

**MINUTES OF THE PRE-BID CONFERENCE OF THE PUBLIC BIDDING OF THE MULTI-YEAR CONTRACT FOR SECURITY SERVICES CONDUCTED AT PPMC ADMINISTRATION BUILDING ON APRIL 2, 2024 AT 10:00 AM.**

**I. CALL TO ORDER**

The Pre-Bid Conference was called to order by Ms. Maria Victoria Redempta De Guzman-Soriano, Chairperson of the Bids and Awards Committee (BAC) for the Procurement of Goods at 10:00 a.m.

**II. PRAYER**

The prayer was led by Ms. Eliza M. Maconocido, Vice Chairperson of the BAC.

**III. DETERMINATION OF QUORUM AND ACKNOWLEDGMENT OF PARTICIPANTS**

Ms. Soriano requested Ms. Bandolin, Head of the BAC Secretariat, to determine the existence of a quorum. She declared the existence of a quorum.

Ms. Bandolin acknowledged the presence of the following:

**Bids and Awards Committee for the Procurement of Goods**

Chairperson : Ms. Maria Victoria Redempta De Guzman-Soriano  
Vice Chairperson : Ms. Eliza M. Maconocido  
Members : Engr. Cerila A. Corpuz  
Ms. Josefa Catherine T. Bada  
Atty. Marlou P. Pacleb  
Mr. Benny Flor N. Ordoño  
Mr. Franklin C. Villareal

**Technical Working Group**

Head : Ms. Mary Jane C. Ramos  
Members : Mr. Ronel P. Hullana  
Mr. Florante E. Panit  
Ms. Abigail Q. Peralta  
Ms. Victoria Chloe V. Pulanco

**BAC Secretariat**

Head : Ms. Charlotte C. Bandolin  
Members : Mr. Carlo S. Escalona  
Mr. Inigo T. Balagot  
Ms. Michelle A. Subala  
Mr. Dino Paolo D. Garcia

**Observers**

Ms Soriano requested Ms. Bandolin to acknowledge the observers who are present. Ms. Bandolin acknowledged the presence of the following observer:

**Rubilyn P. Cabiles                      Internal Auditor**

Ms. Soriano asked Ms. Bandolin if appropriate notices were given to the observers. Ms. Bandolin answered in the affirmative.

Ms. Soriano asked Ms. Bandolin to put on record the observers who were invited. Ms. Bandolin stated that the following observers were invited:

- Chamber of Commerce and Industry of La Union;
- Philippine Institute of Certified Public Accountants – La Union Chapter;
- Commission on Audit Regional Office I; and
- Bases Conversion and Development Authority.

**Prospective Bidders:**

Ms. Soriano requested Ms. Bandolin to acknowledge the prospective bidders present in the Pre-bid Conference.

Ms. Bandolin acknowledged the presence of the following prospective bidders:

<b>Agency/Company Name</b>	<b>Name of Attendee/s</b>
Carlomaximus Security Agency, Inc.	Marcial Lican
Superb Security and Investigation Agency, Inc.	Rowell Patricio Saliganan
Bannuar Security Agency, Inc.	Ma. Imelda O. Pablo
Linkers Security Agency	Elsie Mariano
Privilege Security and Investigation Agency	Elisio Sta. Maria
North Pacific Security Agency, Inc.	Marcelina Matas
Circa Security Agency	Dennis Mescallado
Hackett Marketing	Marjun Banigan
Maximum Security and Services Corp.	Alva De Guzman Shaira Mae Rodriguez
Saint Vincentinian Security Agency, Inc.	Maricel Rodriguez
SNS Security Agency	Cristine Cabiles Cris Mayo
Ultra Security Services, Inc.	Lecel Tolentino
Urduja Security Services, Inc.	Giselle Ramos
Superb Security and Investigation Agency, Inc.	James Laab
Ex-Bataan Veterans Security Agency, Inc.	Grace Rosario



Ms. Soriano asked Ms. Bandolin how many prospective bidders attended the pre-bid conference. Ms. Bandolin replied that fifteen (15) prospective bidders participated in the pre-bid conference. Ms. Soriano then inquired about the number of prospective bidders who purchased the Bidding Documents. Ms. Bandolin responded that only one (1) bidder, Carlomaximus Security Agency, Inc., has purchased the Bidding Documents so far.

Ms. Soriano stated that other prospective bidders may purchase the Bidding Documents until before the deadline for submission of bids on April 15, 2024 at 10:00 AM.

#### IV. DISCUSSION

Ms. Soriano presented the agenda and asked for a motion for its approval. Upon motion made by Engr. Corpuz and duly seconded by, Ms. Maconocido, the Agenda was approved.

##### 4.1 Bidding Documents

Ms. Soriano stated that the Bidding Documents are patterned from the 6<sup>th</sup> Edition of the Philippine Bidding Documents. The Bidding Documents were uploaded in the PPMC Website and PhilGEPS.

Ms. Soriano stated that the purchase of Bidding Documents can be done prior to the deadline for submission of bids. The total amount to be paid for the Bidding Documents is Twenty-Five Thousand Pesos (Php 25,000.00).

Ms. Soriano stated that what is being bid out is the Multi-Year Contract for Security Services which is a two-year contract. The Approved Budget for the Contract for the first year only is Twenty-One Million Three Hundred Twenty-Five Thousand Two Hundred Seventy-Five Pesos (₱21,325,275.00). Bids received in excess of the ABC shall be automatically rejected at bid opening.

