



**PRIVATIZATION AND MANAGEMENT OFFICE**  
104 Gamboa Street, Legaspi Village, Makati City

**BIDS AND AWARDS COMMITTEE**

**MINUTES OF THE MEETING**

**Pre-bid Conference**

**Procurement for the Provision of Security Services for PMO Assets for CY2022**

**(PMO-02-2022 and PMO-03-2022)**

November 10, 2021 at 10:00 AM

**ATTENDANCE:**

**Present:**

Cesar Luis M. Pargas (CLMP)	BAC Chairperson
Conchita Q. Sagun (CQS)	BAC Vice-Chairperson
Ma. Lirio A. Zabala (MLAZ)	Member
Martha Jenny S.T. Tong (MJST)	Member
Rey Diaron (RD)	Technical Working Group
Atty. Carlo Tabaloc (CT)	Technical Working Group
Atty. Sherina V. Tejano (SVT)	Technical Working Group
Jan Rajah I. Lumabao (JRIL)	Technical Working Group
Shaira Mae Malapad (SMM)	Technical Working Group
Jan Evander Evangelista (JEV)	Technical Working Group
Mary Noreen A. Antonio (MNAA)	Head, Secretariat
Krismae M. Clores (KMC)	Member, Secretariat
Dante Acalain (DA)	Member, Secretariat
Toni Angeli V. Co0 (TVC)	End-user Representative
Alberto C. Reyes (ACR)	End-user Representative

**OBSERVER:**

Jerlie N. Salvador (JNS)	Representative-Commission on Audit
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**PROSPECTIVE BIDDERS:**

Rose Mary Gabatan (RMG)	Representative-Alexis Security Agency
Joel Perez (JP)	Representative- Alexis Security Agency
Marites Figurasin (MF)	Representative- V8 Security Agency
Ariel Salonga (AS)	Representative-Arviter Top of the Line Security Investigation Specialist
Maridel E. Manaligod(MM)	Representative-Celestial Security and Surveillance , Inc.

**Minutes of the Meeting:**

1. The meeting was called to order by the BAC Chairperson, Cesar Luis M. Pargas, at 10:04 A.M.

2. The BAC Chairperson introduced the members of the BAC and acknowledged the presence of the prospective bidders. The bidders were requested to introduce themselves.
3. The BAC Chairperson discussed the procurement details, bidding procedures, composition of the bids to be submitted, and the contract terms.
  - a) Procurement Project Title: **Provision of Security Services for PMO Assets for CY 2022**
  - b) Procurement Reference No.: **Lot A: PMO-02-2022 and Lot B: PMO-03-2022**
  - c) Proposed Approved Budget for the Contract (ABC): **Lot A -Php16,860,565.00 and Lot B- Php11,559,185.00**
  - d) Deadline for Submission and Receipt of Bids: **10:00 AM on November 22, 2021**
  - e) Opening of Bids: **10:00 AM on November 22, 2021 through Zoom videoconference**
  - f) Issuance of Notice of Award: **December 17, 2021**
  - g) Signing of the Contract: **December 28, 2021**
  - h) Issuance of Notice to Proceed: **December 29,2021**
4. The BAC Secretariat discussed the bid evaluation procedure, the manner of submission of bids and the components of Technical and Financial envelopes.
  - a) Manner of Submission of Bids: **Manual submission at the Ground Floor of PMO Building duly received by the BAC Secretariat. 3 certified copies of Technical and Financial components and 1 USB or password-protected link of scanned copy of the bid sealed in one (1) envelope.**
  - b) Preliminary Evaluation of Bids: **Non-discretionary "Pass/Fail" Criteria**
5. The End-User Representative discussed the Schedule of Requirements and Technical Specifications of the Project.
6. Clarifications from the BAC and Prospective bidder representatives:

Clarification	Response
1. BAC Chairperson CLMP asked the prospective bidders if they are familiar with RA 9184 and if they have or had projects with Government entities.	Mr. AS of Arviter Security Specialist and Ms. MF of V8 Security Agency both answered yes.
2. Mr. JP of Alexis Security asked why is there a need to submit a USB?	Ms. MNAA of BAC Secretariat said that since Bid-Opening is via Zoom, the content of USB or the password protected link will be used by the BAC Secretariat for screensharing for the purpose of showing it to other participants via zoom.  She further explained that if the bidders will submit a USB, it will be included inside the sealed envelope which will only be opened during the Bid-Opening. If bidders opt to

