



**MINUTES OF THE PRE-BIDDING CONFERENCE**

**PROCUREMENT OF ONE (1) YEAR SECURITY SERVICES FOR TIEZA PRINCIPAL OFFICE  
(PhP5, 415,897.36)**

Venue: Virtual meeting via Microsoft Teams

Date: 03 August 2020

Time: 10:00 a.m.

**Present:**

**BAC Members:**

- |                                 |   |                  |
|---------------------------------|---|------------------|
| 1. Engr. Nestor M. Domalanta    | - | Chairperson      |
| 2. Atty. Niño Ruperto F. Aquino | - | Vice-Chairperson |
| 3. Mr. Hernando A. Enal         | - | Member           |
| 4. Ms. Ma. Evelyne A. Francisco | - | Member           |
| 5. Engr. Jeffrey L Macalalad    | - | Member           |
| 6. Ms. Raquel S. Dela Cruz      | - | Member           |

With the presence of the six (6) members, there is a quorum.

**Technical Working Group (TWG)**

- |                           |   |             |
|---------------------------|---|-------------|
| 1. Ms. Anna Leah R. Bayot | - | Chairperson |
| 2. Mr. Arthur Concepcion  | - | Member      |
| 3. Ms. Bernadette David   | - | Member      |

**Observer:**

Letters were sent to invite observers from COA and private organizations; however they were not able to attend the Bidding.

**End-User:**

- |                       |   |     |
|-----------------------|---|-----|
| 1. Ms. Ana Ruth Mateo | - | GSD |
|-----------------------|---|-----|

**BAC Secretariat:**

- |                            |   |                       |
|----------------------------|---|-----------------------|
| 1. Ms. Sunshine R. Caunin  | - | Head, BAC Secretariat |
| 2. Ms. Haila P. Baraquio   |   |                       |
| 3. Mr. Ronnie V. Nelmidia  |   |                       |
| 4. Mr. Ryan B. Constantino |   |                       |

**Prospective Bidders:**

- |                         |   |                                      |
|-------------------------|---|--------------------------------------|
| 1. Dennis R. Mescallado | - | Grand Meritus Security Agency        |
| 2. Dolly I. Rojo        | - | Dark Horse Security Agency           |
| 3. Ruel C. Pilapil      | - | Redbird Security Agency and Services |
| 4. Mary Joy Millamina   | - | Red Planet Security Agency           |
| 5. Winnie Monares       | - | Circa Security                       |

## **MATTERS DISCUSSED DURING THE PRE-BID CONFERENCE:**

- Ms. Caunin opened the pre-bidding conference at exactly 10:02 a.m. She acknowledged the presence of the BAC members, TWG members, End-user, prospective bidders and BAC Secretariat.
- Ms. Caunin explained that the online conduct of procurement activities including pre-bidding conference is a measure implemented by TIEZA to adhere to the national government's directive to prevent further spread of the Covid-19 and to ensure safety of all concerned participants.
- Ms. Caunin requested the prospective bidders' participation through raising of their questions.
- Ms. Millamina of Red Planet Security Agency asked if the bidding activities under this project will proceed considering that NCR and other provinces reverted back to Modified Enhance Community Quarantine (MECQ). Ms. Caunin answered in the positive stating that all activities shall be done online as specified in the Bidding documents.
- Ms. Millamina raised her concern regarding the required certificates from other government agencies, stating that because of the MECQ, it is harder to transact and secure the certificates and if it is okay to submit proof of application/payment as a substitute for the requirements. Ms. Mateo stated that the requirements should be valid and updated. Ms. Caunin assured Ms. Millamina that her concern is noted and will be tackled by the BAC and end-user before the issuance of bid bulletin.
- Mr. Enal asked if only the proof of payment shall be required as substitute for the certificates.
- Ms. Rojo of Dark Horse Security Agency inquired if Department of Labor and Employment (DOLE) Form 174 is required to which Ms. Mateo and Ms. Caunin answered in the positive. Ms. Millamina also inquired what document can be used to substitute the requirement. Vice-Chairman Aquino suggested that bidders can opt to submit the existing together with the proofs of renewal, however is subject to agreement of all the parties concerned and will be amended through a bid bulletin.
- Ms. Rojo queried if the Administrative/Agency Fee can be computed less than the twenty percent (20%) stated by the Department of Labor and Employment. Ms. Caunin answered that the Administrative Fee is ten percent (10%).
- Ms. Rojo inquired if the bidder submitted a DOLE-NLRC certificate stating that it has a pending case will affect the qualification of the bidder. Vice-Chairman Aquino stated that bidder who submitted a certificate with pending case does not mean automatic disqualification. Bids will be evaluated on equal footing.
- Ms. Rojo asked if purchase of the bidding documents will require face to face. Ms. Caunin stated that all instructions including how to purchase the bidding documents are stated in the Invitation to Bid and the Bidding documents.
- Ms. Rojo queried on the sealing of bidding documents to which Ms. Caunin stated that submission shall be password-protected.

