

MINUTES OF THE PRE-BID CONFERENCE OF THE PUBLIC BIDDING OF THE MULTI-YEAR CONTRACT FOR SECURITY SERVICES CONDUCTED AT PPMC ADMINISTRATION BUILDING ON JUNE 13, 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 Atty. Marlou P. Pacleb, Member of the BAC.

III. DETERMINATION OF QUORUM AND ACKNOWLEDGMENT OF PARTICIPANTS

Ms. Soriano requested Ms. Bandolin, Member 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

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:

Agency/Company Name	Name of Attendee/s
Superb Security and Investigation Agency	Regina Panis James Laab
Bannuar Security Agency, Inc.	Ma. Imelda Pablo Henie Sandaga
Snipers Security Agency, Inc.	Roel Velasco Arnel Aranzanso
Carlomaximus Security Agency, Inc.	Marcial Lican
Itawes Security Proactive Agency, Inc.	Sheena May Cagat
Grand Meritus Security Agency, Inc.	Kristine Mae Mora
Privilege Security and Investigation Agency	Reinald Josef Silvestre Jasmin Villarosa
Ex Bataan Security Agency	Djosalyn Bolaño
Mustang Security Agency, Inc.	Danica Paquito May Cabero

Ms. Soriano asked Ms. Bandolin how many prospective bidders attended the pre-bid conference. Ms. Bandolin replied that nine (9) prospective bidders participated in the pre-bid conference.

Ms. Soriano expressed her hope that the representatives present at the Pre-bid Conference would be the ones preparing both the technical and financial components of their bids. This would ensure that they fully understand the requirements set forth by the Bids and Awards Committee for this bidding process.

Ms. Soriano then inquired about the number of prospective bidders who purchased the Bidding Documents and who have already done so. Ms. Bandolin responded that there are three (3) bidders, who have purchased the Bidding Documents and enumerated the security agencies who have purchased the bidding documents: Carlomaximus Security Agency, Inc., Bannuar Security Agency, Inc. and Mustang Security Agency, Inc.

Ms. Soriano stated that bidders are allowed to purchase bidding documents up until the deadline for submission of bids on June 26, 2024, at 10:00 AM. The proceedings of the Pre-Bid Conference are being livestreamed through the Facebook page of PPMC. Bidders can review the recording if there are any items they may have missed. Additionally, PPMC has its own recording at the PPMC Conference Room. Minutes of the Pre-bid Conference will be posted in the website of PPMC within five (5) days after the Pre-bid Conference, which is on June 18, 2024.

Ms. Soriano also reiterated that prospective bidders have the right to raise questions in writing which will be responded to by the BAC through a Supplemental/Bid Bulletin. Ms. Soriano further emphasized that it is the responsibility of all prospective bidders to carefully examine all the requirements of the BAC and to raise questions regarding the Bidding Documents issued. Bidders are given ten (10) days prior to the deadline for submission of bids to raise queries, but, since June 16, 2024 falls on a Sunday, bidders are given until June 17, 2024 to raise queries. On the other hand, the BAC is allowed to issue Supplemental/Bid Bulletin on their initiative or in response to queries at least seven (7) days prior to the deadline for submission of bids which will be until June 19, 2024. It is the responsibility of prospective bidders to secure a Supplemental/Bid Bulletin. All Supplemental/Bid Bulletins will be posted in the PhilGEPS, PPMC Website and conspicuous place within PPMC.

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 6th 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 stated that the contract is a Multi-Year Contract and is subject to performance evaluation. The Agency shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria as stated in the Bidding Documents.

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

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

- 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. This should be contract for security services.

- 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. “Pass/Fail” criterion means that the BAC will be looking for the presence or absence of the documents; completeness or incompleteness of the documents; sufficiency or insufficiency of documents submitted.
- The complete set of Bidding Documents are already available and can be purchased already. The deadline for submission of bids is on June 26, 2024 at 10:00 AM using the Philippine Standard Time. 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 ppmcbacksecretariat@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. Bidders may also request for a copy of the minutes.
- For the submission of bids, the deadline is on June 26, 2024 at 10:00 am.
- 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 address given 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 suppliers who submitted

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 submitted formally in writing. Ms. Soriano reiterated that contacting the BAC Secretariat should only for reasons that are allowed by the rules. When bids have already been opened, bidders are not allowed to contact the BAC, TWG and BAC Secretariat except for the bidder who will be required to submit the documents needed for post-qualification. If bidders have queries, this shall be submitted in writing. Verbal queries will not be entertained.