Clarification	Response
	submit password-protected cloud storage link, the bidders will only disclose the password during the Bid-Opening.
3. Mr. CLMP asked the prospective bidders if they have any problem with the submission of scanned documents?	Mr. AS of Arviter said that it will be their first time submitting softcopies if ever they submit their bid for PMO's procurement.  Ms. MF of V8 Security said that it will also be their first time and that they will just submit the hard copies.
4. Mr. AS of Arviter Security asked for clarification if they submit the hard copies of documents and USB, do they still need to send the google drive link?	Ms. MNAA explained that bidders still need to submit hard copies of their documents and that the USB or password-protected link will only be a supporting item for screensharing.  Ms. MNAA reiterated that the submission should <u>either</u> be through USB <u>OR</u> password-protected link.
5. Mr. AS of Arviter Security asked if they submit USB, is there also a need for password?	Ms. MNAA said that there is no need for password if the submission is through USB since it will be sealed inside the envelope of the bid.
6. Mr. JP of Alexis clarified if they can submit several zip folders since one (1) zip folder can only contain 25MB. They will submit Technical and Financial documents part 1, 2, 3 and so on.	Ms. MNAA said that it is okay to provide several folders, just make sure to give the passwords during the Bid-Opening.  Mr. CLMP said that the BAC will issue a Bid Bulletin to clarify the submission of USB or password-protected link.
7. Mr. JP and Ms. RMC of Alexis Security clarified that if they will buy the Bid documents, will they be provided with the complete details of the Price Schedule since there are missing items in the uploaded file in PMO Website.	Ms. MNAA said that the Price Schedule Form can be downloaded for free from the PMO website.  Ms. MJST said that the uploaded files in the PMO website is the old incomplete versions.  DPO TVC said that PMO will issue a bid bulletin and correct the files uploaded in the website. She said that the bidders need to use the correct version of the soft copy to minimize manual errors in the computation.
8. Mr. JP of Alexis Agency clarified if the computation of night differential for 12 hours is divided by 3.	Mr. ACR (End-User) corrected the statement in the document and said it should be divided by two (2). The computation in the document is correct (i.e., it is divided by 2).

Clarification	Response
9. Ms.MF of V8 Agency asked if the Agency Fee or Admin Fee is 20%? And, if it is allowed to be lower than 20%?	Mr. ACR (End-User) said that it is minimum of 20% and maximum of 24%. Lower than 20% is not allowed.
10. Ms. MF of V8 Agency clarified, since there is Lot A and Lot B, can the bidders bid to just either one of the Lots or it should be both?	Mr. ACR said that bidders can bid for Lot A, or Lot B, or for both.
11. DPOTVC asked if one bidder will bid for both lots, does the bidder have to submit the qualification documents twice in 2 separate envelope?	Atty. CCT from TWG and Mr. CLMP answered yes.
12. Mr. JP of Alexis asked for clarification on the Conformity to the Technical Specifications. If they submit bid for 1 Lot only, do they need to state compliance to the specific requirements per Lot (Lot A or Lot B) only?	Mr. CLMP: Yes. Bidders shall state conformity to the technical specifications for the particular Lot to be bid.
13. Ms. MF of V8 Agency asked for clarification if the bidder will buy separately, there are a different technical specifications?	Mr. CLMP said there is Lot A and Lot B technical specifications..
14. Mr. JP of Alexis asked if the format of submission will be based in the checklist?	Ms. MNAA said yes. The bidders are encouraged to use the provided forms to prevent errors in filling them out. She also reminded the bidders to check the notes in each form for the other supporting documents to be submitted.
15. Mr. JP of Alexis: The LTO is required for post qualification?	Mr. CLMP: Yes. Documents to be submitted during post-qualification is included in the Bidding Documents.
16. Ms. MF of V8 Agency asked if there is a need for site inspection. If the site inspection is included as a requirement for the bidding.	Mr. ACR (End-User) yes you may conduct site inspection.  Ms. MJST said that it is highly encouraged to conduct a site inspection but it is not a requirement. Bidders need to coordinate with the BAC Secretariat for the issuance of gatepasses.

Clarification	Response
17. Ms. MF of V8 Security asked if the existing guards can be absorbed or is there a need to provide new security guards?	Mr. ACR said that qualified existing guards can be absorbed.

7. The BAC Secretariat reminded the prospective bidders that requests for clarifications must be made in writing and emailed at [BAC@pmo.gov.ph](mailto:BAC@pmo.gov.ph) not later than November 12, 2021 at 12:00PM.
8. The BAC Chairperson informed prospective bidders that the Bidding Documents can be downloaded from the PhilGEPS and PMO websites for free. The Bidding Documents fee amounting to Php10,000.00 for Lot A and Php10,000.00 for Lot B must be paid before the deadline for submission and receipt of bids. It may be paid in person at the PMO office or through any electronic transfer. Coordinate with the BAC Secretariat for details.
9. There being no other matter to discuss, the meeting was adjourned at 11:21 AM.


**PREPARED BY:**

  
**KRISMAE M. CLORES**  
 BAC SECRETARIAT -MEMBER

**REVIEWED BY:**

  
**MARY NOREEN A. ANTONIO**  
 BAC SECRETARIAT- HEAD

**ATTESTED BY:**

  
**CESAR LUIS M. PARGAS**  
 CHAIRPERSON

  
**CONCHITA Q. SAGUN**  
 VICE-CHAIRPERSON

  
**MA. LIRIO A. ZABALA**  
 MEMBER

  
**MARTHA JENNY S.T. TONG**  
 MEMBER

  
**ALBERTO C. REYES**  
 END-USER