Ms. Soriano that it is a Multi-Year Contract and is subject to an annual performance evaluation, wherein the security agency is required to at least meet a satisfactory performance rating, otherwise, it will subjected to a pre-termination.

The Bidding Documents consist of the following parts:

- Invitation to Bid;
- Instructions to Bidders;
- Bid Data Sheet;
- General Conditions of the Contract;
- Special Conditions of the Contract;
- Schedule of Requirements;
- Technical Specifications;
- Checklist of Technical and Financial Documents; and
- Bidding Forms



**4.2 Documents to be Submitted:**

Ms. Soriano requested Ms. Maconocido to discuss the Documents to be Submitted.  
Ms. Maconocido discussed the required documents to be submitted.

The following is the Summary of Documents to be submitted:

**Checklist of Technical and Financial Documents**

<b>I. LETTER OF INTENT TO PARTICIPATE</b>		Use Form 1 on Page 46
<b>II. TECHNICAL COMPONENT ENVELOPE</b>		
<b>CLASS "A" DOCUMENTS</b>		
<b>LEGAL DOCUMENTS</b>		
	a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR	
<b>TECHNICAL DOCUMENTS</b>		
	b. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; <b>and</b>	Use Form 2 on Pages 47-48
	c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; <b>and</b>	Use Form 3 on Pages 49-50
	d. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <b>or</b> Original copy of Notarized Bid Securing Declaration; <b>and</b>	Use the Applicable Form 4 on Pages 51-54
	e. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; <b>and</b>	Use Form 5 on Pages 55-60
	f. Original duly signed Omnibus Sworn Statement (OSS) <b>and</b> if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	Use the Applicable Form 6 on Pages 61-66
<b>FINANCIAL DOCUMENT</b>		
	g. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) <b>or</b> A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	Use Form 7 on Page 67
<b>CLASS "B" DOCUMENTS</b>		
	h. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence <b>or</b> duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.	Do not submit if Not Applicable
<b>III. FINANCIAL COMPONENT ENVELOPE</b>		
	i. Original of duly signed and accomplished Financial Bid Form; <b>and</b>	Use Form 8 on Pages 68-69



	j. Original of duly signed and accomplished Cost Breakdown.	Use Form 9 on Page 70
<i>Other documentary requirements under RA No. 9184 (as applicable)</i>		
	k. [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.	
	l. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.	

Ms. Soriano reiterated that bid submission shall be done manually and each Bidder shall submit one (1) original and two (2) copies of the first and second components of its Bid.

Ms. Soriano requested Mr. Odoño, Member of the BAC to discuss the Terms of Reference. Mr. Ordoño read out the Terms of Reference as follows:

**TECHNICAL SPECIFICATIONS based on GPPB Circular No. 24-2007**

**A. SCHEME OF PERSONNEL DEPLOYMENT**

POST	NO. of Guards		# of Hours per Day
	Day shift	Night Shift	
Detachment Commander	1	0	12
Asst. Detachment Commander	0	1	12
New Admin Building	1	1	24
PPFZ Gate	4	4	96
CCA	1	1	24
Holcim Gate	1	1	24
Custom Gate	1	1	24
Pier 1	1	1	24
Pier 2	1	1	24
Airport Main Gate	1	1	24
Airport Terminal	1	1	24
Airport Tower	1	1	24
North Runway 1	1	1	24
South Runway 1	1	1	24
South Runway 2	1	1	24
Global Area	1	1	24
Baywalk North	1	1	24
Baywalk Event Center Area	1	1	24
Baywalk South 1	1	1	24
Baywalk South 2	1	1	24
VOA 1	1	1	24
VOA 2	1	1	24
Ferry Terminal / Soiltech Pier	1	1	24
<b>TOTAL</b>	<b>25</b>	<b>25</b>	<b>600</b>

Note: Include at least 10 guards as relievers

1. The above initial number of guards to be deployed at PPFZ shall render twelve (12) hours duty depending on the post location or the nature of his work.
2. The guard number may be decreased or increased upon written instructions from the PPMC Management.
3. The Security Agency must deploy three (3) Lady Guards in connection with the Gender and Development Program to be posted one (1) each at the Customs Clearance Area, Administration Building and San Fernando Airport Terminal Building during day shift only.

**B. UNIFORM AND EQUIPAGE**

**Uniform (Individual):**

- |   |         |
|---|---------|
| a. Class A (white)                      | 2 set   |
| b. Polo Barong (Admin)                  | 2 sets  |
| c. Class B (Blue)                       | 3 sets  |
| d. Low cut shoes (black)                | 2 pairs |
| e. Caps (Pershing/beret, blue)          | 1 pc    |
| f. Raincoats                            | 1 set   |
| g. Rain boots                           | 1 pair  |
| h. Whistle                              | 1 pc    |
| i. Nightstick, with holder              | 1 set   |
| j. Flashlight, water proof, with holder | 1 set   |
| k. Socks, black                         | 4 pairs |
| l. Handkerchief, white                  | 6 pcs   |
| m. T shirt, round neck, white           | 2 pcs   |

Note: *Prior to deployment the Security Guards shall have the Individual Uniforms as indicated above and the agency shall provide uniform allowance as indicated in the DOLE RB1-22.*

