

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

MINUTES OF THE PRE-BID CONFERENCE

Procurement of Security Services for CHED for FY 2021 (9 months)
ABC: Php6,500,617.65

Via Zoom
March 3, 2021; 1:00 P.M.

ATTENDANCE

PRESENT

DESIGNATION/OFFICE

BAC

ATTY. CINDERELLA FILIPINA BENITEZ-JARO	- Chairperson/ Presiding Officer
ATTY. LILY FREIDA M. MILLA	- Vice-Chair
DIR. LUISA S. VALENCIA	- Member
ATTY. SEPTON A. DE LA CRUZ	- Member
ATTY. RYAN L. ESTEVEZ	- Member

TWG-OGS

MS. APOLONIA R. VIVO	- Head
MS. EVA M. PASIGPASIGAN	- Member
MS. SHIELA F. JALBUENA	- Member
MR. GREGORIO T. ATIENZA	- Member
MS. YVONE L. DE VERA	- 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

MR. GEORGE F. URSUA	- Blue Cavalier Security Agency
MS. MARICAR PACIO	- Lockheed Global Security and Invest. Serv., Inc.
MS. SARAH JANE H. DIMAANO	- Arviter Top of the Line Security Inv. Spec'l'st.
MR. ROMELO RIVAL	- Star Special Corp. Security Mgmt. Inc.
MS. FRANCIA D. TOLENTINO	- Hackett Security Agency
MS. ROXANE AREMOS	- Aremos Security and Investigation Agency

MS. DOLLY ROJO
MR. LAWRENCE VERONA

- Dark Horse Security Agency, Inc.
- Naprossi Security Services, Inc.

NOT PRESENT

DIR. NELSON G. CAINGHOG

- Member, BAC

ATTY. MICHELLE DIANA P. MANIWANG-BASA

- Member, BAC

I. CALL TO ORDER

There being a quorum, the meeting was called to order at 1:20 PM with the BAC Chairperson-Atty. Cinderella Filipina Benitez-Jaro, presiding.

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

Upon the instruction of the BAC Chairperson, Mr. Artemio S. Capellan, Jr., member of the Secretariat, presented the representatives of the prospective bidders who attended the pre-bid conference via zoom. He introduced the BAC members, TWG-OGS members, Secretariat, COA Observer and the end-users of the project, who were present during the meeting.

Mr. Capellan, likewise informed the Committee that invitations were to the three (3) GPPB-recognized Observers on February 23, 2021 and the same was sent to the CHED Resident COA on February 24, 2021. The BAC issued a Notice of Change of Time and was posted at the PhilGEPS website on February 24, 2021. The same notice was sent to the three (3) GPPB-recognized Observers and to CHED Resident COA on February 25, 2021. However, only the COA representative attended the online pre-bid conference.

III. OVERVIEW OF THE PROJECT

Engr. Juan F. Puriran, Jr., end-user 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 (9 months), with an Approved Budget for the Contract (ABC) of Php 6,500,617.65

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

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

V. QUESTIONS AND ANSWERS

Particulars	Clarification/Amendments	Agreements
Section II. Instructions to Bidders	How many copies of technical and financial documents will be required to be submitted by the bidder during the bid submission?	Section 15. Sealing and Marking of Bids: <i>"Each Bidder shall submit one copy of the first and second components of its Bid".</i>
Cost Contribution Form of the Bidding Documents	What is the basis in the computation of the administrative fee, is it GPPB or DOLE guidelines?	<i>Per GPPB Resolution 14-2012, GPPB is the basis for the computation of the administrative fee.</i>

Cost Contribution Form of the Bidding Documents	In the SSS contribution column, was the increased issued on January 2020 by SSS already considered in the computation?	<i>Per the end-user, said increase was already included in the computation of SSS contribution for the security guards</i>
Section I. Invitation to Bid of the Bidding Documents	What is the mode of submission, the manner of bid opening? Is negative RT-PCR test result a requirement for the attendance of the bidders in the bid opening?	<i>As stated in Item 7 of the Invitation to Bid, the mode of submission is through manual submission and bidders can attend the bid opening either virtually or face to face. Likewise, bidders are required to observe health protocols such as wearing of masks and face shields and to undergo temperature checking and filling-up of Health Declaration Policy Form at the entrance of the CHED building.</i>
Section VII. Technical Specifications	Are bidders required to submit SSS, PhilHealth documents during the bid submission?	Bidders are required to submit per Section VII of the Technical Specifications: <i>"ix. Clearance from SSS that the company have no arrears 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. Certification from Pag-ibig Fund that premium payments have been remitted as of December 31, 2020". Certification from Philhealth that premium payments have been remitted as of December 31, 2020".</i>
Section VII. Technical Specifications	What type of security plan should the bidders submit, the actual security plan designed for CHED or just the generic security plan?	<i>Per the end-user, a generic security plan.</i>
Section VII. Technical Specifications	Is site visit/inspection a requirement in the bid submission?	<i>Per the end-user, site visit/inspection is not a requirement in the bid submission but interested bidders can arrange through the BAC Secretariat a site visit to CHED HEDC building.</i>

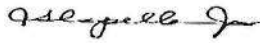
VI. COMMENTS/REACTIONS FROM THE PROSPECTIVE BIDDERS/BAC MEMBERS/TWG-OGS MEMBERS/END-USER

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 covering the specific changes in the bidding documents and all additional agreements. The Schedule for the Submission of Technical and Financial Bids shall be on March 15, 2021 at 9:00 AM, and the Opening of Technical and Financial Bids of the bidding documents shall be at 10:00 AM.

VII. ADJOURNMENT

There being no other matters to discuss, the pre-bid conference was adjourned at 2:05 P.M.

PREPARED BY:



ARTEMIO S. CAPELLAN, JR.
Member, Secretariat

APPROVED BY:



ATTY. CINDERELLA FILIPINA BENITEZ-JARO
Chairperson

REVIEWED BY:


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



MS. BEATRIZ D. PASCUAL
Head, Secretariat



ATTY. LILY FREIDA M. MILLA
Vice-Chair



DIR. LUISA S. VALENCIA
Member



ATTY. RYAN L. ESTEVEZ
Member



ATTY. SEPTON A. DE LA CRUZ
Member