

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

**PRE-BID CONFERENCE**

**Provision of Security Services Requirements for the  
TESDA Central Office for FY 2020 - Rebidding**

16 June 2020, Monday, 1:00 p.m.

AS Conference Room, 2/F TESDA Admin Bldg.

East Service Road South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City

**Present:**

***Bids and Awards Committee:***

DDG Lina C. Sarmiento

Dir. David B. Bungallon

Atty. Marichelle D. De Guzman

Mr. Renato L. Geron

Ms. Armela B. Gutierrez

Chairperson (ODDG-TESDO)

Vice-Chairperson (NITESD)

Member (ODG-TBS)

Member (TESDA-ACE)

Provisional Member - Technical Expert  
(GSD-AS)

***Technical Working Group (TWG):***

Mr. Roy Louie P. Mingaracal

Ms. Ma. Bellinda G. Almarinez

Ms. Rachel Grace M. Dela Cruz

Chairman (GSD-AS)

Member (IAS)

Member (AD-FMS)

***BAC Secretariat:***

Ms. Maria Gracia P. Dela Rama

Ms. Arcadia Creselda P. Balinas

Ms. Jela Mae A. Arcano

Head (PD-AS)

Member (PD-AS)

Member (PD-AS)

***Observer/s:***

None

***Prospective Bidders:***

Ms. Imelda T. Vier

Ms. Marifi P. Biala

Mr. Rolando I. Ignacio

Mr. Arnel O. Lumapas

Ms. Gladys G. Bernal

Ms. Marilyn Orcenas

Envision Security Inc.

Variance Security Agency Corporation

Envisage Security Agency

Envisage Security Agency

Militant Security Services

Militant Security Services

***Others:***

Ms. Rosa M. Ponce

Melisande C. Centeno

Minutes Officer (PD-AS)

Administrative Officer II (PD-AS)

**Absent:**

***Bids and Awards Committee:***

Dir. Ma. Magdalena P. Butad

Dir. Adzhar A. Albani

Member (IAS)

Provisional Member – End-user (AS)

***BAC Secretariat:***

Atty. Jan Michael P. Jaro

Mr. Joseph Allen L. Simon

Mr. Alric G. Subido

Member (ODG)

Member (PD-AS)

Member (GSD-AS)

# MINUTES OF THE MEETING

## A. CALL TO ORDER

There being a quorum with five (5) out of seven (7) members of the BAC in attendance, DDG Lina C. Sarmiento, BAC Chairperson, convened the meeting at 1:17 p.m.

She welcomed everyone present to the Pre-bid Conference for the Provision of Security Services Requirements for the TESDA Central Office for FY 2020 – Rebidding.

Ms. Maria Gracia P. Dela Rama, Head of the BAC Secretariat, cited four (4) prospective bidders present namely: Militant Security Services, Variance Security Agency Corporation, and Envision Security Inc. with its sister company, Envisage Security Agency. Moreover, she informed the Committee about the other Security Service providers who viewed the agency posting in PhilGEPS website for this procurement:

1. Variance Security Agency Corporation
2. Red Bird Security Agency and Service
3. Hacket Security Agency
4. ICT Security and Investigation Agency Inc
5. Envision Security Agency
6. TCO Security Agency

## B. PRESENTATION/DISCUSSION

ISSUES/ CONCERNS	DISCUSSION/AGREEMENTS
<b>a. Letter to Observers</b>	<p>Ms. Dela Rama presented the proof that invitation letters were emailed to the following observers:</p> <ol style="list-style-type: none"><li>1. Philippine Chamber of Commerce and Industry (8 June 2020)</li><li>2. Philippine Institute for Supply Management (8 June 2020)</li><li>3. Philippine Jesuit Prison Service (8 June 2020)</li><li>4. Reallife Foundation Inc. (8 June 2020)</li></ol> <p>Likewise, the copy of the invitation letter to the Commission on Audit (COA) was received by their office on 8 June 2020.</p> <p>The BAC noted the absence of the observers in the Pre-bid Conference.</p>
<b>b. Publication of the Invitation to Bid</b>	<p>Ms. Dela Rama informed that the Invitation to Bid (ITB) was posted at the PhilGEPS and TESDA websites on 8 June 2020. Furthermore, the ITB was also posted by the BAC Secretariat 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>

