

**PROVISION OF SECURITY MANPOWER SERVICES FOR 2ND SEMESTER OF CY 2021
(ITB No. DSWD7-PB-2021-44)****JUNE 21, 2021 – 9:00 AM***ACSWD Conference Room, DSWD Field Office VII, Carreta, Cebu City***MINUTES OF PRE-BID CONFERENCE****I. Attendance****Bids and Awards Committee/ TWG / Secretariat**

1. Aileen G. Cuevas	-	BAC Chairperson/Presider
2. Clavel C. Saycon	-	BAC Vice-Chairperson
3. Artemia C. Degamo	-	BAC Member
4. Daisy C. Lor	-	BAC Member
5. Patricia R. Megalbio	-	BAC Member
6. Mary Ann Pastedio	-	TWG Finance
7. Rosario P. Bacong	-	TWG
8. Jovane T. Cabigon	-	TWG/End-user
9. Engr. Emmanuel M. Edles	-	TWG/End-user
10. Rosemarie S. Salazar	-	BAC Secretariat Head
11. Julius Neil L. Melendres	-	BAC Secretariat Staff
12. Mary Ann Wagwag	-	BAC Secretariat Staff

Participating Bidders

1. Ahgie Bawiga	-	Gaprotec Security Inc.
2. Sarra May Pansacala	-	Café Security Agency, Inc.

II. Call to Order

The Prebid Conference was called to order at 9:00 AM by the Presiding Officer, Ms. Cuevas, BAC Chairperson followed by a prayer led by Mr. Melendres and after which was the introduction of the participants.

The bidding was entitled Provision of Security Manpower Services for 2nd Semester of CY 2021 in the amount of ₱4,900,000.00. The bid opening will be on July 7, 2021 at 9:00 AM.

The presider discussed different sections of the bidding documents until the summary of requirements highlighting that documents should be present and dates are updated. Bidders are also reminded not to be late in the submission of their documents per set timeline. The following are the concerns raised by the prospective bidders and the BAC which are subject for Supplemental/Bid Bulletin:

III. Highlights of Discussion and Action Points and Deliverables

Particular	Recommendation/Agreement
Section III. Bid Data Sheet	Added ITB Clause 15 – “Each Bidder shall submit one (1) original and one (1) copy of the first and second components of its bid. <i>Copy 1 should be a replica of the original as to appearance and contents.</i> ”
Single Largest Completed Contract	Single Largest Completed Contract is at least 50% of the ABC or amounting to Php2,450,000.00
Section VI. Schedule of Requirements	Item No. 2 – Office/Station <i>“Crisis Intervention Section / SWAD Cebu Office, Cebu City”</i>
Section VII. Technical Requirements	Item No. II – PERFORMANCE CRITERIA <i>“Note: Attach a minimum of one Certificate of at least Satisfactory Performance from completed/existing contracts.”</i>
Contract Price Schedule and Cost Breakdown	No. of Months should be 5 months instead of 6 months.

IV. Adjournment

Having no more issues/concerns and matters to be discussed; the Pre-bid Conference was adjourned at 10:14 AM.

Prepared by:



JULIUS NEIL L. MELENDRES
Staff, BAC Secretariat

Approved by:



AILEEN G. CUEVAS
Presider / Chairperson, BAC II