**Equipage:**

- |   |            |
|---|------------|
| a. <u>Firearms and ammunitions</u>  |            |
| Shotguns, 12 gauge  | 2 units    |
| Pistols, cal.9mm  | 25 units   |
| Ammunitions, 12 gauge shotgun   | 30 rounds  |
| Ammunitions, cal.9mm  | 450 rounds |
| b. <u>Transportation</u> (in good running condition)  |            |
| Asian Utility Vehicle   | 1 unit     |
| Motorcycle Patrol   | 1 unit     |
| <u>Communication</u>  |            |
| Radio, base with appropriate power supply,<br>Coax cable and external antenna with<br>a gain of at least 5dbi | 1 unit     |



Radio, handheld, with battery	25 units
Radio, battery pack (reserve)	25 units
Radio, battery pack charger	25 units

c. Equipment

Computer/Laptop with printer	1 set
Metal detector	4 units
Binocular	2 units

C. Other Factors

A. Stability of the Company

1. The Agency must be in continuous operation for at least 5 years in the business. This shall be supported by License to Operate or a Certification from the PNP SOSIA that will prove the continuous operation, to be presented for verification during the Post-Qualification Inspection.
2. Organizational capability of any agency shall be based on its compliance with Appendix "A" (Organizational Structure of Private Agencies) of RA 5487 (The Private Security Agency Law). Submission of Organizational Chart by the winning bidder.
3. All key personnel and security officers and security guards must possess valid and current license duly issued by the SOSIA. List of security guards deployed per contract shall be submitted during the Post Qualification Inspection.

D. Resources

1. The Agency must provide K-9 services as needed and registered with PNP Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) in accordance with the provision of RA No. 5487.
2. The Agency must provide the Basic Airport Security Training for Security Officers/Security Guards to be conducted by PNP AVSEGROUPE or any accredited Agency or Institution as needed.
3. The Agency must provide the International Ship and Port facility (ISPS) training to be conducted by Office of the Transportation Security (OTS) for Maritime Safety or Maritime Group or any accredited agency or institution for Safety and Security to all Security Officers/Security Guards as needed.
4. The Agency must have the capability and experience in installing cabled and wireless closed circuit television camera (CCTV). The Agency must install ten (10) CCTVs broken down as follows: four (4) at the SEZ Main Gate, two (2) at the Security Operation Center and four (4) at the Poro Point Cottage without any cost to PPMC.

**SAFETY AND HEALTH REQUIREMENTS**



The Agency shall also submit a Safety and Health Program which must contain the following:

- Safety and health policy;
- Safety and Health specific duties and responsibilities;
- Safety and health protocols; and
- Required skills and training.

### **SCOPE OF SERVICES**

The agency shall undertake the following duties and responsibilities:

- a. Secure, protect and preserve the properties of BCDA/PPMC from theft, robbery, arson, other crimes and/or other forms of destruction or damage;
- b. Provide frontline services during typhoon, fires, earthquakes and other natural or man-made disasters;
- c. Prevent the intrusion of squatters and building of structures inside the property;
- d. Secure and protect all BCDA/PPMC officers, staff, VIPs and other visitors from assault, harassment, threat or intimidation;
- e. Maintain peace and order within the Property;
- f. Implement all BCDA/PPMC rules, regulations, and policies.
- g. The agency through its detachment commander, shall submit monthly security activity and/or operational reports, journal of activities and other forms as maybe necessary;
- h. Conduct training such as, but not limited to, Seaport and Airport Security, Basic First Aid, Basic Life Support, Lifeguard Training and Marksmanship Training to enhance knowledge, skills and performance of guards as needed;
- i. Conduct intelligence work, as maybe directed; and
- j. Perform other official functions as PPMC may direct.

### **QUALIFICATION OF GUARDS**

The guards to be deployed by the agency must possess the following qualifications:

- a. Of good moral character and reputation, courteous, alert and without criminal or police record;
- b. Mentally and physically fit, at least a high school graduate and priority will be La Union residents;
- c. Must have passed the neuro-psychiatric examination and standard drug test to be administered by the Security Agency or any authorized testing agency;
- d. Duly licensed, with proper clearance from the Philippine National Police (PNP), National Bureau of Investigation (NBI) and other government agencies issuing clearances for employment.

### **CONCEPT PLAN AND COMPREHENSIVE SECURITY PLAN**

Site visits and ocular inspection will be accorded to interested proponents for use as basis for security plan. Security plan should contain the security concepts and strategies to be used. In addition, the winning security agency shall submit a security plan to PPMC management for approval upon effectivity of the contract. The security plan should be comprehensive and updated.

The final Security Plan must be submitted to the PPMC Office for Zone Security and Public Safety within seven (7) calendar days upon receipt of the Notice to Proceed.





## **PERFORMANCE EVALUATION**

The Agency shall be subjected to a Performance Evaluation to determine its compliance to the provisions of the Contract, Terms of Reference, applicable laws, rules and regulations. Unsatisfactory performance of the Agency shall be the basis for the recommendation of the Agency to be subjected to blacklisting pursuant to Republic Act N0. 9184 and its 2016 Revised Implementing Rules and Regulations.

The Agency shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria.

The performance criteria to be applied shall include, among others, the following:

<b>Performance Criteria</b>	<b>Weight</b>
a. Conformity to Technical Requirements	25%
b. Timeliness in the Delivery of Services	25%
c. Behavior of Personnel (Courteous, Professional and Knowledgeable)	20%
d. Response to Complaints	20%
e. Compliance with set office policies for such services	10%
<b>Total Weight Value</b>	<b>100%</b>

The rating scale provided will be the basis of PPMC in determining the overall performance of the service provider.

