

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 PRE-PROCUREMENT CONFERENCE

Procurement of Security Services for CHED for FY 2021 (6 months)
ABC: P4,345,435.14

Via Zoom
April 7, 2021; 10:00 A.M.

ATTENDANCE

PRESENT

DESIGNATION/OFFICE

BAC

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

TWG-OGS

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

SECRETARIAT

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

END-USER

ENGR. JUAN F. PURIRAN, JR.	- GSD, AFMS
MS. CHARINNA D. ZAFIRO	- GSD, AFMS
MR. FRANCIS OLVIDO	- GSD, AFMS

NOT PRESENT

ATTY. CINDERELLA FILIPINA BENITEZ-JARO	- Chairperson, BAC (on leave)
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I. CALL TO ORDER

There being a quorum, the pre-procurement conference was called to order at 10:30 A.M. with Atty. Lily Freida Macabangun-Milla, BAC Vice-Chairperson, presiding.

II. INTRODUCTION

Mr. Artemio S. Capellan, Jr., Member, BAC Secretariat introduced the BAC members, TWG-OGS members, Secretariat and end-users who were present during the meeting.

III. BUSINESS MATTERS

a. Review PPMP and APP

The proposed project was verified and found to be included in the PPMP and APP of CHED for FY 2021 with an Approved Budget for the Contract (ABC) in the amount of **P4,345, 435.14**

b. Determine the readiness of procurement:

The PPMP, APP, specifications, approved budget for the contract, draft of advertisement were presented and properly deliberated.

c. Review, modify and agree on criteria for eligibility screening.

Criteria of eligibility screening was in accordance with R.A. 9184 and its 2016 Revised IRR, Bidding Documents and the GPPB Regulations.

d. Review, modify and agree on criteria for evaluation of proposals.

Criteria for bid evaluation was in accordance with R.A. 9184 and its 2016 Revised IRR and Bidding Documents and the GPPB Regulations.

IV. AGREEMENTS

Engr. Juan F. Puriran, Jr., end-user, as instructed by Atty. Milla, BAC Vice-Chairperson, explained the proposed technical specifications (which includes the financial requirements and other salient features) of the project and clarified the issues raised by the BAC members and the TWG-OGS.

Particulars	Amendments/Clarification	Agreement/ Action
Timelines	<ul style="list-style-type: none">➤ Pre-Procurement Conference -April 7, 2021➤ Posting in the Website of CHED, PhilGEPS & at a conspicuous place - April 12-19, 2021➤ Preparation of Bidding Documents – April 12 - May 3, 2021➤ Pre-bid Conference - April 21, 2021; 10:00 AM➤ Submission of Bids - May 3, 2021; 9:00 AM➤ Opening of Bids/ Presentation to BAC of the Result of Bid Evaluation - May 3, 2021; 10:00 AM➤ Post Qualification Evaluation -May 4, 2021➤ BAC approves Lowest Calculated and Responsive Bid - May 5, 2021➤ CEB approves the BAC recommendation of LCRB- May 11, 2021➤ Issuance of Notice of Award - May 12, 2021➤ Submission of Performance Bond - May 17, 2021➤ Contract Preparation and Signing - May 21, 2021➤ Issuance of the Notice to Proceed - May 26, 2021	The BAC approved the proposed procurement timelines
Technical Specifications	<p>Procurement of Security Services for CHED for FY 2021 (6 months)</p> <ul style="list-style-type: none">➤ Number of Guards: 21➤ Guards wages covered by Wage Order No. NCR	The BAC instructed the BAC Secretariat

