

**BIDS AND AWARDS COMMITTEE-TESDA Central Office**

**PRE-BID CONFERENCE  
PROVISION OF SECURITY SERVICES REQUIREMENTS FOR THE TESDA  
CENTRAL OFFICE FOR FY 2020**

22 November 2019, Friday, 1:00 P.M.  
AS Conference Room, 2<sup>nd</sup> Flr, TESDA Admin Bldg.  
East Service Road South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City

**ATTENDANCE: Attendance Sheet attached (Annex A)**

**Present:**

***Bids and Awards Committee:***

DDG Mariano Michael M. Velarde, Jr.	Chairperson (ODDG-CLGUS)
Atty. Marichelle D. De Guzman	Member (ODG – TBS)
Mr. Renato L. Geron	Member (TESDA-ACE)
Ms. Armela B. Gutierrez	Provisional Member – Technical Expert (AS)

***Technical Working Group:***

Ms. Regina S. Teoco	Member
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***BAC Secretariat:***

Ms. Maria Gracia P. Dela Rama	Head
Ms. Arcadia Creselda P. Balinas	Member
Ms. Jela Mae A. Arcano	Member

***Observer/s:***

None

***Prospective Bidders:***

Mr. Claudio P. Estalilla	3i International Security Services, Inc.
Ms. Marifi Pangilinan	Variance Security Agency Corp.
Mr. Ronald R. Ulanday	Benjamel Security Agency

***Others:***

Ms. Melisande C. Centeno	Procurement Division Staff
Ms. Rosa M. Ponce	Procurement Division Staff
Mr. Jose Ponciano E. Malonzo	ODDG-CLGUS

**Absent:**

***Bids and Awards Committee:***

Dir. Ma. Magdalena P. Butad	Member (FMS)
Dir. Adzhar A. Albani	Provisional Member – End-User (AS)

***Technical Working Group:***

Mr. Roy Louie P. Mingaracal	Chairperson
Mr. Michael William H. Del Rosario	Member
Ms. Milee G. Manlapaz	Member

***BAC Secretariat:***

Atty. Jan-Michael P. Jaro	Member
Mr. Joseph Allen L. Simon	Member
Mr. Alric G. Subido	Member

# MINUTES OF THE MEETING

## A. CALL TO ORDER

The Pre-Bid Conference started at 1:20 PM as presided by DDG Mariano Michael M. Velarde, Jr., BAC Chairperson.

Upon query from DDG Velarde, Ms. Ma. Gracia Dela Rama, Head of the BAC Secretariat, confirmed the presence of a quorum with four (4) out of six (6) members of the BAC in attendance.

DDG Velarde opened the Pre-Bid Conference for the Provision of Security Services Requirements for the TESDA Central Office for FY 2020.

The BAC Secretariat acknowledged the members of the BAC, the Technical Working Group (TWG), and the representatives from the three (3) interested bidders/companies namely (1) 3i International Security Services, Inc., (2) Variance Security Agency Corp., and (3) Benjamel Security Agency.

## B. PRESENTATION / DISCUSSION

ISSUES/ CONCERNS	DISCUSSION/ AGREEMENTS
1. <b>Letter to Observers</b>	<p>Ms. Arcadia Creselda P. Balinas presented the proofs of receipt of the invitation letters being sent out to the five (5) observers namely:</p> <ol style="list-style-type: none"><li>1. Philippine Jesuit Prison Service (November 15, 2019)</li><li>2. Philippine Institute for Supply Management (November 15, 2019)</li><li>3. Philippine Chamber of Commerce and Industry (November 15, 2019)</li><li>4. Reallife Foundation Inc. (November 15, 2019)</li><li>5. Commission on Audit (November 15, 2019)</li></ol> <p>The BAC noted the absence of the observers in the pre-bid conference.</p>
2. <b>Publication of the Invitation to Bid</b>	<p>Ms. Balinas informed that the Invitation to Bid (ITB) was posted at the Philippine Government Electronic Procurement System (PhilGEPS) website and TESDA website on November 14, 2019. Said ITB was also posted on the bulletin board near the TESDA Gate 1, which is the place reserved for the posting of notices and information relative to the procurement activities.</p> <p>Likewise, Ms. Balinas mentioned that there were four (4) interested bidders who viewed the agency posting in PhilGEPS for this procurement:</p> <ol style="list-style-type: none"><li>1. Variance Security Agency Corporation</li><li>2. Best Option Investigation and Security Services Incorporated</li><li>3. Northcom Security and Investigation Agency Incorporated</li><li>4. Benjamel Security Agency.</li></ol>