<b>TOTAL WEIGHT SCORE</b>	<b>EQUIVALENT RATING</b>
91% - 100%	Excellent
86% - 90%	Very Satisfactory
80% - 85%	Satisfactory
76% - 79%	Unsatisfactory
75% below	Poor

Before the end of each year, PPMC shall conduct an assessment or evaluation of the performance of the Agency based on the set performance criteria prescribed under Technical Specifications.

Based on its assessment, the PPMC may pre-terminate the contract for failure of the Agency to perform its obligations thereon following the procedure prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated 22 December 2004.

## **DURATION OF CONTRACT**

The agency shall be contracted to provide security services to PPMC for a period of two (2) years unless the contract is sooner terminated by either party upon serving a written notice to the other party fifteen (15) days before the intended date of termination. PPMC may opt to pre-terminate the contract for reasons that may be advantageous to the government.

## **SUBMISSION OF PROOFS OF PAYMENT**



The Agency shall furnish PPMC proofs of payment made directly to the security officers/guards deployed inside the Poro Point Freeport Zone (PPFZ) and proofs of remittances to the appropriate government agencies on a monthly basis with the following schedule of submission.

Required Documents to be submitted to PPMC	Date of Submission of Documents to PPMC
1. Proofs of Payment of Salaries directly made to the contracted security officers and guards	Not later than five (5) days from release of salaries  (On or before the 5 <sup>th</sup> day and 20 <sup>th</sup> day of the month)
2. Remittances of the following: <ul style="list-style-type: none"> <li>• Social Security System and Employees Compensation contributions</li> <li>• Home Development Mutual (Pag-ibig) Fund contributions</li> </ul>	Not later than five (5) days from remittance but not later than the 25 <sup>th</sup> day of the succeeding month
3. 13 <sup>th</sup> Month Pay	Not later than five (5) days from release
4. Service Incentive Leave	Not later than five (5) days from release

**COST DISTRIBUTION**

Cost Distribution per guard, per month, twelve (12) hours duty shifts must be properly indicated.

**SECURITY MANNING SCHEDULE**

POST	NO. of Guards		# of Hours per Day
	Day shift	Night Shift	
Detachment Commander	1	0	12
Asst. Detachment Commander	0	1	12
New Admin Building	1	1	24
PPFZ Gate	4	4	96
CCA	1	1	24
Holcim Gate	1	1	24
Custom Gate	1	1	24
Pier 1	1	1	24
Pier 2	1	1	24
Airport Main Gate	1	1	24
Airport Terminal	1	1	24
Airport Tower	1	1	24
North Runway 1	1	1	24
South Runway 1	1	1	24
South Runway 2	1	1	24
Global Area	1	1	24
Baywalk North	1	1	24
Baywalk Event Center Area	1	1	24
Baywalk South 1	1	1	24
Baywalk South 2	1	1	24



POST	NO. of Guards		# of Hours per Day
	Day shift	Night Shift	
VOA 1	1	1	24
VOA 2	1	1	24
Ferry Terminal / Soiltech Pier	1	1	24
<b>TOTAL</b>	<b>25</b>	<b>25</b>	<b>600</b>

Ms. Soriano emphasized the following items in the Invitation to Bid.

- The Approved Budget for the Contract (ABC) is Twenty-One Million Three Hundred Twenty-Five Thousand Two Hundred Seventy-Five Pesos (₱21,325,275.00) for the first year only.
- For similar contract or the Single Largest Completed Contract, this should have been completed within five (5) years from the date of submission of bids.
- Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
- The complete set of Bidding Documents may be acquired starting last March 22, 2024 until before the deadline for submission of bids on April 15, 2024 at 10:00 AM. The amount of the Bidding Documents is Twenty-Five Thousand Pesos (Php 25,000.00). The Bidding Documents can also be downloaded from the website of PPMC and PhilGEPS.
- Payment of the bidding documents may also be done through bank payment; details are as follows:

Name of Bank: Landbank of the Philippines, San Fernando, La Union Branch  
Account Name: Poro Point Management Corporation  
Current Account Number: 0202021824

Upon payment, bidders are required to submit their proof of payment and email it to [ppmcbacsecretariat@gmail.com](mailto:ppmcbacsecretariat@gmail.com) in order for PPMC to issue an Official Receipt which will also be emailed to the bidder’s email address together with the Complete Set of the Bidding Documents and Issuance of Bidding Documents Form. Upon receipt of the e-mail from the BAC Secretariat, bidders are required to e-mail back the Issuance of Bidding Documents Form. Bidders may opt to pay the bidding documents directly to the cashier at the PPMC office.

- The minutes of the pre-bid conference will be posted at the PPMC website.
- For the submission of bids, the deadline is on April 15, 2024 at 10:00 am. Ms. Soriano emphasized that bidders may submit their bids earlier; bidders need not wait for April 15, 2024 to submit their bids.
- All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
- Bid opening shall immediately follow after the deadline for submission of bids at the given address in the Bidding Documents. The bid opening will also be available through



video conferencing using Zoom platform with the following details:

- Meeting ID: 786 982 3550
- Passcode : ppmc

Representatives of the bidders shall be prepared to login and are advised to be on standby at least twenty (20) minutes before the scheduled deadline and opening of bids to ensure connection to the Zoom Meeting Room. Failure to join on the set date and time shall be marked as late and shall constitute as waiver to be present for the activities that have lapsed until he/she joined the meeting. The bidder cannot question activities that were conducted in his/her absence.

To facilitate monitoring of participants entering the Zoom Meeting Room, participants must enter their Company/Agency Name and their Complete Name. Example: [Poro Point Management Corporation- Juan Dela Cruz].