In the previous bidding conducted, there were queries after the prescribed period of raising questions. The BAC will no longer entertain such questions, otherwise, the date of the opening of bids will be moved. Bidders shall submit their queries within the prescribed period or until June 17, 2024.

Ms. Bandolin acknowledged the presence of another prospective bidder, Rovir Security Agency, Inc. which was represented by Mr. Roger Bautista.

4.2 Documents to be Submitted:

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

The following is the Summary of Documents to be submitted as discussed by Engr. Corpuz:

Checklist of Technical and Financial Documents

I. LETTER OF INTENT TO PARTICIPATE	Use Form 1 on Page 46
II. TECHNICAL COMPONENT ENVELOPE	
CLASS "A" DOCUMENTS	

LEGAL DOCUMENTS		
	a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR	
TECHNICAL DOCUMENTS		
	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; and	Use Form 2 on Page 47
	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; and	Use Form 3 on Page 50
	d. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration; and	Use the Applicable Form 4 on Pages 53-56
	e. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and	Use Form 5 on Pages 57-62
	f. Original duly signed Omnibus Sworn Statement (OSS) and 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 63-68
FINANCIAL DOCUMENT		
	g. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.	Use Form 7 on Page 69
CLASS "B" DOCUMENTS		
	h. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or 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
III. FINANCIAL COMPONENT ENVELOPE		
	i. Original of duly signed and accomplished Financial Bid Form; and	Use Form 8 on Pages 70-71
	j. Original of duly signed and accomplished Cost Breakdown	Use Form 9 on Page 72
<i>Other documentary requirements under RA No. 9184 (as applicable)</i>		
	k. <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> 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 requested Mr. Ordoño, Member of the BAC to discuss the Terms of Reference. Mr. Ordoño read out the Terms of Reference as follows:

TERMS OF REFERENCE FOR THE PUBLIC BIDDING OF THE MULTI-YEAR CONTRACT FOR SECURITY SERVICES


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
TOTAL	25	25	600

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 RBI-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
c. <u>Communication</u>	
Radio, base with appropriate power supply, Coax cable and external antenna with 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
d. <u>Equipment</u>	
Computer/Laptop with printer	1 set
Metal detector	4 units
Binocular	2 units

C. Other Factors

I. 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 Republic Act No. 11917 and its Implementing Rules and Regulations. The winning bidder shall submit an Organizational Chart.
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.

II. Resources

1. The Agency must provide the services of a PNP-SOSIA-registered canine as needed.
2. The Agency must provide the Basic Airport Security Training for Security Officers/Security Guards to be conducted by PNP AVSEGROUP 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.

III. 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.



IV. 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.

V. QUALIFICATION OF GUARDS

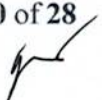
The guards to be deployed by the agency must possess the following qualifications:

- 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.

VI. 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.



VII. 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:

Performance Criteria	Weight
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%
Total Weight Value	100%

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

TOTAL WEIGHT SCORE	EQUIVALENT RATING
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.

VIII. 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.

IX. 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 th day and 20 th day of the month)
2. Remittances of the following: <ul style="list-style-type: none"> • Social Security System and Employees Compensation contributions • Home Development Mutual (Pag-ibig) Fund contributions • Philhealth Contribution 	Not later than five (5) days from remittance but not later than the 25 th day of the succeeding month
3. 13 th Month Pay	Not later than five (5) days from release
4. Service Incentive Leave	Not later than five (5) days from release

X. COST DISTRIBUTION

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

XI. 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

POST	NO. of Guards		# of Hours per Day
	Day shift	Night Shift	
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
TOTAL	25	25	600

Ms. Soriano reiterated that the previous bidding failed due to non-compliance with the bidding requirements. Most errors were caused by non-disclosure of information, incorrect information provided by bidders, and misinterpretation of the requirements, resulting in wrong information being submitted. She requested that representatives of prospective bidders pay close attention to filling out the required forms to avoid repeating the mistakes from the first public bidding.

