



Republic of the Philippines
Department of Social Welfare & Development – Field Office No. VII
 M.J. Cuenco cor. Gen. Maxilom Ave., Cebu City

Provision of Security Manpower Services for 2nd Semester of CY 2019
ITB No. DSWD7-PB-2019-35
Approved Budget for the Contract (ABC): Php 4,120,000.00

MINUTES OF PRE-BID CONFERENCE

May 17, 2019, 9:00 AM

ACSWD Conference Room, ACSWD Building, DSWD Field Office VII, Cebu City

Attendees:

Bids and Awards Committee/ TWG / Secretariat

- | | | |
|------------------------------|---|------------------------------------|
| 1. Josephine C. Belotindos | - | BAC Chairperson |
| 2. Clavel C. Saycon | - | BAC Vice-Chairperson |
| 3. Sheba S. Dabon | - | BAC Member |
| 4. Engr. Emmanuel M. Edles | - | TWG Chairperson – General Services |
| 5. Patricia R. Megalbio | - | TWG Member – Finance |
| 6. Mary Ann C. Pastedio | - | TWG Member - Finance |
| 7. Antonio R. Dolaota | - | BAC Secretariat Head |
| 10. Katya Faye M. Dales | - | BAC Secretariat Member |
| 11. Julius Neil L. Melendres | - | BAC Secretariat Member |
| 12. Gwendolyn m. Dayola | - | BAC Secretariat Member |
| 13. Ethel L. Nillama | - | KC-NCDDP Procurement Staff |

Participating Bidders

- | | | |
|------------------------|---|--|
| 1. Sarra May Pansacala | - | Café Security Agency |
| 2. Kenneth Yacapin | - | Blackwater Phils. Security Solution Inc. |
| 3. Albert Padernal | - | Blackwater Phils. Security Solution Inc. |

I. Call to Order and Discussion of Business Matters

The prebid conference was called to order at 9:00 AM by the presiding officer, Ms. Josephine C. Belotindos, BAC Chairperson. The activity was formally started with an opening prayer and followed by an introduction of the participating bidders and an acknowledgment of the BAC Members, TWG Members, BAC Secretariat Head and BAC Secretariat members present.

Presiding officer highlighted that the procuring entity has invited the resident Audit Team Leader, Ms. Christine Hortel of COA, and observers from Cebu Chamber of Commerce and Industry and Mr. Aldwin Empaces of Central Visayas Network of NGO's (CENVISNET). They have acknowledged the invitation, however, no representatives were present during the activity. And pursuant to RA 9184, the procuring entity will continue with the activity even without the invited observers and COA.

The following topics were highlighted and recommendations/agreements hereof were agreed by both parties:

Particular	Recommendation/Agreement
Section I. Invitation to Bid	<p>It has been clarified that this is not a rebidding, hence, the title of the project was corrected into “Provision of Security Manpower Services for 2nd Semester of CY 2019”. The Approved Budget for the Contract (ABC) which is equivalent to Four Million One Hundred Twenty Thousand Pesos (P4,120,000.00) were highlighted by the presiding officer as well as the required completed similar contracts, viz:</p> <ul style="list-style-type: none"> • Bidders should have completed within three (3) years from the date of submission and receipt of bids, a single largest completed contract (SLCC) similar to the Project equivalent to at least 50% of the ABC or amounting to at least P2,060,000.00; • Should be supported with two documents: <ol style="list-style-type: none"> 1. 1st document is either of Contract, Purchase Order, Notice of Award or Notice to Proceed; and 2. 2nd document is either of Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice. <p>The presiding officer has given an emphasis particularly on the presence of the two supporting documents for the single largest completed contract (SLCC).</p> <ul style="list-style-type: none"> • A non-discretionary “pass/fail” criterion is used where the BAC merely checks for the presence or absence of the requirement. A prospective bidder is declared to be “eligible” for a particular requirement if such document is present, complete and sufficient. Otherwise, a prospective bidder will be declared ineligible to bid. • After prebid conference, all queries from bidder/s should be done in writing, addressed to BAC through the BAC Secretariat. • Participating bidder/s is required to submit two copies of their duly accomplished eligibility requirement, technical and financial proposals.