The BAC-Secretariat shall proceed with the roll call to record the attendance and determine the presence of a quorum and the name of the bidders who submitted their bids. Thereafter, the BAC Secretariat shall officially announce the start of the bid opening.

- Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
- The Poro Point Management Corporation reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
- For further information, please refer to:

**MS. CHARLOTTE C. BANDOLIN**  
*Head, BAC Secretariat/ Administrative Officer*  
*Poro Point Management Corporation*  
*Gov. Joaquin L. Ortega Avenue*  
*Poro Point Freeport Zone*  
*Poro, City of San Fernando 2500, La Union*  
*Mobile Number: 09458222033*  
*Email Address: ppmcbacsecretariat@gmail.com*  
*Website: www.poropointfreeport.gov.ph*

All queries must be formally submitted in writing. Ms. Soriano reiterated that contacting the BAC Secretariat for any reason, except under the circumstances allowed by the IRR of RA 9184, is prohibited, especially after bids have been opened. Ms. Soriano stated that phone calls will not be entertained, and bidders shall direct their queries through the BAC Secretariat using the email address ppmc.bacsecretariat@gmail.com.

Ms. Soriano requested Ms. Maconocido to explain the forms in the Bidding Documents.

#### **Form 1, Letter of Intent to Participate**



The form can be found on page 46 of the Bidding Documents. Bidders may re-encode the form provided that all the information required are included.

**Form 2, Statement of all Ongoing Government and Private Contracts including contracts awarded but not yet started.**

The required data include the Business Name which would pertain to the name of the company; Business Address would pertain to the address of the company. The first column is the Name of the Contract and the Project Cost, for both Government and Private Contracts. The second column would include the following information: Owner's Name which would pertain to the person or the company the bidder contracted with; Address and Telephone Nos. of the client. The third column is the Nature of Work which describes the nature of contract. The next column would be the Bidder's Role, the Description pertains to the role of the bidder which indicates if the bidder is a contractor, sub-contractor or partner in a JV. % refers to the percentage of participation in the contract. Next column is the Date Awarded as indicated in the Notice of Award. Date Started is the date indicated in the Notice to Proceed and Date of Completion which can be seen from the Certificate of Completion. Under % of Accomplishment, Planned should be 100%; for actual, this pertains to the percentage of completion of the contract. The Value of Outstanding Works/Undelivered Portion will be based from the percentage of accomplishment. This will be the basis for computing the Net Financial Contracting Capacity. The form must be submitted with the Printed Name and Signature of the Bidder's Representative or Authorized Signatory, the designation and the date when the document has been signed.

**Form 3, Statement of Single Largest Completed Contract which is Similar in Nature to the Contract to be Bid.**

The required data include the following: Business Name which refers to the name of the company; while Business Address refers to the address of the company. The first column is the Name of the Contract which is the title of the contract, the Owner's Name refers to the principal or the person you contracted with and the address and the telephone number. The nature of work would pertain to the nature of the contract. For the Bidder's Role, this refers to the role of the bidder; it could be contractor, sub-contractor or joint venture partner. % refers to the percentage of participation. The amount at award can be seen on the Notice of Award; Amount at Completion will be based on the Certificate of Completion or the total amount of contract because there are instances when the amount at completion could be higher if there have been variations in the contract during contract implementation. Duration refers to how long the contract has been implemented. The last column includes the Date Awarded, Contract Effectivity and Date Completed.

All information provided will be verified during post-qualification.

The statement shall be supported by a Certificate of Acceptance or Certificate of at least Satisfactory Completion issued by the Principal.

The form must be submitted with the Printed Name and Signature of the Bidder's Representative or Authorized Signatory. The Designation would be the official position title of the person signing it and Date would be the date on which the document has been signed.

**Form 4, Bid Securing Declaration**





For the Bid Securing Declaration, the forms are provided for Sole Proprietorship, Partnership, Corporation, Cooperative or Joint Venture, the bidders shall use the appropriate form whichever is applicable.

Ms. Maconocido reiterated that bidders must ensure the completeness of the form and substance.

As for the jurat, Ms. Maconocido reminded the bidders to fill out the data provided for particularly the serial number of commission. The notary public must indicate his/her serial number of commission.

#### **Form 5, Compliance with Technical Specifications**

Ms. Maconocido stated that the word “Comply” has already been supplied in the form to ensure compliance of bidders on the specifications included in the form.

The form must be submitted with the Printed Name and Signature of the Bidder’s Representative or Authorized Signatory, Designation and the date on which the document was signed.

#### **Form 6, Omnibus Sworn Statement**

For the Omnibus Sworn Statement, the forms are provided for Sole Proprietorship, Partnership, Corporation, Cooperative or Joint Venture; the bidders shall use the appropriate form whichever is applicable.

Ms. Maconocido reiterated that bidders shall ensure that all items as provided in the standard forms will be the same with their submittals and all blank spaces must be filled-out.

Bidders are required to attach a proof that its representative has been authorized to execute, and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing Multi-Year Contract for Security Services. Bidders shall attach duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable.

The form must be submitted with the Printed Name and Signature of the Bidder’s Representative or Authorized Signatory in the affiant portion.

For the notarization, bidders shall ensure that this has been filled-out properly by the notary public.

#### **Form 7, Computation of Net Financial Contracting Capacity**

This form shall be used for the computation of the Net Financial Contracting Capacity.

The form must be submitted with the Printed Name and Signature of the Bidder’s Representative or Authorized Signatory and the date on which the document was signed.