Ms. Soriano emphasized that the bidding documents include a step-by-step process for completing the forms, particularly Form 2 and Form 3. She expressed her hope that the same mistakes will not be repeated.

Ms. Soriano requested Ms. Maconocido to discuss the Bidding Forms.

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.

This form is a required form that needs to be submitted.

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

This form is needed for the computation of the Net Financial Contracting Capacity. All contracts which are ongoing have to be declared as provided for in Section 23.1 (iv) of the Revised IRR of RA 9184 which states that all 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 must be included.

The required data in Form 2 include the Business Name which pertains to the name of the company; Business Address pertains to the address of the company.

To assist bidders in preparation of Form 2, Statement of All Ongoing Government and Private Contracts Including Contracts Awarded But not yet Started, please refer to pages 48-49 of the Bidding Documents for the detailed instructions on how to fill-out Form 2.

Ms. Maconocido discussed the Appendix "A" of the Bidding Documents, Instructions on How to Fill-out Form 2, as follows:

Column 1

Note 1	Name of Contract	Pertains to the title of the Contract
Note 2	Project Cost	Pertains to the amount of original contract including contract extension, if any as indicated in the Notice of Award/ Contract/ Purchase Order/ Notice of Extension/ Billing Statement, or equivalent document

		For contract without contract extension – Indicate the amount of original contract. For contract with extension – Indicate the amount of original contract and amount of contract extension.
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Column 2

Note 3	Owner's Name	Pertains to the government agency, corporation/ company with which your security agency entered into a contract with
Note 4	Address	Pertains to the address of the government agency, corporation/ company with which your security agency entered into a contract with
Note 5	Telephone Nos.	Pertains to the official contact number of the government agency, corporation/ company with which your security agency entered into a contract with

Column 3

Note 6	Nature of Work	Example: Provision of Security Services
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Column 4

Bidder's Role

Note 7	Description	Indicate if Contractor, Sub-contractor or JV Partner
Note 8	%	Pertains to percentage of participation in the contract

Column 5

Note 9	Date Awarded	Pertains to the date indicated in the Notice of Award of the original contract/ Purchase Order or equivalent document
Note 10	Date Started	Pertains to the date indicated in the original contract/ Notice to Proceed or equivalent document
Note 11	Date of Completion	For contract without contract extension – Indicate the date of completion of the original contract. For contract with extension – Indicate the date of completion of original contract and period of contract extension expressed in years, months and days or inclusive period Example: c. April 31, 2023 Extended for one year Or c. April 31, 2023 Extended from May 1, 2023 to April 30, 2024

Column 6

% of Accomplishment

Note 12	Planned	Please indicate 100% and not number of guards
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Note 13	Actual	Pertains to the percentage of accomplishment as of date of preparation of bidding documents and not number of guards
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Column 7

Note 14	Value of Outstanding Works/ Undelivered Portion	<p>Pertains to the remaining amount of contract which has not been completed as of date of preparation of bidding documents.</p> <p>For contract extensions, pertains to the remaining amount of contract extension which has not been completed as of date of preparation of bidding documents</p> <p>Formula: Value of Outstanding works or the Undelivered Portion = Project Cost x (100% - % Actual Accomplishment)</p>
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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 3, Statement of Single Largest Completed Contract which is Similar in Nature to the Contract to be Bid.

As provided for under ITB Clause 5.3, for this purpose the contracts similar to the project shall be, Contract for Security Services and that the contract should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.

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

The required data in Form 3 include the Business Name which pertains to the name of the company; Business Address pertains to the address of the company.

Same with Form 2, the detailed instructions on how to fill-out Form 3 has been provided for in the Bidding Documents.