ISSUES/ CONCERNS	DISCUSSION/ AGREEMENTS
<p><b>3. Presentation of the Requirements of the Bidding Documents</b></p>	<p>Ms. Dela Rama explained the purpose of the pre-bid conference is to clarify and address bidder's questions on the different aspects of the procurement at hand and for the bidders to fully understand the requirements (Technical and Financial). She highlighted that any statement issued during the meeting shall not modify the terms in the Bidding Documents unless the same is specifically identified in writing and as amendment and as issued through Supplemental Bid Bulletin.</p> <p>Likewise, she emphasized that this procurement proceeding is an early procurement activity of TESDA Central Office with reference to the Government Procurement Policy Board (GPPB) Circular No. 06-2019 dated July 17, 2019.</p> <p>Ms. Dela Rama explained that the General Appropriations Act (GAA) is usually approved within the last week of December which will be effective by January 2 of the succeeding year. However, there were cases of the late approval of the GAA. Hence, the need to extend the validity of the bid securities beyond one hundred twenty (120) calendar days prior to their expiration, if the funding source for the procurement project has yet to be approved and made effective.</p> <p>She likewise emphasized that with the pending approval and effectivity of the GAA, the fifteen-day (15-day) period for the HoPE to approve the Resolution of the BAC and the three (3) months period to issue the Notice of Award (NOA) shall be tolled or suspended as provided under Section 37 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.</p> <p>Ms. Balinas presented the Schedule of Requirements and Technical Specifications for this procurement. The manpower requirements totaled to 94 personnel consisting 88 Security Guards, 5 Security Officers and 1 Detachment Commander for the contract duration of 12 months covering the period of January 1, 2020 to December 31, 2020 with an Approved Budget for the Contract (ABC) amounting to Twenty-Eight Million Two Hundred Six Thousand Four Hundred Eighteen Pesos and 32/100 (Php28,206,418.32).</p>
<p><b>4. Deadlines</b></p>	<p>Ms. Dela Rama explained that this item on deadlines was intended mainly for the information of the bidders.</p>
<p><b>a. Submission of Request for Clarification</b></p>	<p>Ms. Dela Rama cited that any request for clarification on the part of the bidders after the pre-bid conference should be done in writing and be submitted to the BAC for at least ten (10) calendar days before the bid opening. She added that, based on the calendar at hand, the Bid Opening for this procurement is December 4, 2019 at 1:00 pm.</p>

ISSUES/ CONCERNS	DISCUSSION/ AGREEMENTS
<b>b. Issuance of Bid Bulletin</b>	Ms. Dela Rama reported that the issuance of bid bulletin/s, if any, should be at least seven (7) calendar days before the conduct of the bid opening which will fall on November 27, 2019.
<b>5. Question and Answer</b>	<p>DDG Velarde asked the Committee members for any questions or clarifications that they wished to raise at the moment.</p> <p>Ms. Marifi Pangilinan of Variance Security Agency Corp. mentioned that they will submit their updated Audited Financial Statements (AFS) since the AFS under their PhilGEPS Certificate of Registration was not updated.</p> <p>Mr. Claudio P. Estalilla of 3i International Security Services, Inc. asked for a copy of the Bidding Documents as they have difficulty downloading the file from the PhilGEPS website. He requested, if possible, to receive the copy via e-mail.</p> <p>Ms. Dela Rama informed that Mr. Estalilla can download the Bidding Documents from the TESDA website.</p> <p>Ms. Pangilinan commented that the ABC did not cover the changes in the Social Security System (SSS) remittance rate based on Wage Order No. NCR-22 effective on November 22, 2018. As per their calculation, it was based on the old SSS remittance rate amounting to Php1,178.75 as against the new SSS remittance rate amounting Php1,480.00. Hence, the ABC should be Php28,541,000. She mentioned that their company already sent a letter to TESDA relative to wage adjustments.</p> <p>Ms. Armela B. Gutierrez mentioned that her concern is subject to the review of the Accounting Division of TESDA.</p> <p>With regards to the requirement that the K-9 should be owned by the security agency, Mr. Estalilla asked if their security agency can enter into a Memorandum of Agreement with another security agency.</p> <p>Ms. Gutierrez replied that the query of Mr. Estalilla cannot be granted and explained the reason why TESDA required that the K-9 and the motor vehicle should be owned by the security agency.</p> <p>Ms. Pangilinan asked for clarification on the possibility that they will issue a Certificate of Employment to each personnel for compliance with the requirement on the personnel's experience. Also, if there is a need to submit the list of names of the security guards with NC II.</p> <p>Ms. Gutierrez replied yes. She added that the list of names should be attached to all pertinent requirements.</p>

ISSUES/ CONCERNS	DISCUSSION/ AGREEMENTS
	Upon review of the cost breakdown, DDG Velarde stressed that the BAC will issue a bid bulletin to address the concern of Ms. Pangilinan about the adjustment of the wage cost breakdown. All members were in agreement with this.

**C. ADJOURNMENT**

There being no other matters to be discussed, the meeting adjourned at 1:52 p.m.

**Prepared by:**



**ROSA M. PONCE**

Minutes Officer

**Reviewed by:**



**MARIA GRACIA P. DELA RAMA**

Head, BAC Secretariat

**Approved by:**



**DDG MARIANO MICHAEL M. VELARDE, JR.**

BAC Chairperson