#### **Form 8, Bid Form**

Ms. Maconocido stated that the Bid Form and the Cost Breakdown must be submitted together. Stated in the last paragraph are as follows: “We acknowledge that failure to sign



each and every page of this Bid Form, including the attached Cost Breakdown, shall be a ground for the rejection of our bid.” Ms. Maconocido reiterated that bidders shall submit both the Financial Bid Form and the Cost Breakdown. Bidders shall ensure that all necessary information are provided.

#### **Form 9, Cost Breakdown**

The amounts required under general labor standards, specifically on the amount directly to guard and the amount to government in favor of the guards have already been provided.

Bidders will only be required to provide in the form the Administrative Overhead and Margin, Contract Rate, Total Cost (Monthly), Total Amount which is multiplied by 12 months and Total Amount in Words.

The Name of Security Services Agency and Name and Signature of Authorized Representative shall also be provided.

The form must be submitted with the Printed Name and Signature of the Bidder’s Representative or Authorized Signatory, Designation and the date on which the document was signed.

Ms. Maconocido reiterated that the Value Added Tax is 12%.

#### **4.3 Bid Evaluation**

Ms. Soriano stated that if the bidders will pass the Technical and Financial Evaluation of Bid, a detailed evaluation of bids will be conducted. A Bid Evaluation will be conducted to check arithmetical calculations and completeness of the bid. During Bid Evaluation, the Lowest Calculated Bid will be determined.

#### **4.4 Post-Qualification**

After the conduct of Bid Evaluation, the bidder which has the Lowest Calculated Bid as identified in the Bid Evaluation will be subjected to post-qualification. The post-qualification process will determine the veracity, authenticity and completeness of the documents submitted.

#### **4.5 Contract Award and Implementation**

Ms. Soriano stated that once the Lowest Calculated and Responsive Bid (LCRB) has been determined during post-qualification, the BAC will be recommending the award of the contract to the governing board. After approval of the governing board, Notice of Award will be issued to the bidder which has the LCRB.

The bidder which has the LCRB will be given ten (10) days to post a Performance Security and enter into a contract with PPMC. After the posting of Performance Security, a Notice to Proceed will be issued.

#### **4.6 Warranties**

Ms. Soriano stated that this are provided for in Section 62 of the 2016 Revised IRR of RA 9184.



#### 4.7 Offenses and Penalties

Ms. Soriano asked Mr. Villareal to discuss the Offenses and Penalties. Mr. Villareal read out the offenses and penalties as follows:

65.1. Without prejudice to the provisions of R.A. 3019 and other penal laws, public officers who commit any of the following acts shall suffer the penalty of imprisonment of not less than six (6) years and one (1) day, but not more than fifteen (15) years:

- a) Opening any sealed bid including but not limited to Bids that may have been submitted through the electronic system and any and all documents required to be sealed or divulging their contents, prior to the appointed time for the public opening of Bids or other documents.
- b) Delaying, without justifiable cause, the screening for eligibility, opening of bids, evaluation and post evaluation of bids, and awarding of contracts beyond the prescribed periods of action provided for in this IRR.
- c) Unduly influencing or exerting undue pressure on any member of the BAC or any officer or employee of the Procuring Entity to take a particular action which favors, or tends to favor a particular bidder.
- d) Splitting of contracts which exceed procedural purchase limits to avoid competitive bidding or to circumvent the limits of approving or procurement authority.
- e) Abuse by the HoPE of his power to reject any and all bids as mentioned under Section 41 of the Act and this IRR, with manifest preference to any bidder who is closely related to him in accordance with Section 47 of the Act and this IRR.

When any of the foregoing acts is done in collusion with private individuals, the private individuals shall likewise be liable for the offense.

In addition, the public officer involved shall also suffer the penalty of temporary disqualification from public office, while the private individual shall be permanently disqualified from transacting business with the Government.

65.2. Private individuals who commit any of the following acts, and any public officer who conspires with them, shall upon conviction, suffer the penalty of imprisonment of not less than six (6) years and one (1) day but not more than fifteen (15) years:

- a) When two or more bidders agree and submit different bids as bona fide bidders, all the while knowing that the bid(s) of one or more of them was so much higher than the other that the latter could not be honestly accepted and that the contract will surely be awarded to the pre-arranged lowest bid.
- b) When a bidder maliciously submits different bids through two or more persons, corporations, partnerships or any other business entity in which he has an interest, to create the appearance of competition that does not in fact exist so as to be adjudged as the winning bidder.
- c) When two or more bidders enter into an agreement which calls upon one or more of them to refrain from bidding for procurement contracts, or which requires one or more





of them to withdraw Bids already submitted, in order to secure an undue advantage to any one of them.

- d) When a bidder, by himself or in connivance with others, employs schemes which tend to restrain the natural rivalry of the parties or operates to stifle or suppress competition and thus produce a result disadvantageous to the public.

In addition, the public officer persons involved shall also suffer the penalty of temporary or perpetual disqualification from public office and the private individual shall be permanently disqualified from transacting business with the Government.