Ms. Maconocido discussed the Appendix "B" of the Bidding Documents, Instructions on How to Fill-out Form 3, as follows:

Column 1

Note 1	Name of Contract	Pertains to the title of the Contract
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Column 2

Note 2	Owner's Name	Pertains to the government agency, corporation/ company with which your security agency entered into a contract with
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Note 3	Address	Pertains to the address of the government agency, corporation/ company with which your security agency entered into a contract with
Note 4	Telephone Nos.	Pertains to the official contact number of the government agency, corporation/ company with which your security agency entered into a contract with

Column 3

Note 5	Nature of Work	Example: Provision of Security Services
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Column 4

Bidder's Role

Note 6	Description	Indicate if Contractor, Sub-contractor or JV Partner
Note 7	%	Pertains to percentage of participation in the contract

Column 5

Note 8	Amount at Award	Pertains to the amount of original contract as indicated in the Notice of Award/ Contract/ Purchase Order/ Notice of Extension, or equivalent document
Note 9	Amount at Completion	Pertains to completed original contract cost plus cost of completed contract extension
Note 10	Duration	<p>Pertains to total period of contract. For contract extension, please state period of extension. For contract without extension – Indicate the period of contract expressed in years and months and days or inclusive period. Example: c.2 years Or May 1, 2021 to April 31, 2023</p> <p>For contract with extension – Indicate the period of original contract and the period of extension expressed in years and months and days or inclusive period. Example: c.2 years Extended for 6 months. Or c.May 21, 2021 to April 30, 2023 Extended from May 1, 2023 to October 31, 2023</p>

Column 6

Note 11	Date Awarded	Pertains to the date indicated in the Notice of Award/ Contract/ Purchase Order/ Notice of
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		Extension/ Billing Statement, or equivalent document
Note 12	Contract Effectivity	Pertains to the date indicated in the Original Contract, Notice to Proceed or equivalent document (Please see page 48, Date Started, Note 10)
Note 13	Date Completed	Pertains to the date of completion of the original contract and date of completion of contract extension

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. The Bid Securing Declaration shall be notarized in accordance with the latest rules on notarial practice.

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 have been filled-out properly by the notary public. The Notary Public must indicate his/her serial number of commission. The Omnibus Sworn Statement shall be notarized in accordance with the latest rules on notarial practice.

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 Bid Form and the Cost Breakdown. Bidders shall ensure that all necessary information are provided.

On this form, the number of the Bid Bulletin issued must be supplied, if applicable. For the sum of, this pertains to the amount of bid. If the bidder will not provide for the provision of gratuities, bidders shall state "none".

In the capacity of pertains to the official designation of the person who signed the form; Signed pertains to the signature of the person duly authorized to sign the bid for and on behalf of the company; Duly authorized to sign the bid for and on behalf of pertains to the name of company.

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 was multiplied by 12 months and Total Amount in Words.

In the computation of the Administrative Overhead and Margin, the formula is as follows:

$$\text{(Total of Amount Directly Paid to Guard except Uniform Allowance) + (Total Amount to Government in favor of Guard except Retirement Benefit) } \times \text{ \% of Offered Administrative Cost}$$

Ms. Maconocido reiterated that the Value Added Tax is 12% and the computation shall be 12% of the Administrative Overhead and Margin.

The Name of Security Services Agency, Name of Representative and Signature of Authorized Representative and date on which the documents were signed shall also be provided.

Ms. Soriano expressed her hope that the representatives of prospective bidders took notes on how to fill out the forms. If there are any questions, bidders should raise them during this Pre-bid Conference or bidders may raise questions through request for clarification in writing, which will be responded to by the BAC through the issuance of Supplemental/Bid Bulletin.

Ms. Soriano emphasized that there will be two components of the bid, the Technical Component of the Bid and the Financial Component of the Bid, which shall be submitted together. Bidders are required to submit one original and two other copies. During the opening of bids, a Preliminary Examination will be conducted. Bids with a "passed" rating under the Technical Component will proceed to the next phase, which is the opening of the Financial

Component. The non-discretionary "pass/fail" criterion will be followed during the opening and evaluation of bids.

For clarity, the provision of discounts is allowed. The resolution of tie-breaking is provided for in the Bidding Documents.

