

# 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 PRE-PROCUREMENT CONFERENCE

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

via Zoom  
February 19, 2020

### ATTENDANCE

#### PRESENT

#### DESIGNATION/OFFICE

##### BAC

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

##### TWG-OGS

MS. APOLONIA R. VIVO	- Head
MS. EVA M. PASIGPASIGAN	- Member
MR. GREGORIO T. ATIENZA	- Member
MS. YVONE L. DE VERA	- Member
MS. ANNALIZA GANDO	- Member

##### TWG-INFRASTRUCTURE

MR. JOSHUA PAUL HENSON	-Member
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##### SECRETARIAT

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

##### END-USER/S

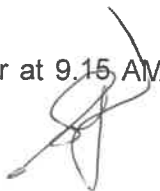
ENGR. JUAN F. PURIRAN, JR.	- Chief, GSD, AFMS
MR. NELSON E. ESPINA	- SAO, GSD, AFMS
MS. CHARINNA D. ZAFIRO	- Property Division, GSD, AFMS

##### NOT PRESENT

DIR. LUISA S. VALENCIA	- Member, BAC
DIR. NELSON G. CAINGHOG	- Member, BAC
MS. SHIELA F. JALBUENA	- Member, TWG-OGS
MR. RODRIGO SAGUM	- Member, TWG-OGS

#### I. CALL TO ORDER

There being a quorum, the pre-procurement conference was called to order at 9:15 AM with Atty. Cinderella Filipina S. Benitez-Jaro, BAC Chairperson, presiding.



## II. INTRODUCTION

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

## III. BUSINESS MATTERS

### a. Review PPMP and APP

The proposed project was verified and found to be included in the GAA for FY 2021 with an Approved Budget for the Contract (ABC) of **Php 6,500,617.65**.

### 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, Bid 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 Bid Documents and the GPPB Regulations.

## IV. AGREEMENTS

Mr. Nelson E. Espina, end-user, as instructed by Atty. Jaro, BAC Chairperson, discussed the 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/Clarifications	Agreement/ Action																
Cost Requirement	<p><b>BREAKDOWN:</b></p> <p style="text-align: right;">Adjusted Amount</p> <table> <tr> <td>chargeable against GAA (14 Guards)</td> <td style="text-align: right;">4,654,968.66</td> </tr> <tr> <td>chargeable against LEB (2 Guards)</td> <td style="text-align: right;">699,211.71</td> </tr> <tr> <td>chargeable against PCARI (1 Guard)</td> <td style="text-align: right;">340,609.86</td> </tr> <tr> <td>chargeable against K-12 PMU (1 Guard)</td> <td style="text-align: right;">340,609.86</td> </tr> <tr> <td>chargeable against NCR (1 Guard)</td> <td style="text-align: right;">155,072.52</td> </tr> <tr> <td>chargeable against IVA (1 Guard)</td> <td style="text-align: right;">155,072.52</td> </tr> <tr> <td>chargeable against IVB (1 Guard)</td> <td style="text-align: right;"><u>155,072.52</u></td> </tr> <tr> <td style="text-align: right;"><b>TOTAL ABC</b></td> <td style="text-align: right;"><b>6,500,617.65</b></td> </tr> </table>	chargeable against GAA (14 Guards)	4,654,968.66	chargeable against LEB (2 Guards)	699,211.71	chargeable against PCARI (1 Guard)	340,609.86	chargeable against K-12 PMU (1 Guard)	340,609.86	chargeable against NCR (1 Guard)	155,072.52	chargeable against IVA (1 Guard)	155,072.52	chargeable against IVB (1 Guard)	<u>155,072.52</u>	<b>TOTAL ABC</b>	<b>6,500,617.65</b>	The BAC approved the proposed cost
chargeable against GAA (14 Guards)	4,654,968.66																	
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Procurement Timelines	<ul style="list-style-type: none"> <li>➤ Pre-Procurement Conference- February 19, 2021</li> <li>➤ Posting in the Website of CHED, PhilGEPS &amp; at a conspicuous place- February 22 -March 15, 2021</li> <li>➤ Preparation of Bidding Documents – February 22 - March 15, 2021</li> <li>➤ Pre-bid Conference - March 3, 2021; 10:00 AM</li> <li>➤ Submission of Bids - March 15, 2021; 9:00 AM</li> <li>➤ Opening of Bids / Presentation to BAC of the Result of Bid Evaluation - March 15, 2021; 10:00 AM</li> </ul>	The BAC approved the proposed timelines																