ISSUES/ CONCERNS	DISCUSSION/AGREEMENTS
<p><b>c. Presentation of the Requirements of the Bidding Documents</b></p>	<p>DDG Sarmiento welcomed the prospective bidders and reminded them to observe the social distancing as one of the minimum health standard protocol during this General Community Quarantine (GCQ).</p> <p>She added that the purpose of the meeting was to give an opportunity to the prospective bidders to seek clarifications should they have concerns regarding the whole bidding process including the bidding documents.</p> <p>DDG Sarmiento called the BAC Secretariat for the presentation of the General Requirements for this particular procurement.</p> <p>Ms. Dela Rama emphasized that any discussion/agreement during this Pre-bid Conference shall not modify the terms in the Bidding Documents unless the same is specifically identified in writing and as amended and issued through a Supplemental Bid Bulletin.</p> <p>Ms. Dela Rama proceeded the presentation and highlighted the following:</p> <p><b><u>BIDDER’S ELIGIBILITY (Legal, Technical and Financial)</u></b></p> <p><b>a. Class “A” Documents</b></p> <p><b><u>Legal Documents</u></b></p> <ul style="list-style-type: none"> <li>● A valid PhilGEPS Certificate of Registration (Platinum Membership) shall be submitted including the updated list of eligibility documents as stated in Annex “A”. She emphasized that if the eligibility requirements stated in Annex “A” are not updated, the bidder shall submit together with the Certificate, the certified true copies of the updated eligibility documents.</li> </ul> <p><b><u>Technical Documents</u></b></p> <ul style="list-style-type: none"> <li>● Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid shall refer to any contract for the provision of Security Services. Refer to Annex E of the Bidding Documents for the form to be used.</li> <li>● For the Statement of All On-Going and Awarded but not yet Started Contracts, Ms. Dela Rama said that the bidders shall use the form attached as Annex E-1 in the Bidding Documents. She likewise said that the total amount of the outstanding contracts as stated in this form shall be used in the computation of NFCC.</li> </ul>

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	<p data-bbox="639 264 967 297"><b><u>Financial Documents</u></b></p> <ul data-bbox="639 338 1027 371" style="list-style-type: none"> <li data-bbox="639 338 1027 371">• <b>Computation of NFCC</b></li> </ul> <p data-bbox="687 409 1481 734">Ms. Dela Rama said that in the computation of NFCC, the Current Assets and Current Liabilities shall be based on the latest Audited Financial Statements submitted by the bidder and the value of all the outstanding contracts shall be based on the total amount indicated in the Statement of On-going Contracts Awarded but not yet started contracts (Annex E-1). She stressed that any understatement/undisclosed contracts would be a ground for disqualification.</p> <p data-bbox="687 775 1481 920">In case the bidder opts to submit a Committed Line of Credit (CLC) from a universal or commercial bank in lieu of NFCC, it must be at least equal to 10% of the Approved Budget for the Contract (ABC) to be bid.</p> <ul data-bbox="639 958 1481 1462" style="list-style-type: none"> <li data-bbox="639 958 1082 992">• <b>Forms of the Bid Security</b> <ul data-bbox="719 1025 1481 1462" style="list-style-type: none"> <li data-bbox="719 1025 1481 1171">➤ Cashier's/Manager's Check, Bank Draft/ Guarantee, or Irrevocable Letter of Credit equivalent to 2% of the ABC amounting to <b>Php 197,485.84.</b></li> <li data-bbox="719 1211 1481 1357">➤ Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission equivalent to 5% of the ABC amounting to <b>Php 493,714.60.</b></li> <li data-bbox="719 1391 1481 1462">➤ Bid Securing Declaration following the format under Annex I of the Bidding Documents.</li> </ul> </li> </ul> <p data-bbox="592 1503 978 1536"><b>b. Class "B" Documents</b></p> <ul data-bbox="639 1576 1481 1686" style="list-style-type: none"> <li data-bbox="639 1576 1481 1686">• Joint Venture Agreement (JVA), if applicable, the bidder should refer to Annex G of the Bidding Documents for the sample format of the JVA.</li> </ul> <p data-bbox="536 1727 1481 1977">Ms. Dela Rama reminded the prospective bidders that pursuant to Amended Rule II, Section 12(a) of 2004 Rules of Notarial Practice, the identification to be presented should be the current identification issued by an official agency bearing the photograph and signature of the individual such as but not limited to passport, driver's license, PRC ID, GSIS or SSS ID, etc. She emphasized that use of the cedula is not acceptable.</p>