4.3 Bid Evaluation

Ms. Soriano stated that for Bid Evaluation, the completeness and arithmetical corrections will be checked. The Bid Evaluation will be conducted after all the bids have been opened. During the Bid Evaluation, the Lowest Calculated Bid (LCB) will be determined.

4.4 Post-Qualification

After determining the Lowest Calculated Bid, a post-qualification will be conducted. The bidder with the LCB will be notified in writing and will be required to submit the documents for post-qualification. The post-qualification is intended to verify, validate and ascertain the submitted documents and requirements. This will not include submission of additional documents because this is not allowed by the rules. What will only be required during post-qualification are the documents required as post-qualification documents. During the post-qualification, the Lowest Calculated and Responsive (LCRB) will be determined.

4.5 Contract Award and Implementation

Once the LCRB have been determined, and the recommendation of the BAC will be approved by the Head of the Procuring Entity which is the Board of Directors, the Notice of Award will be issued. The bidder with the LCRB will be required to post the required Performance Security within ten days from receipt of Notice of Award and will also be required to enter into a contract with PPMC. After signing the contract, the 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 Engr. Corpuz to discuss the Offenses and Penalties. Engr. Corpuz 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.

Mr. Villareal continued to read out the Offenses and Penalties, as follows:

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 bidders will be given the opportunity to raise questions. The BAC's responses to questions will be formalized through the issuance of a Supplemental/Bid Bulletin. Ms. Soriano reiterated that the discussions during the Pre-bid Conference will not in any way change or amend any part of the Bidding Documents, unless these are issued through Supplemental/Bid Bulletin. Bidders may also submit queries in writing. Bidders have ten (10) calendar days prior to the submission of bids or until June 17, 2024 to raise questions. The BAC has seven (7) calendar days or until June 19, 2024 prior to the submission of bids to issue the Supplemental/Bid Bulletin.

The Supplemental/Bid Bulletin will be posted on the PhilGEPS and PPMC website. It is the responsibility of the prospective bidders to inquire about or secure the Supplemental/Bid Bulletin.

If bidders have already submitted their bid and there is an issuance of Supplemental/Bid Bulletin, bidders will be notified and will be allowed to withdraw their bid and prepare another bid in compliance with the amendments in the Supplemental/Bid Bulletin.

4.9 No Contact Rule

Ms. Soriano reminded the bidders that all communication must be done through formal means which is in writing using the email address of the BAC Secretariat. Any queries which will be sent through other means or will be sent through other email addresses will not be entertained. Once the bids have been opened, bidders are not allowed to contact the BAC, TWG and BAC Secretariat, except for those instances that bidders are required to submit the post-qualification documents if declared as the LCB.

4.10 GPPB Resolutions No. 03-2018 and GPPB Circular No. 02-2018

Ms. Soriano stated that bidders who have participated during the last bidding were provided with the results of the preliminary examination of bids.

Ms. Soriano emphasized that the current bidding process differs from the previous one. Bidders should not assume that their submissions from the previous bidding will be the same for the present bidding. Bidders must update some of the information provided in their bids, as the correct way to fill out the forms has been discussed and detailed instructions are provided in the Bidding Documents.

Bidders should note that for ongoing contracts, the information should be based on the date of the preparation of the bidding documents. Additionally, bidders must ensure that the computation of the Value of Outstanding Works is consistent with the percentage of accomplishment, particularly in Form 2.

Ms. Soriano enumerated the reasons why some of the agencies which participated during the last bidding were rated as failed.