	<ul style="list-style-type: none"> <li>➤ Post Qualification Evaluation - March 16, 2021</li> <li>➤ BAC approves Lowest Calculated and Responsive Bid – March 17, 2021</li> <li>➤ CEB approves the BAC recommendation of LCRB - March 23, 2021</li> <li>➤ Issuance of Notice of Award - March 24, 2021</li> <li>➤ Submission of Performance Bond - March 29, 2021</li> <li>➤ Contract Preparation and Signing - April 5, 2021</li> <li>➤ Issuance of the Notice to Proceed - April 7, 2021</li> </ul>	
<p style="text-align: center;">Technical Specifications</p>	<ul style="list-style-type: none"> <li>➤ ABC: Php 6,500,617.65</li> <li>➤ Number of Guards: 21</li> <li>➤ Guards wages covered by Wage Order No. NCR 22 (COLA is integrated with the daily wages of the security guards)</li> <li>➤ Shifting of Guards: Two (2) shifts</li> <li>➤ Attached: Cost Contribution Form (should form part of the envelope for financial proposal)</li> <li>➤ Contract Duration: Nine (9) months (April to December, 2021)</li> </ul> <p>Uniform set for each guard</p> <ol style="list-style-type: none"> <li>1. White (bass jacket style) upper</li> <li>2. Blue pants</li> <li>3. Pershing cap</li> <li>4. Night stick/Truncheon</li> <li>5. Whistle</li> <li>6. Holster</li> <li>7. Medicine Kit</li> <li>8. Flashlights</li> <li>9. Service Firearm</li> <li>10. Patrol checklist/writing pen/Tickler</li> <li>11. Handcuff</li> <li>12. Hand held Radio with Holder (walkie-talkie)</li> <li>13. Tear Gas</li> <li>14. Other required uniform paraphernalia</li> </ol> <p>Equipment/Tools</p> <ol style="list-style-type: none"> <li>1. Rain Coat – at least 4 pcs</li> <li>2. Umbrella (for visitors) - at least 4 pcs</li> <li>3. Metal detector (latest) – at least 2 pcs</li> <li>4. Safety Deposit box (for firearms) – 1 box</li> <li>5. Protective vests – at least 3 vests</li> <li>6. Guard Shield – at least 10 pcs</li> <li>7. Under Chassis Mirror – at least 3 mirrors</li> </ol> <p>Additional Requirements</p> <ol style="list-style-type: none"> <li>i. One (1) Agency Emergency Vehicle (Standby)</li> <li>ii. Latest Accreditation from PNP-PNP-Security Agencies and Guards Supervision Division (PNP-SAGSD)</li> <li>iii. Must have owned or partnered with 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 supported by accreditation from PNP-SOSIA.</li> <li>iv. Agency must be in existence for at least five (5) years</li> <li>v. List of at least 5 clients with not less than 21 guards for the last five (5) years supported by a certification form the clients.</li> <li>vi. Main Office must be within Metro Manila</li> <li>vii. Authenticated photocopy of Certificate of Membership/Registration from Philippine Association of Detective and Protection Agency Operators (PADPAO) Inc.</li> <li>viii. Authenticated photocopy of Valid License to Operate (LTO) issued by PNP- Security Agencies and Guards Supervision Division (PNP-SAGSD).</li> <li>ix. Clearance from SSS that the company have no</li> </ol>	<p>The BAC instructed the Secretariat to post/ advertise the procurement according to the proposed timelines</p>

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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

- x. NTC license for hand-held radios.

*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.*

Guard Qualifications: (list of qualified guards to be submitted before the contract issuance)

1. Must have at least 3 years' 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.

Firearms (Licensed):

1. Shotgun (12 gauge) – at least three units available in the office
2. Cal. 38 or 9 mm with ammunition - for 21 guards

Agency Qualifications

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.
3. Statement of Compliance that the following additional parameters have been complied with and shall be presented and validated during post-qualification.

Stability:

1. Industry Experience (at least 5 years)
2. Organizational Set-up

Resources:

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

Other Factors

1. Recruitment and Selection Criteria

Documents to support additional set of technical parameters

- 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

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	<ul style="list-style-type: none"> <li>- Organizational set-up and CV of main company officials</li> <li>- List of licensed firearms and licenses (at least 100 licensed firearms)</li> <li>- List of licensed communication devices and licenses (at least 50 communication devices)</li> <li>- 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)</li> <li>- List of guards and licenses (at least 100 licensed guards currently employed)</li> <li>- Comprehensive Security Plan designed for government offices</li> <li>- Recruitment procedures and selection criteria</li> </ul> <p>2. Deployment Post List</p>	
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**V. ADJOURNMENT**

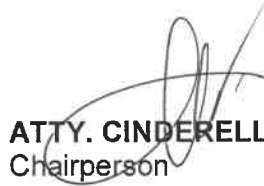
There being no other matter to discuss, the Pre-Procurement Conference was adjourned at 9:45 AM.

PREPARED BY:

APPROVED BY:



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



**ATTY. CINDERELLA FILIPINA BENITEZ-JARO**  
Chairperson

REVIEWED BY:

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



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



**ATTY. LIL FREIDA M. MILLA**  
Vice-Chair



**ATTY. RYAN L. ESTEVEZ**  
Member



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