ISSUES/ CONCERNS	DISCUSSION/ AGREEMENTS
	<p><b><u>DOCUMENTS REQUIRED DURING THE BID OPENING:</u></b></p> <p>a. The first envelope shall contain the following:</p> <ol style="list-style-type: none"> <li>1. Authority of Signatory or Secretary Certificate</li> <li>2. PhilGEPS Certificate of Registration (Platinum Membership)</li> <li>3. Statement of Single Largest Completed Contract (SLCC)</li> <li>4. Statement of all On-going including Awarded but not yet started Contracts</li> <li>5. NFCC or Committed Line of Credit (CLC)</li> <li>6. Joint Venture Agreement (JVA), if applicable</li> <li>7. Bid Security</li> <li>8. Statement of Compliance with the Delivery Schedule (Section VI)</li> <li>9. Statement of Compliance with the Technical Specifications (Section VII)</li> </ol> <p>The following are the forms of the Affidavit of Undertakings to be attached as reference/evidence in the requirements under Section VII:</p> <ol style="list-style-type: none"> <li>a. Affidavit of Undertaking for the Requirement that all Security Personnel to be deployed in TESDA must be a holder of valid Security Services NC II Certificate (Annex J of the Bid Documents);</li> <li>b. Affidavit of Undertaking for the Requirement that all Security Personnel to be deployed in TESDA must have undergone and passed the required Neuro-Psychiatric Examination and Drug Test (Annex K of the Bid Documents); and</li> <li>c. Affidavit of Undertaking for the Requirement that the Security Guards to be deployed shall have full coverage of Medical and Risk Insurance by the Security Agency (Annex L of the Bid Documents)</li> </ol> <p>10. Omnibus Sworn Statement.</p> <p>b. The second envelope shall contain the financial component (Annex "A" of the Bidding Documents). She reminded the prospective bidders to provide a Price Schedule.</p> <p>Ms. Dela Rama said that the bidders shall submit one (1) original and three (3) copies of the said requirements.</p> <p><b><u>DOCUMENTS TO BE SUBMITTED BY THE LOWEST CALCULATED BIDDER FOR POST QUALIFICATION PURPOSES</u></b></p>