- Bidders should ensure their PhilGEPS Certificate of Platinum Membership is updated. While the registration certificate may be valid, all documents under Annex "A" must also be current and valid. It is the bidder's responsibility to update these documents as an annex to the PhilGEPS Registration Certificate. One of the bidders previously submitted an expired Mayor's Permit.
- Most of the mistakes are under Form 2, Statement of All Ongoing Government and Private Contracts. It is important to note that this section should include contracts that are similar or not similar to the contract to be bid. Example, you are a security agency, but you are also providing canine services, even though canine services are different from the security services that is being bid out, bidders must declare them as part of their ongoing contracts.
- Also, under Form 2, failure to indicate the percentage of actual accomplishment. One bidder during the previous bidding indicated the number of guards instead of indicating the percentage. Bidders must follow the instructions as discussed, what should be provided for should be the percentage of accomplishment.
- The contract name, as discussed earlier, refers to the name stated in the Contract Agreement, Purchase Order, or Job Order, and not the name of the owner. Bidders should be aware that the contract name differs from the name of the owner.
- Bidders must ensure that the Certificate of Completion they submit indicates satisfactory completion. It is important that the Certificate clearly demonstrates that the contract has been satisfactorily completed.
- One of the bidders also failed to submit the required form for the Compliance with Technical Specifications. During the previous bidding, the BAC issued a Supplemental/Bid Bulletin and amended the Technical Specifications. Bidders must make sure to secure a copy of the Supplemental/Bid Bulletin, so that there will be no repetition of the same mistake. During the previous bidding, one bidder did not use the correct form for the Compliance with Technical Specifications and it was rated as failed.
- For Form 2, one bidder failed to indicate the project cost for one of the indicated government/private contracts. All its ongoing contracts have project cost, except for one. Providing the project cost is a mandatory requirement. All required information in the Form must be indicated.
- Submitting alternative bids, which means submitting two documents for one requirement, is not allowed. One of the bidders submitted two different documents for Form 5, Compliance with Technical Specifications. One document was compliant, while the other was not. There should only be one submission for each requirement.
- Failure to submit the Letter of Intent. During the previous bidding, the requirement to submit a Letter of Intent was clarified in the Supplemental/Bid Bulletin in response to a query. The answer confirmed that a Letter of Intent was indeed required. However, one of the bidders failed to submit it.
- For Form 3, Statement of Single Largest Completed Contract, one of the bidders in the previous bidding indicated the name of the principal instead of the name of the contract. The title of the contract, not the name of the person with whom the bidder entered into a contract with, should be provided.
- Ms. Soriano emphasized that even if a bidder has been declared as "passed" during the preliminary examination of bids, bidder will still be subjected to post-qualification. During the post-qualification of bids, a bidder can still be rated as "failed" if there will be findings against the veracity, authenticity, validity, completeness and sufficiency



of documents submitted. During the period of post-qualification, bidders are not allowed to submit additional documents to correct or supplement what have already been submitted during the bid opening.

- Findings against the veracity of the documents submitted. There was a submittal during the bid submission, but during post-qualification, it was discovered that it did not accurately reflect the true situation of the security agency. For example, there was no declaration of contract extensions during the bidding, but it was found out during post-qualification that contract extensions existed and were not disclosed. If such discrepancies are found, the bidder will be declared post-disqualified.
- Late submission of bids. Bidders do not have to wait until June 26, 2024, 10:00 am to submit the bid. There have been instances where a bidder submitted their bid a minute after the deadline. This situation is puzzling, especially when the bidder was waiting in the parking lot. The BAC does not understand the reasoning behind this delay.
- Failure to sign every page of the Bid Form.
- Regarding the serial number of the commission of the Notary Public: In a previous bidding conducted by the BAC, which also involved the procurement of goods, one bidder was rated as "failed" for failing to indicate the serial number of the commission of the Notary Public. The submitted Omnibus Sworn Statement and Bid Securing Declaration lacked the serial number of the commission in the notarization. Bidders should ensure their lawyers include the serial number of commission in the notarization and inform them where it is located. During the preliminary examination of bids, bidders should be able to show the BAC where the serial number is indicated. There is a lawyer in the BAC who can identify if a notarization lacks the serial number of the commission. Providing the serial number of the commission is required under the rules.
- Bids received in excess of the ABC shall be automatically rejected.
- Ms. Soriano emphasized that for the Statement of Single Largest Completed Contract (SLCC), contracts that have been extended cannot be included as SLCC. Bidders should not include contracts with ongoing extensions in SLCC. Instead, these contracts should be listed under the Statement of Ongoing Government or Private Contracts. The SLCC should include only completed contracts. If a contract has an extension, it should have been completed if it will be declared as SLCC.

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 Ms. Regina Panis of Superb Security and Investigation Agency

Query: Do you accept a four-month contract for the SLCC?

