Officer to present the administrative costs which were part of the Terms of Reference (TOR);
  12. The BAC Secretariat Head requested permission to share the administrative cost indicated in the bidding documents and upon receipt of the approval to share screen, the BAC Secretariat Head shared the said document and flashed it on the screen;
  13. The Chairperson asked if the adjustment on the government mandatory contributions are already factored into the budget. The Project Officer said “yes” and confirmed compliance with the latest order from the SSS except for the Philhealth requirement which was put on hold following the issuance of a hold order issued in January 2021.
  14. Mr. Pilapil asked if the night differential should be 10% x ½ or full 10%, and the Project Officer replied that this will be checked and a bid bulletin will be issued if warranted. The Project Officer confirmed that provided computations are from the latest PADPAO rate which is also used by the bidders.
  15. Based on this, the Chairperson addressed Mr. Pilapil’s question regarding the mandatory contributions, and provided instructions to use the latest issuances as basis of the rates of mandatory contributions;
  16. Mr. Pilapil also asked if the statement of all on-going contracts need the copy of the contract as attachment in the bid documents, and the Chairperson replied that only the matrix with list need to be attached to the bid, but during the Post – Qualification stage, said contracts must be ready for validation to be conducted by the TWG for Goods/Services;
  17. The Chairperson also added that the form of submission shall be in traditional/manual method as confirmed by the Procurement Officer, but the supplier can attend either via the virtual platform or physical appearance in the office during the bid opening conference, as the opening will be a hybrid conference combining virtual platform and physical meeting to observe social distancing; and
  18. When there was no further question received, the Chairperson adjourned the Pre-Bid Conference.

Prepared by:

  
ELOISA A. ROMERO

Signature Over Printed Name of Head BAC Secretariat

Certified by:

  
ATTY. VENANCIO C. MANUEL III

Signature Over Printed Name of Presiding Officer