65.3. Private individuals who commit any of the following acts, and any public officer conspiring with them, shall upon conviction, suffer the penalty of imprisonment of not less than six (6) years and one (1) day but not more than fifteen (15) years:

- a) Submitting eligibility requirements of whatever kind and nature that contain false information or falsified documents calculated to influence the outcome of the eligibility screening process or conceal such information in the eligibility requirements when the information will lead to a declaration of ineligibility from participating in competitive bidding.
- b) Submitting Bidding Documents of whatever kind and nature that contain false information or falsified documents or conceal such information in the Bidding Documents, in order to influence the outcome of the competitive bidding.
- c) Participating in a competitive bidding using the name of another or allowing another to use one's name for the purpose of participating in a competitive bidding.
- d) Withdrawing a bid, after it shall have qualified as the Lowest Calculated Bid/Highest Rated Bid, or refusing to accept an award, without just cause or for the purpose of forcing the Procuring Entity to award the contract to another bidder. This shall include the non-submission within the prescribed time, or delaying the submission of requirements such as, but not limited to, performance security, preparatory to the final award of the contract.

65.4. It is understood that the above penalties and offenses shall cover all types of procurement whether done manually or electronically.

65.5. When the bidder is a juridical entity, criminal liability and the accessory penalties shall be imposed on its directors, officers or employees who actually commit any of the foregoing acts. If a person previously held liable or found guilty under the provisions of the Act and this IRR has a controlling interest in a prospective bidder-entity, the said bidder-entity shall be disqualified to participate in any procurement activity being conducted by the Government.

#### **4.8 Supplemental/Bid Bulletin**

Ms. Soriano stated that if and when there will be items that need to be clarified, the BAC can issue a Supplemental/Bid Bulletin. A Supplemental/Bid Bulletin can also be issued if there will be queries that need to be responded to. If there will be queries later on during the Pre-bid Conference, this will be included in the minutes, but this will not alter the bidding documents. However, if the BAC issued a Supplemental/Bid Bulletin this will be the basis for any revision that shall be followed in the Bidding Documents.





Ms. Soriano reiterated that bidders shall wait for the issuance of Supplemental/Bid Bulletin for the revisions of the contents of the Bidding Documents or in response to the queries.

The Supplemental/Bid Bulletin will be posted at the PhilGEPS and PPMC Website.

#### 4.9 No Contact Rule

Ms. Soriano emphasized the No Contact Rule. She also stated that if bidders will request for clarifications, these shall be done in writing, through the BAC Secretariat.

#### 4.10 GPPB Resolutions No. 03-2018, GPPB Circular No. 02-2018, GPPB Resolution No. 09-2020

Ms. Soriano enumerated the common reasons for failed bidding, to wit:

- Late submittal of the bids. There is a deadline for the submission of bids which will be on April 15, 2024 at 10:00 am (Philippine Standard Time).
- Failure to follow the standard forms. The standard forms are provided and cannot be altered or modified. Bidders shall provide all the required information and submit all required documents.
- Failure to submit the complete documents, failure to submit all the required information and failure to sign the bid are also basis for disqualification.
- Failure to submit a duly notarized document particularly Omnibus Sworn Statement and Bid Securing Declaration. These have to be properly notarized.
- Bid in excess of the ABC shall be automatically rejected at bid opening. Bidders shall be guided by the Approved Budget for the Contract.

#### V. REQUEST FOR CLARIFICATIONS/QUESTIONS AND ANSWERS

Ms. Soriano invited requests for clarifications or queries from the prospective bidders.

The following queries were raised and answered by the Bids and Awards Committee.

1. From Mr. Marcial Lican of Carlomaximus Security Agency, Inc.

<b>Query:</b> In Form 3, Statement of Single Largest Completed Contract which is Similar in Nature to the Contract to be Bid, is it a requirement that the Certificate of Acceptance include that the contract has been satisfactorily completed?
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<b>Answer:</b> Yes. The contract needs to be satisfactorily completed.
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2. From Mr. James Laab of Superb Security and Investigation Agency, Inc.

<b>Query:</b> Are we required to provide trainings to the Security Guards as stated in the Schedule of Requirements?
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<b>Answer:</b> The Terms of Reference, specifically in the Scope of Services provides the following:
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“The agency shall undertake the following duties and responsibilities:

xxx

h. Conduct of training such as, but not limited to, Seaport and Airport Security, Basic First Aid, Basic Life Support, Lifeguard Training and



Marksmanship Training to enhance knowledge, skills and performance of guards as needed”

The provision of training shall only be conducted as needed. This will be coordinated with Poro Point Management Corporation during the duration of the contract.

3. From Mr. James Laab of Superb Security and Investigation Agency, Inc.

**Query:** Since the percentage of Administrative Fee is not indicated in the Cost Distribution, and based on DOLE compliance, the Administrative Cost shall not be less than 20%. Can we offer an administrative fee lower than 20%?

**Answer:** A Supplemental/Bid Bulletin will be issued regarding this matter.

4. From Ms. Grace Rosario of Ex-Bataan Veterans Security Agency, Inc.

**Query:** Is the Security Plan needed to be submitted together with the bid?

**Answer:** Under the Terms of Reference, the final Security Plan must be submitted to the PPMC Office for Zone Security and Public Safety within seven (7) calendar days upon receipt of Notice to Proceed.

Bidders must be guided by the list of documents to be submitted under the Checklist of Technical and Financial Documents; only those specified in the checklist will be submitted during the preliminary examination of bids.

5. From Mr. Marcial Lican of Carlomaximus Security Agency, Inc.

**Query:** In the computation of Net Financial Contracting Capacity, can we use the newly-submitted Audited Financial Statement to BIR?

**Answer:** If the bidder submitted already the FY 2023 Audited Financial Statement, then this will be the basis in the computation of NFCC. The most recent Financial Statement as uploaded in the PhilGEPS will be used as the basis in computing the NFCC.

6. From Ms. Elsie Mariano of Linkers Security Agency

**Query:** In relation to the query on the required attachment of Form 3 which is the Certificate of Satisfactory Completion, can we submit a Certification that was recently issued?