Answer: Yes, for as long as it meets the criteria regarding the amount and it is similar to the contract to be bid. The bidder must have completed, within the period specified in the Invitation to Bid which is within 5 years, an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC.



2. From Ms. Djosalyn Bolaño of EX Bataan Veterans Security Agency

Query: ITB Clause 20 provides that the bidders shall submit the List of security guards deployed per contract, if in case we will be declared as the LCB, what is the basis of submitting this document?

Answer: This document is required to be submitted during post-qualification. What is required to be submitted is the list of guards per contract.

3. From Ms. Djosalyn Bolaño of EX Bataan Veterans Security Agency

Query: Is it acceptable if we do not have experience in airport security for our SLCC?

Answer: The only requirement is similar contract which is the provision of security services.

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

Query: I just want to clarify the computation in Form 2, specifically in column 6 (% of Accomplishment - Planned and Actual). Column 5 indicates the number of days, such as the days of extension. For the computation, is it calculated per month or does it include the days from the preparation of bidding documents?

Answer: All calculations should be reckoned from the date of submission of bids. It is not calculated on a month-to-month basis. The percentage of accomplishment refers to the actual percentage completed as of the date of preparation of bidding documents.

Query: So, in that case, it includes the days. For example, if it's extended until June 30, we will compute it as of the date of preparation. If I prepared it on June 15, then the percentage of actual accomplishment would be up to June 15? Not the actual extension?

Answer: The planned percentage of accomplishment is different from the actual percentage of accomplishment. The planned percentage of accomplishment refers to the entire period of the extension, including the whole period of extension. However, the actual percentage of accomplishment reflects what has been accomplished up to the date of submission or preparation of the document.

Query: Is the computation up to the date of preparation of documents? Because in our own computation, for example, if you completed 15 days within a month, it's considered as completed one month.

Answer: No; it should be as of the date of preparation. Just to clarify, it should be as of the date of preparation of the documents. It will be prorated accordingly. For example, if your contract started on January 1 and is ongoing until now, and your preparation date is June 14, it means it's complete until May, but from June 1 to June 14, it is prorated. We cannot say it's the whole month of June because it is not yet completed. The computation should be actual accomplishment. This is important in determining the actual value of outstanding works. The reason for this is we are computing the Net Financial Contracting Capacity. Once the whole month will be included in the computation and will not be prorated, then the Value of Outstanding

Works has been reduced; it's not right. That is not a true representation of what is happening at the time of bidding. So, there is a need to pro-rate the computation.

5. From Ms. Djosalyn Bolaño of EX Bataan Veterans Security Agency

Query: For the Statement of Ongoing Contracts, do we need to attach the Notice of Award, Contract and Notice to Proceed?

Answer: Bidders are not required to submit the Notice of Award, Contract, and Notice to Proceed. Just fill out Form 2. The information provided in Form 2 will be verified during post-qualification. The documents which shall have an attachment is the Form 3, SLCC. Attached to Form 3 should be the Certificate of at least Satisfactory Completion of the Contract. It was noticed during the previous bidding that if a bidder has previously obtained a Certificate of Satisfactory Completion, there is no need to secure another one this month. If a contract was completed a few years ago and a Certificate of Satisfactory Completion was already obtained, there is no need to obtain an updated Certificate of Satisfactory Completion. This is because the dates on the old certificate may differ from those on the new certificate that the bidder may obtain. There may be an issue if the dates do not match. Please check thoroughly, as there was a bidder in the previous bidding who submitted conflicting documents.

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

Query: In Form 9, percentage of Administrative Cost, it is blank. It did not include that it should be 20%.

Answer: The minimum required by law is 20%. Bidders may offer a higher percentage and provide discounts. In preparing the Cost Breakdown, bidders must ensure compliance with General Labor Standards and the minimum administrative overhead cost. It is not prescribed that the administrative overhead cost be set only at 20%, as this would result in all bidders being tied.

7. From Ms. Imelda Pablo of Bannuar Security Agency, Inc.

Query: Is there a required color of ink required to be used in signing the bid submission?

Answer: None. Any color is allowed. For bidder's security, you may use blue ink to ensure that the documents submitted are originally signed. But, there is no color requirement.