	<p>The presiding officer informed the participating bidders that they may download the bid document in the PhilGEPS and DSWD websites which is free of charge.</p> <ul style="list-style-type: none"> Bids should be submitted to the BAC Secretariat Office on or before May 29, 2019, at 8:45 AM. Late submission of bid documents will not be accepted. Time reference is the wall clock at the BAC Secretariat Office.
Section III. Bid Data Sheet	<p>The name of the contract and project has been changed into "Provision of Security Manpower Services for 2nd Semester of CY 2019" to be consistent with the changes in Section I. Invitation to Bid.</p> <ul style="list-style-type: none"> NFCC should be at least equal to the ABC which is ₱4,120,000.00; If Credit Line Certificate (CLC) will be used, it should be equivalent to at least ₱412,000.00 (10% of the ABC). Bid Security is any of the following form: <ul style="list-style-type: none"> Notarized Bid Securing Declaration using the prescribed form; Cash, cashier's/manager check, bank draft/guarantee or irrevocable letter of credit amounting to at least ₱82,400.00 (2% of ABC); or Surety bond amounting to at least ₱206,000.00 (5% of ABC). Two (2) copies of each requirements are needed -- one will be considered as original and the other one as copy 1. Copy 1 should be a replica of the original as to appearance and contents. Each requirement should have a label / tab and orderly arranged inside the envelope / folder. <p><i>It has been emphasized that if the bidders have other concerns, it should be through writing addressed to the BAC Chairperson through the BAC Secretariat.</i></p>
Section VI. Schedule of Requirements	<p>The number of manpower required for this project was presented along with the time of shifts of each security guards and the contract duration. It has been emphasized that the area of assignment of the security guards for this project will be in the different offices of DSWD Region VII.</p> <ul style="list-style-type: none"> Name of company / bidder, printed name and signature of bidder or the authorized signatory and date should be indicated at the spaces provided in the form.

	<ul style="list-style-type: none"> • It has been emphasized by the presiding officer that if the signatory of the document is not the owner of the agency, then there should be an attached Secretary's Certificate or Special Power of Attorney. • The presiding officer highlighted that during Post Qualification the bidder should prepare and organize the documents based on the sequence of requirements needed. Equipment shall also be checked during the said visit.
Section VII. Technical Specifications	<ul style="list-style-type: none"> • Item no. II - PERFORMANCE CRITERIA The presiding officer emphasized that bidder will attach at least one (1) Certificate of Performance from completed/existing contracts. • Item no. IV - REQUIRED SECURITY EQUIPMENT FOR THIS CONTRACT The presiding officer reiterated that firearms should be in good condition, with license from Firearms and Explosive Office (FEO) and PNP with complete load of ammunition. No "paltik" revolver should be issued to the Security Guards. • Item no. V - MINIMUM REQUIREMENTS FOR SECURITY GUARD It has been emphasized by the presiding officer that all security guards must be a least college level. • Item no. VI – title was corrected into "SECURITY MEASURES". The presiding officer emphasized that changes and modifications agreed during today's prebid conference shall be reflected in the Supplemental/Bid Bulletin. However, the bidders shall also ensure to get a copy from the BAC Secretariat Office since amendments agreed are essential for the bids to be submitted on the Bid Opening. • For column, "Statement of Compliance", bidder/s should mark each parameter with the word "comply"; otherwise, it would mean they are not amendable to the given provision / specification. • Name of company / bidder, printed name and signature of bidder or the authorized signatory and date it is signed should be indicated at the spaces provided in the form.

Others

The list of requirements comprising the bids were enumerated and had been discussed. Eligibility requirements should be valid at the time of opening the bids.

It has been emphasized by the presiding officer that participating must strictly follow provided templates, otherwise, will cause failure of their bids.

In the Credit Line Form, the name of the procuring entity's HoPE has been changed from Ma. Evelyn B. Macapobre into the current Regional Director of DSWD Field Office VII.

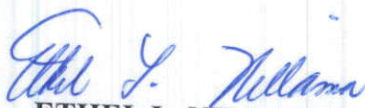
On the Post-Qualification Requirement, it has been agreed that the bidder who will be declared as having submitted the Lowest Calculated Bid (LCB) shall prepare and submit their ***Latest Certificate of No Pending Case issued by DOLE.***

A Supplemental/Bid Bulletin will be issued for the amendments.


III. Adjournment

Having no more issues/concerns and matters to be discussed, the Prebid Conference was adjourned at 10:21 AM.


Prepared by:


ETHEL L. NILLAMA
Recorder

Noted by:


ANTONIO R. DOLOATA
BAC Secretariat Head

Approved by:


JOSEPHINE C. BELOTINDOS
Chairperson/Presider