



## MINUTES OF PRE-BID CONFERENCE

### Present were:

<b>BAC Vice-Chairman:</b>	Atty. Jessica Palisoc
<b>BAC Members:</b>	Alex Bartolome Ludwig O. Daza Engr. Floriano D. Sarmienta
<b>BAC Secretariat Head:</b>	Nilda T. Lumapak
<b>BAC Secretariat Member:</b>	Tasneem AbdulRauf Gold Mier B. Castelo
<b>End-user representative:</b>	Christopher N. Ogali
<b>Observer (COA):</b>	John Paul Valdez

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The **Pre-Bid Conference** for the **Procurement of Security Services Requirement of PEZA (PEZA-HO-2019-09)**, held at PEZA, 5<sup>th</sup> floor, PNOG Building 5, Energy Center, Rizal Drive, Bonifacio Global City, Taguig City, was called to order at 2:30 p.m. on **9 June 2019**, and was presided by BAC Vice-Chair Atty. Jessica Palisoc.

1. BAC Vice-Chair Atty. Jessica Palisoc presided the Pre-Bid Conference and introduced the present BAC members, BAC Secretariat, and Observer from COA. She acknowledged as well the attendees and representatives of interested Security Agencies including as follows:
  - a) JANTRO Security Agency
  - b) Eliteblue Security Specialist
  - c) Northcom Security and Investigation Agency, Inc.
  - d) 3i International Security Services Inc.
  - e) Renjamel Security and Investigation Agency Inc.
  - f) GLOCKE Security Agency
  - g) Best Option Integrated Security Services, Inc
  - h) SNS Security Agency & Services, Inc.
  - i) Alexis Security Agency Provider Philippine Company Incorporated
2. The BAC Vice-Chair said that the purpose of Pre-Bid Conference is to thresh out all questions or concerns of the suppliers about the Bid Data Sheet, eligibility requirements, technical specifications, and other concerns they may want to raise. She urged the security agencies to raise their concerns in the Pre-Bid Conference.
3. The questions and concerns raised by various security agencies present in the Pre-Bid Conference and the responses given by the BAC include the following:

- a) Regarding the period of the bidder's Single Largest Completed Contract (SLCC), the BAC said that the bidder should refer to page 38 of the Invitation to Bid (ITB) document which specified that:

"The bidder's SLCC similar to the contract to be bid should have been **completed within three (3) years** prior to the deadline for the submission and receipt of bids."

- b) Regarding the Net Financial Contracting Capacity (NFCC), the BAC and End-user clarified that bidders do not need to attach the contract, but only the form of NFCC.
- c) Regarding the Class B documents, the BAC reminded that (in reference to page 17 of the ITB) the Financial Bid Form and Price Schedules should be signed by the bidders.
- d) Regarding Bid Price Schedule, the BAC said the bidders should refer to page 38 of the ITB for the Bid Price Breakdown involving PADPAO and DOLE rates.

Xxx Additional Financial Requirements:

- a) Bid Price Breakdown (see Annex E)

Note: In the evaluation of the bids, the BAC shall strictly enforce the PADPAO rates for Amounts Due to the Guards and Amounts Due to the Government.

Per DOLE Department Order No. 150-16 dated 09 February 2019 the minimum administrative fee allowed is twenty percent (20%) of the total amount due to the guards and to the government. Any amount lower than the minimum prescribed percentage shall be disqualified.

- b) Add-Ons, if any (see Annex F)

Note: In case two or more bidders are determined to be the Lowest Calculated Bids, the BAC shall award the Contract to the bidder who garnered the most points using the Add-Ons Form.

- e) The BAC-Vice Chair reminded the bidders to properly follow the prescribed forms provided in the bidding documents.

- f) The longest discussion in the Pre-Bid Conference was about the Additional Technical Document (requirement) found at page 37-38 of the ITB that requires the bidder to submit a "Notarized undertaking that the guards to be assigned to the project have the following minimum qualifications" that include "Completion of two (2) years college studies." The bottom line was that majority of the security agencies present requested that this requirement be lowered to high school graduates and/or the 2 year college studies be substituted for equivalent training in customer service, communications, or other trainings.

- The BAC and the End-user explained that the "completion of two (2) years college studies" requirement is similarly required by other government agencies and this is because PEZA, as an investment promotion agency,



needs competent guards who can communicate well to investors when receiving them in the premises.

- The reasons shared by the security agencies for their appeal to remove the said requirement of "completion of two (2) years college studies" for guards to qualify are as follow: (1) It is rare to hire 100 guards who finished at least 2 years of college studies since in reality, most are just high school graduates. For those who finished at least 2 years in college, they would choose other employment opportunities like enter the military; (2) It is not required in the standards of "SOCIA" (the rules and standard for hiring guards) to finish at least 2 years in college studies; and (3) It is not necessary to finish 2 years in college in order for guards to have good communication skills, amongst others.
- The BAC Vice-Chair said that in view of the concerns raised regarding the requirement of "completion of two (2) years college studies" of the guards, the BAC will convene, discuss the matter, and address it through issuing a Supplemental Bid Bulletin before the deadline of the submission of bids.

4. The BAC reminded about the deadline of the submission of bid as indicated in the Bidding Documents at page 39.

The address for submission of bids is BAC Secretariat, 5th Floor, Building 5, DOE-PNOC Complex, Energy Center, Rizal Drive, Bonifacio Global City, Taguig. **The deadline for submission of bids is 11:00 a.m. of 22 July 2019.**

The BAC reminded about the proper submission of bids that it should be signed, sealed, and properly labelled. In one envelope, both original technical and financial envelopes should be inside, ass well as the envelope containing the photocopies.

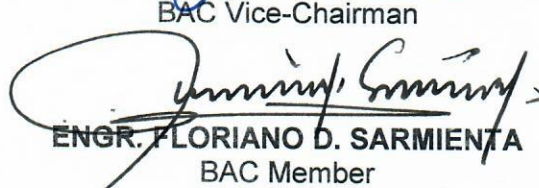
5. Some bidders inquired regarding the payment of the bidding documents which cost P25,000. The BAC and the End-user responded that all interested bidders should pay the amount in order to buy the bid documents and submit their bids.

There having no other remaining topics for discussion, the Pre-Bid Conference was adjourned at 3:14PM.

(on official meeting)  
**TERESO O. PANGA**  
BAC Chairman

  
**ATTY. JESSICA PALISOC**  
BAC Vice-Chairman

  
**LUDWIG O. DAZA**  
BAC Member

  
**ENGR. FLORIANO D. SARMIENTA**  
BAC Member

  
**ALEX G. BARTOLOME**  
BAC Member