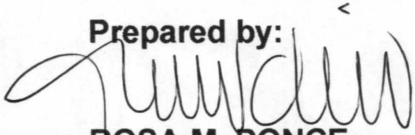
ISSUES/ CONCERNS	DISCUSSION/ AGREEMENTS
	<p>a. Proof of completion of the single largest completed contract which shall be a copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion.</p> <p>b. Audited Financial Statement for 2018 and 2019 as bases for the computation of paid-up capital of at least Php 5,000,000.00.</p> <p>c. Latest Annual Income Tax Returns (BIR Form 1701 or 1702) as filed through the Electronic Filing and Payment System (eFPS).</p> <p>d. Either of the following:</p> <ul style="list-style-type: none"> <li>• Value Added Tax Returns (Forms 2550M and 2550Q) covering the previous six (6) months as filed through eFPS; or</li> <li>• Percentage Tax Returns (Form 2551M) covering the previous six (6) months as filed through eFPS.</li> </ul> <p>e. Valid and updated PhilGEPS Certificate of Registration (Platinum Membership) including the updated list of eligibility documents as stated in Annex "A" of said Certificate of Registration.</p> <p>Ms. Dela Rama reminded also the prospective bidders of the common reasons for disqualification observed during Bid Opening, during the submission of additional documents by the Lowest Calculated Bidder and post-qualification stage.</p> <p>Likewise, she gave the following contact details of the BAC Secretariat:</p> <ul style="list-style-type: none"> <li>➤ Email address: bacsecretariat@tesda.gov.ph</li> <li>➤ Telephone Number: (02) 8893-8296</li> </ul>
<p><b>d. Presentation of the Schedule of Requirements and the Technical Specifications</b></p>	<p>DDG Sarmiento called the TWG members for the presentation of Section VI - Schedule of Requirements and Section VII - Technical Specifications of the Bidding Documents.</p> <p>The TWG presented the manpower requirements, the delivery period, the scope of work, and other key aspects of the items described in Section VI - Schedule of Requirements.</p> <p>Likewise, they presented the contents of Section VII - Technical Specifications such as the Qualifications of the Security Agency and Security Personnel, Comprehensive Security Plan, Postings of Performance and Wage Securities, Medical and Risk Insurance, and Equipment to be provided by the security agency.</p>

<b>ISSUES/ CONCERNS</b>	<b>DISCUSSION/ AGREEMENTS</b>
<b>e. Submission of Request for Clarification</b>	Further, Ms. Dela Rama said that any request for clarification should be made in writing and submitted to the BAC at least ten (10) calendar days before the deadline for the submission of bids. Since the Bid Opening for this particular procurement is scheduled on 30 June 2020, the deadline for any written request for clarification would be on 20 June 2020.
<b>f. Issuance of Bid Bulletin</b>	Ms. Dela Rama likewise said that any supplemental/bid bulletin shall be issued at least seven (7) calendar days before Bid Opening which will fall on 23 June 2020.
<b>g. Deadline on the Submission of Bids</b>	<p>Ms. Dela Rama announced that the deadline for the submission of the bid is on 30 June 2020 at 1:00 pm.</p> <p>Bid Opening will be on the same date at 1:15 pm at AS Conference Room, 2<sup>nd</sup> Floor, TESDA Administration Building, Taguig City.</p>
<b>h. Question and Answer</b>	<p>DDG Sarmiento opened the floor for the bidders' questions and clarifications.</p> <p>Ms. Marifi Biala of Variance Security Agency Corporation raised a concern about the submission of a valid License to Operate (LTO) issued by PNP-SOSIA. She showed to the BAC a copy of the Memorandum dated 3 June 2020 issued by PNP-SOSIA on the processing of permits and licenses during the GCQ period. In the said memorandum, it stated that, among others, the validity of SOSIA issued permits and licenses with expiry date from 15 March 2020 to 30 May 2020 is extended until 30 July 2020.</p> <p>DDG Sarmiento replied that the bidding documents to be submitted by the bidders during Bid Opening shall be subject to further verification during post qualification process.</p> <p>Nonetheless, the BAC Chairperson stressed that it will not be an issue as long as the prospective bidder can prove its license is valid for the entire duration of the contract which is until December 2020.</p> <p>Another query raised by Ms. Biala was on the submission of Certificate of Not Blacklisted by PNP-SOSIA. She said that the agency issuing the aforementioned certificate is PADPAO and not the PNP-SOSIA.</p> <p>Atty. De Guzman responded that the BAC will verify with the PNP-SOSIA and shall issue a Supplemental Bid Bulletin whenever applicable.</p>

**ADJOURNMENT**

There being no other matters to be discussed, the meeting adjourned at 2:21 p.m.

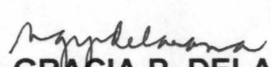
Prepared by:



**ROSA M. PONCE**

Minutes Officer

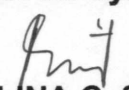
Reviewed by:



**MARIA GRACIA P. DELA RAMA**

Head, BAC Secretariat

Approved by:



**DDG LINA C. SARMIENTO**

BAC Chairperson