

## **BIDS AND AWARDS COMMITTEE**

BAC Secretariat Office: G/F Higher Education Development Center (HEDC) Bldg.,  
CP Garcia Avenue, UP Diliman, Quezon City  
Website: <http://www.ched.gov.ph> email: [chedbac@ched.gov.ph](mailto:chedbac@ched.gov.ph)

### **MINUTES OF THE PRE-BID CONFERENCE**

**Procurement of Security Services for CHED for FY 2021 (6 months)**  
**ABC: Php4,345,435.14**

Via Zoom  
April 21, 2021; 10:00 A.M.

#### **ATTENDANCE**

##### **PRESENT**

##### **DESIGNATION/OFFICE**

##### **BAC**

ATTY. LILY FREIDA M. MILLA	- Vice-Chair / Presiding Officer
ATTY. SEPTON A. DE LA CRUZ	- Member
ATTY. RYAN L. ESTEVEZ	- Member
DIR. NELSON G. CAINGHOG	- Member
ATTY. MICHELLE DIANA P. MANIWANG-BASA	- Member

##### **TWG-OGS**

MS. APOLONIA R. VIVO	- Head
MS. EVA M. PASIGPASIGAN	- Member
MS. SHIELA F. JALBUENA	- Member
MR. GREGORIO T. ATIENZA	- Member
MS. ANNALIZA GANDO	- Member
MR. RODRIGO SAGUM	- Member

##### **SECRETARIAT**

MS. BEATRIZ D. PASCUAL	- Head
MR. ARTEMIO S. CAPELLAN, JR.	- Member
MS. YVET R. MADLANGSAKAY	- Member
MR. GERALD HAMTIG	- Member
MS. KAROL ZAMBRANO	- Member
MS. DINA ABRENICA	- Member
MR. FELIX QUILLOY	- Member

##### **END-USER**

ENGR. JUAN F. PURIRAN, JR.	- GSD, AFMS
MR. NELSON E. ESPINA	-GSD, AFMS
MS. CHARINNA ZAFIRO	-GSD, AFMS

##### **COA REPRESENTATIVE**

MR. ROMMEL MABUTE

##### **PROSPECTIVE BIDDER/REPRESENTATIVE**

MS. DELIA ROCAS	-Star Special Corp. Security Mgmt. Inc.
MR. ROMMEL RIVAL	- Star Special Corp. Security Mgmt. Inc.
MR. OLIVER JAY JOSUE	- Lockheed Global Security and Invest. Serv., Inc.
MS. CARRY BERNABE	- Naprossi Security Services, Inc.
MR. JHUN DUBLAS	- Naprossi Security Services, Inc.
MS. GINALYN ALAMA	- Faragon Security Agency
MR. ALEJANDRO DELLUTA	- Best Care International Security

**NOT PRESENT**

ATTY. CINDERELLA FILIPINA BENITEZ-JARO  
 DIR. LUISA S. VALENCIA  
 MS. YVONE L. DE VERA

- Chairperson, BAC (on leave)  
 - Member, BAC  
 - Member, TWG-OGS

**I. CALL TO ORDER**

There being a quorum, the meeting was called to order at 10:20 AM with the BAC Vice-Chairperson-Atty. Lily Freida Macabangun-Milla, presiding.

**II. INTRODUCTION OF BIDDERS/REPRESENTATIVES/ BAC/TWG-OGS/ OBSERVER**

Upon the instruction of the Vice-Chairperson, Mr. Artemio S. Capellan, Jr., member of the Secretariat, introduced the BAC members, TWG-OGS members, Secretariat, COA Observer, the representative/s of the prospective bidders and the end-users of the project, who were present during the meeting.

Likewise, Mr. Capellan informed the Committee that invitations were sent to Three (3) GPPB-recognized Observers on April 12, 2021 and the same was sent to the CHED Resident COA. However, only the COA representative attended the said online meeting.

**III. OVERVIEW OF THE PROJECT**

Engr. Juan F. Puriran, Jr. presented the overview of the project. He gave emphasis on the invitation to bid on the Procurement of Security Services for CHED for FY 2021 (6 months), with an Approved Budget for the Contract (ABC) of Php 4,345,435.14

**IV. PRESENTATION ON THE TECHNICAL AND FINANCIAL COMPONENTS OF THE BID**

Engr. Puriran, upon the instruction of the BAC Vice Chairperson and Presiding Officer, likewise presented the Technical and Financial components of the bidding documents to the Committee.

**V. QUESTIONS AND ANSWERS**

<b>Particulars</b>	<b>Clarification/Amendments</b>	<b>Agreements</b>
Section VII. Technical Specifications	Guard Qualifications: "4. Preferably College Graduate"	<i>The requirement is not mandatory</i>
Cost Contribution Form of the Bidding Documents	What is the basis by the end-user in the computation of the administrative fee, is it the GPPB or DOLE guidelines?	<i>GPPB Resolution 14-2012 by GPPB the basis for the computation of the administrative fee.</i>
Cost Contribution Form of the Bidding Documents	Is the increase issued by SSS on January 2021 already considered in the computation?	<i>Per confirmation by the end-user, said increase was already included in the computation of SSS contribution of the security guards.</i>
Section VII. Technical Specifications	What documents are required from bidders in the submission of SSS, PhilHealth and Pag-Ibig?	Bidders are required to submit the following:  <i>"ix. Clearance from SSS that the company have no arrears</i>

		<p>and there is no pending case against them as of October 31, 2020 and a copy of proof of remittance for the 4th Quarter of 2020.</p> <p>Certification from Pag-ibig Fund that premium payments have been remitted as of December 31, 2020.</p> <p>Certification from Philhealth that premium payments have been remitted as of December 31, 2020;</p>
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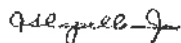
**VI. COMMENTS/REACTIONS FROM THE BAC**

The BAC informed the bidder’s representatives that if there will be changes in the provisions of the bidding documents, a bid bulletin will be issued. The Schedule for the Submission of Eligibility/Technical and Financial Bids shall be on May 3, 2021 at 9:00 AM, and the Opening of Eligibility/Technical and Financial Bids shall be at 10:00 AM.

**VII. ADJOURNMENT**

There being no other matters to discuss, the pre-bid conference was adjourned at 11:05 A.M.

PREPARED BY:



**ARTEMIO S. CAPELLAN, JR.**  
Member, Secretariat

APPROVED BY:



**ATTY. LILY FREIDA C. MACABANGUN-MILLA**  
Vice-Chairperson

REVIEWED BY:

I certify that all the corrections/ suggestions were incorporated in the minutes of this meeting.



**MS. BEATRIZ D. PASCUAL**  
Head, Secretariat



Estevez Ryan  
Legisniana

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Legisniana  
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**ATTY. RYAN L. ESTEVEZ**  
Member



**ATTY. SEPTON A. DE LA CRUZ**  
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