**Answer:** If prior to this bidding, you only obtained from your principal a certificate indicating the completion of the contract, please secure a certificate stating that this has been satisfactorily completed. The certificate can be recently acquired from the principal, provided that the coverage of the contract is specified in the certification.

7. From Ms. Elsie Mariano of Linkers Security Agency

**Query:** Do we need to submit the Letter of Intent?



**Answer:** Yes; bidders must be guided by the list of documents to be submitted under the Checklist of Technical and Financial Documents. All documents in the checklist must be submitted.

8. From Ms. Elsie Mariano of Linkers Security Agency

**Query:** Are we required to submit other documentary requirements under RA 9184 indicated in the Checklist of Technical and Financial Documents?

**Answer:** Do not submit if not applicable.

9. From Mr. Marjun Banigan of Hackett Security Agency

**Query:** Under Form 2, Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, do we need to submit this form along with the contracts from our clients?

**Answer:** Just submit the Form. Do not submit the contracts. Contracts will be verified during post-qualification. Bidders must make sure that the Form is properly filled-out and all required information are provided.

Form 2 is required to be submitted for purposes of computing the Net Financial Contracting Capacity. Bidders are advised that the BAC and BAC-TWG will thoroughly verify all the information provided in the form. Therefore, bidders are encouraged to reconcile their records with their clients. Any discrepancies noted may be grounds for declaring that the bidder misrepresented the information provided in the form.

10. From Ms. Grace Rosario of Ex-Bataan Veterans Security Agency, Inc.

**Query:** Under the Resources section indicated in the Terms of Reference, specifically concerning the provision of K-9 Services, provision of trainings, and capability and experience in installing CCTVs, are we required to submit proofs that we have the capability to provide the aforementioned requirements?

**Answer:** Submission of proofs is not required during the preliminary examination of bids, just make sure that in Form 5, Conformity with Technical Specifications, you have stated your compliance. However, compliance to the aforesaid requirements will be checked during the conduct of post-qualification.

11. From Mr. Marjun Banigan of Hackett Security Agency

**Query:** Is online or electronic submission of bid allowed?

**Answer:** Online or electronic submission of bid is not allowed. Bidders must submit their bids manually. Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.

12. From Mr. James Laab of Superb Security and Investigation Agency, Inc.

**Query:** Considering that the deadline for submission of Annual Financial Statement to Bureau of Internal Revenue is on April 15, 2024, are we allowed to use the FY 2022 Annual Financial Statement in the computation of NFCC?



**Answer:** Yes; you may use the FY 2022 Annual Financial Statement in the computation of NFCC

13. From Mr. Rowell Patricio Saliganan of Superb Security and Investigation Agency, Inc.

**Query:** One of the requirements under the Terms of Reference is the provision of K-9 services, are we allowed to sub-contract the provision of K-9 services?

**Answer:** The requirement is as follows: The Agency must provide K-9 services as needed and registered with PNP Supervisory Office for Security and Investigation Agencies (PNP-SOSIA) in accordance with the provision of RA No, 5487.

A Supplemental/Bid Bulletin will be issued regarding this matter.

14. From Ms. Alva De Guzman of Maximum Security and Services Corporation

**Query:** RA 11917 states that the minimum administrative fee shall not be less than twenty percent (20%) of the total contract cost, however, upon checking of the Approved Budget for the Contract, the Administrative Overhead Cost is less than 20%

**Answer:** It is not possible that the Administrative Overhead Cost is less than 20%. A Supplemental/Bid Bulletin will be issued regarding this matter.

15. From Mr. Dennis Mescallado of Circa Security Agency

**Query:** In the Omnibus Sworn Statement, we will be affirming that we will comply with the labor law. Are we required to comply with DO 150-16 and Republic Act No. 11917, which stipulates that the Administrative Overhead Cost we offer is not less than 20%?

**Answer:** A Supplemental/Bid Bulletin will be issued regarding this matter.

16. From Ms. Ma. Imelda O. Pablo of Bannuar Security Agency, Inc.

**Query:** What is the required color of ink to be used in signing the bidding documents?

**Answer:** There is no color requirement.

Mr. Villareal noted that the Terms of Reference particularly in the submission of proofs of payment, the Philhealth Contribution was not included. Ms. Soriano stated that Philhealth Contribution shall be included and a Supplemental/Bid Bulletin will be issued regarding this matter.

Ms. Soriano stated that if there are further questions, bidders are allowed to raise them ten (10) days prior to April 15, 2024. Bidders are given up to April 5, 2024 to provide their queries in writing addressed to the BAC.

The BAC is allowed to issue a Supplemental/Bid Bulletin at least seven (7) days prior to the submission and opening of bids which will be until April 8, 2024.



It is the responsibility of the bidders to secure Supplemental/Bid Bulletin. Supplemental/Bid Bulletins will also be posted at PhilGEPS and PPMC Website.

## VI. ADJOURNMENT

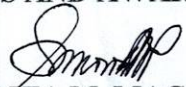
There being no other matters to be discussed, the meeting was adjourned at 11:30 a.m

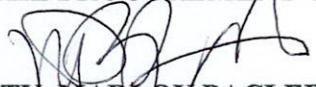
Prepared by:

  
**Ms. Charlotte C. Bandolin**  
Head, BAC Secretariat

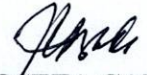
Approved by:

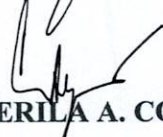
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