	<p>22 (COLA is integrated with the daily wages of the security guards)</p> <ul style="list-style-type: none"> ➤ Shifting of Guards: Two (2) shifts ➤ Attached: Cost Contribution Form (Should form part of financial proposal and should be annexed to the Bid Proposal Form) ➤ Contract Duration: Six (6) months (July – December 2021) <p>Uniform set for each guard</p> <ol style="list-style-type: none"> 1. White (bass jacket style) upper 2. Blue pants 3. Pershing cap 4. Night stick/Truncheon 5. Whistle 6. Holster 7. Medicine Kit 8. Flashlights 9. Service Firearm 10. Patrol checklist/writing pen/Tickler 11. Handcuff 12. Hand held Radio with Holder (walkie-talkie) 13. Tear Gas 14. Other required uniform paraphernalia <p>Equipment/Tools</p> <ol style="list-style-type: none"> 1. Rain Coat – at least 4 pcs 2. Umbrella (for visitors) - at least 4 pcs 3. Metal detector (latest) – at least 2 pcs 4. Safety Deposit box (for firearms) – 1 box 5. Protective vests – at least 3 vests 6. Guard Shield – at least 10 pcs 7. Under Chassis Mirror – at least 3 mirrors <p>Additional Requirements</p> <ol style="list-style-type: none"> i. One (1) Agency Emergency Vehicle (Standby) ii. Latest Accreditation from PNP-Security Agencies and Guards Supervision Division (PNP-SAGSD) iii. Must have owned or partnered Security Training Provider duly accredited by the PNP-Supervisory Office for Security and Investigation Agencies (SOSIA) following standard training procedures and durations. In case of affiliation/partnership, MOA should be submitted and supported by accreditation from PNP-SOSIA. iv. Agency must be in existence for at least five (5) years v. List of at least 5 clients with not less than 20 guards for the last five (5) years supported by a certification from the clients vi. Main Office must be within Metro Manila vii. Authenticated photocopy of Certificate of Membership/Registration from Philippine Association of Detective and Protection Agency Operators (PADPAO) Inc. 	<p>for the posting of Invitation to Bid according to the proposed timelines and the preparation of necessary documents / invitations required by RA 9184.</p>
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	<p>viii. Authenticated photocopy of Valid License to Operate (LTO) issued by PNP-Security Agencies and Guards Supervision Division (PNP-SAGSD).</p> <p>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;</p> <p>x. NTC license for hand-held radios.</p> <p>Augmentation force on stand-by in case additional security personnel are required by CHED. The amount due shall be paid on top of the regular payments under the contract based on the actual services rendered.</p> <p>Guard Qualifications: (list of qualified guards to be submitted before the contract issuance)</p> <ol style="list-style-type: none"> 1. Must have at least 3 years' security experience. 2. Has undergone pre-licensing Training Program for new recruits, as refresher training programs for security guards with more than one-year experience. 3. Must be duly licensed. 4. Preferably College Graduate. 5. Preferably with driver's license. 6. Physically and mentally fit. 7. Of good moral character supported by NBI clearance. 8. Must submit a Negative Result of a Drug Test conducted within one (1) month prior to posting by a PDEA accredited drug testing laboratory. In addition, to submit a Negative RT-PCR Test Result for COVID-19 of all security personnel to be assigned to CHED prior to their deployment. <p>Firearms (Licensed):</p> <ol style="list-style-type: none"> 1. Shotgun (12 gauge) – at least three units available in the office 2. Cal. 38 or 9 mm with ammunition - for 21 guards <p>Agency Qualifications</p> <ol style="list-style-type: none"> 1. Certification from DOLE that the Agency "has no pending case and appealed cases" 2. Certification from at least 3 clients (existing) of their satisfactory performance. 	
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	<p>3. Statement of Compliance that the following additional parameters have been complied with and shall be presented and validated during post-qualification.</p> <p>Stability:</p> <ol style="list-style-type: none"> 1. Industry Experience (at least 5 years) 2. Organizational Set-up <p>Resources:</p> <ol style="list-style-type: none"> 1. No. of Licensed Firearms 2.No. and Kind of Communication Devices 3.No. and Kind of Motor Vehicles 4.No. of Licensed Guards 5.Security Plan <p>Other Factors</p> <ol style="list-style-type: none"> 1. Recruitment and Selection Criteria <p>Documents to support additional set of technical parameters:</p> <ul style="list-style-type: none"> ➤ Matrix of previous and current contracts with government and private clients ➤ NFCC and audited financial statements for the last 2 years preceding the CHED bidding ➤ Organizational set-up and CV of main company officials ➤ List of licensed firearms and licenses (at least 100 licensed firearms) ➤ List of licensed communication devices and licenses (at least 50 communication devices) ➤ List of motor vehicles and pictures. Proposed motor vehicle service for CHED emergency requirements (at least 1 four-wheel vehicle on standby within HEDC premises) ➤ List of guards and licenses (at least 100 licensed guards currently employed) ➤ Comprehensive Security Plan designed for government offices ➤ Recruitment procedures and selection criteria. <p>2. Deployment Post List</p>	
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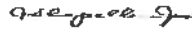
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V. ADJOURNMENT

There being no other matter to discuss, the Pre-Procurement Conference was adjourned at 10:50 A.M.

PREPARED BY:



ARTEMIO S. CAPELLAN, JR.
Member, BAC Secretariat

APPROVED BY:



ATTY. LILY FREIDA M. MILLA
Vice-Chairperson

REVIEWED BY:

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



DIR. LUISA S. VALENCIA
Member



BEATRIZ D. PASCUAL
Head, BAC Secretariat

DIR. NELSON G. CAINGHOG
Member



ATTY. RYAN L. ESTEVEZ
Member



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