

PRIVATIZATION AND MANAGEMENT OFFICE
Bids and Awards Committee
4th Flr. PMO Bldg. 104 Gamboa St., Legaspi Village, Makati City
09 November 2023, 10:00 AM

Pre-Bidding Conference
Provision of Security Services in PMO Assets CY 2024
(Early Procurement Activity)
Solicitation No. PMO-01-2024

ATTENDEES:

BIDS AND AWARDS COMMITTEE

ATTY. CARLO C. TABALOC (CCT), Chairperson
MARIA LIRIO A. ZABALA (MLAZ), Vice-Chairperson
AARON C. SANCHEZ (ACS), Member
CARLA S. DEL PRADO (CDP), Member
RITOREY T. DIARON (RTD), Asst. Head, TWG
JAN RAJAH I. LUMABAO (JRIL), TWG
MELISSA MEI LIN MONTEROSO (MMLM), TWG
ANGELO N. DALISAY (AND), TWG
A C BERNADETTE M. DUCUSIN (ABMD), TWG
GINA P. VALDEZ (GPV), Head Secretariat
MARGARITA F. TACTO, Member Secretariat
BERNADETTE D. ARIAS, Member Secretariat
STEPHANIE CLAIRE S. DE LEON, Member Secretariat
RAVIN RAVIZ, Member Secretariat

REPRESENTATIVES OF END-USER UNIT

DEIN T. LOPEZ, CAO
MAJEN S.T. TONG (MSTT), SAO
MARITES M. NATIVIDAD, AO V
NOREEN ANTONIO, AO V
LITO PADUA, AO III
JOHN PATRICK FAJARDO, AO III
ANGELI TAMAÑO, EA II

REPRESENTATIVES OF PROSPECTIVE BIDDERS:

SHEEN B. BILIGAN, HR-Head - Ultra Security Services, Inc.
JACQUELYN N. ASNE, Accounting Staff - Ultra Security Services, Inc.
ROSEMARY GABATAN, President & CEO - Alexis Security Agency Provider Phils., Co., Inc.
JOEL P. PEREZ, Marketing Officer - Alexis Security Agency Provider Phils., Co., Inc.
MARIA CRISTINA NAYON, Admin. Staff - Alexis Security Agency Provider Phils., Co., Inc.
NELADIO N. DIMAANO, Operations Manager - D'Arm Security Specialist Investigation Agency
ROGER EMATA, Account Officer - D'Arm Security Specialist Investigation Agency
NENITO A. HERNANDEZ, Operations Manager - Canes Corso Security Services, Inc.
CRIS ESPINOSA, Operations Manager - Blue Cavalier Security Agency
DENNIS MESCALLADO, Authorized Representative - Hackett Security Agency (Via Zoom)

Minutes of the Meeting

- 1. The meeting was called to order at exactly 10:02 A.M. presided by the BAC Chairperson, Atty. Carlo C. Tabaloc.
- 2. To begin with, the Head Secretariat introduced the members of the PMO Bids and Awards Committee, representatives from the End User unit, and the representatives of the prospective bidders.
- 3. The End-User unit discussed important information on the invitation to bid, asset details, security deployment and required equipment for the procurement of the Provision of Security Services in PMO Assets CY2024. In addition, the BAC Secretariat discussed the procurement procedure and guidelines for the submission of the bids.
- 4. Clarifications raised by the prospective bidders and the response of the PMO-BAC are as follows:

PROSPECTIVE BIDDERS' CLARIFICATIONS	PMO-BAC RESPONSE
Mx. J. Perez: In Single Largest Completed Contracts (SLCC) if we bid on one lot only, what would be the SLCC? Is this for the whole contract or per lot?	CCT: Since the award is per lot, the SLCC is 50% of ABC per lot.
Mx. J. Perez: What reference number will be used if suppose we are to bid for only one lot, since you said this project with three lots is identified as PMO-01-2024?	CDP: You may label your bid as PMO-01-2024-A for Lot 1, PMO-01-2024-B for Lot 2, and PMO-01-2024-C for Lot 3. This was stated in the Invitation to Bid where each lot was clearly identified.
Mx. J. Perez: Do we need to prepare 3 Bid Security if we will submit bid for 3 lots?	CDP: Yes.
Mx. J. Perez: If we submit bids for the 3 lots, do we need to submit separate eligibility and technical documents for each lot?	MMLM: We require the submission of one (1) Technical envelope. If you opt to submit bids for Lots 1, 2 & 3 you need to sign the corresponding documents for each lot.
Mx. D. Mescallado: For the list of all ongoing government and private contracts, do we need to attach supporting documents?	CCT: No. The supporting documents will be presented during post-qualification.
Mx. D. Mescallado: Are you going to provide templates for the Financial Proposal?	GPV: Yes, you can download the excel file of the Price Schedules (Form 7) from the PMO website at www.pmo.gov.ph
Mx. J. Asne: Regarding the agency fees, do you use DOLE rate or PADPAO rate?	MSTT: The ABC for this procurement project was computed based on 24% agency fee.
Mx. J. Asne: Is there a deadline for the site inspection?	MSTT: You can inspect the area until the deadline for submission of bids. And you can request a gate pass for the site inspection.

Mx. J. Perez: Is the site inspection mandatory?	CCT: No, site inspection is not mandatory.
Mx. J. Perez: Do we still need to password-protect the USB drive?	CCT: No, considering that the USB will be included in a sealed bid envelope, the password will not be needed.


5. The BAC Chairperson emphasized that documents under 1.7 and 1.8 of Annex A, Detailed Specifications are required at the point of submission of bids. Also, reiterated that the deadline for submission of requests for clarification is on 14 November 2023, 5:00 PM.
6. There being no other matters to be discussed, the meeting was adjourned at 11:34 A.M.


Prepared by:


MARGARITA F. TACTO
Member Secretariat


GINA P. VALDEZ
Head, BAC Secretariat


Approved by:


ATTY. CARLO C. TABALOC
Chairperson


MARIA LIRIO A. ZABALA
Vice-Chairperson


AARON C. SANCHEZ
Member


CARLA S. DEL PRADO
Member


MARITES M. NATIVIDAD
Provisional Member/End-User