8. From Ms. Regina Panis of Superb Security and Investigation Agency

Query: In our contract with National Tobacco Administration, the contract is a multi-year contract. The amount indicated in our contract is for the first year only. What amount will we indicate in the Project Cost?

Answer: You just note it in the Form that the cost pertains to the first year only of the contract because there is no assurance that the contract will continue.



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

Query: If the date of the contract is 2016 and the contract is until 2017, but, the contract has been extended on a yearly basis based on the provisions of the contract. What will we put in the Project Cost?

Answer: The Bidding Documents provides that for contract with extension – Indicate the amount of original contract and amount of contract extension.

Example:

Original Contract Amount – Php 7,000,000.00

Amount of Contract Extension – Amount from the time you extended the contract up to present.

The amount of contract extension will be computed by the bidder because from contract extension up to present, there might be changes in the contract cost because of wage increases. Thus, bidders must provide the amount of contract extension. This must be computed from the date of contract extension up to the inclusive period of extension.

10. From Ms. Regina Panis of Superb Security and Investigation Agency

Query: On Form 5, Compliance to Technical Specifications, is there a need to attach proof of compliance on each of the items?

Answer: There is no attachment for Form 5. Compliance will be checked during post-qualification

11. From Ms. Sheena May Cagat of Itawes Security Proactive Agency, Inc.

Query: On what part of the document will we put the Form 1, Letter of Intent?

Answer: Form 1, Letter of Intent shall form part of the Technical Component of the Bid.

12. From Ms. Sheena May Cagat of Itawes Security Proactive Agency, Inc.

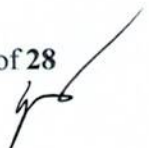
Query: Is the administrative overhead cost required to be not lower than 20%

Answer: Yes; administrative overhead cost should not be lower than 20%. Bidders may offer discounts and it has to be indicated in the Cost Breakdown. The amount of discount must be specified and the final amount of bid.

13. From Ms. Regina Panis of Superb Security and Investigation Agency

Query: Do we need to submit Affidavit of No Sub-Contracting and Statement Under Oath that the bidder is free from any tax liabilities as specified under ITB Clause 20?

Answer: These documents are not required to be submitted during bid opening. These documents are to be submitted by the LCRB as an attachment to the contract.



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

Query: Where do we indicate the discount? Should it be indicated in the Cost Breakdown?

Answer: You should indicate it in both the Form 8 (Bid Form) and Form 9 (Cost Breakdown). The discounted price must be the amount reflected under Form 8 (Bid Form). The first line of Form 7 indicates the following: Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Security Services in conformity with the said PBDs for the sum of [total Bid amount in words and figures] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. If you will read the GPPB Resolutions, the bid modification pertains to discounts. What should be reflected in Form 8 is the final bid price which is the discounted price. For the Form 9, bidders may insert row for discounts, if bidders will offer discounts.

15. From Ms. Regina Panis of Superb Security and Investigation Agency

Query: If the bidding will be declared as failed, are we allowed to refund the payment of bidding documents?

Answer: No. Payment of Bidding Documents is non-refundable.

Ms. Soriano stated that if there are further questions, bidders are allowed to raise them ten (10) days prior to June 26, 2024. Bidders are given up to June 17, 2024 to raise 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 June 19, 2024.

VI. ADJOURNMENT

There being no other matters to be discussed, Ms. Soriano thanked the participants and the meeting was adjourned at 12:15 PM.

Prepared by:




Ms. Charlotte C. Bandolin
Head, BAC Secretariat



Approved by:

BIDS AND AWARDS COMMITTEE FOR THE PROCUREMENT OF GOODS



MS. ELIZA M. MACONOCIDO
Vice Chairperson


ATTY. MARLOU PACLEB
Member


MR. BENNY FLOR N. ORDOÑO
Member


MS. JOSEFA CATHERINE T. BADA
Member


ENGR. CERILA A. CORPUZ
Member


MR. FRANKLIN C. VILLAREAL
Member


MS. MARIA VICTORIA REDEMPTA DE GUZMAN-SORIANO
Chairperson