- Mr. Mescallado of Grand Meritus Security Agency informed the body that DOLE-NLRC does not issue new certificate because of the community quarantine. Ms. Caunin asked the bidders the validity of their existing clearance: Grand Meritus Security Agency- November 2019, Dark Horse Security Agency- October 2019, Red Planet Security Agency-December 2019, Circa Security Agency-July 2020 and Red Bird Security Agency Services-February 2020. Vice-Chairperson Aquino advised the bidders that the issue shall be discussed before the issuance of bid bulletin.
- Ms. Millamina clarified if the Administrative/Agency Fee can be adjusted from ten Percent (10%). Vice-Chairperson Aquino answered that it cannot be lower or higher than the ten percent (10%) as stated by the R. A 9184.
- Ms. Millamina clarified the deadline of submission as stated in the Invitation to Bid (IB) and Bid Data Sheet (BDS) where the IB states August 17, 2020 and BDS Section 12.1 (a-b) states August 15, 2020. Ms. Caunin answered that August 17, 2020 is the final deadline. She expressed that it shall be a part of the bid bulletin to be issued.
- Ms. Francisco queried on the circumstances of the Circa Security Agency's application to DOLE-NLRC. Ms. Monares answered that they have secured their certificate from DOLE-NLRC Region III-Pampanga Office through personal filing. A week after they applied for the said certificate, it was released.
- Ms. Millamina asked what to do with their expired PNP-SOSIA License to Operate (LTO), since it expired on March 31, 2020 and they applied for renewal on June 2020. Vice-Chairperson Aquino answered that they may submit the old /expired LTO and attach the proof of application for renewal.
- Mr. Mescallado appealed that LTO is major license and should be valid to which Ms. Caunin answered that matters discussed during the pre-bidding conference shall be finalized after three days and the changes in the bidding documents shall affect through an inclusion to a bid bulletin. No amendment stated in the bid bulletin shall mean no changes in the original bidding documents.
- Ms. Rojo asked if all documents should be authenticated by the bidders. Ms. Caunin answered in the positive and stated that the process is similar with personal submission of bids and that the only difference is the submission of an electronic copy which will be evaluated by the members during the opening of bids. A hard copy is still required after the determination of Lowest Calculated Bid.
- Ms. Monares inquired if all attachment to the on-going contracts shall be submitted. She's concerned with the volume of files to be scanned and attached to their online submission. Ms. Bayot answered that all attachment shall be submitted.
- Follow-up question by Mr. Mescallado asking if it is acceptable to attach the files in the Google Drive. Ms. Dela Cruz suggested that the files be scanned per file and be organized through ZIP or WRAR to accommodate the volume and be password-protected.
- Ms. Millamina raised the issue on Certificate of No Delinquency if proof of payment will be allowed as substitute for a valid certificate. Ms. Caunin answered that the BAC and end-user will convene to discuss the issues.
- Mr. Pilapil of Redbird Security and Services inquired if all attachments for the on-going contract will be submitted on the opening of bids which Ms. Bayot answered in the positive. Ms. Caunin proposed that on the opening of bids, the matrix for the statement

of on-going projects will be opened however, the attachments shall be verified/evaluated by the Technical Working Group.

- Ms. Monares inquired if the requirements under Security Plan stated the Terms of Reference are all required. Ms. Caunin answered in the affirmative. Follow-up question by Ms. Monares if a request letter for security survey is needed to which Ms. Mateo answered in the affirmative stating that a letter addressed to General Services Division shall be submitted.
- Grand Meritus mentioned the non-policy opinions of the GPPB on the administrative cost to which Mr. Enal responded that in TIEZA's history of procurement for security, it was agreed upon by the old BAC to include in the previous biddings that administrative cost shall not be lower than ten percent (10%) and not higher than twenty percent (20%) to which Ms. Francisco agree.
- Mr. Pilapil inquired on what email address will be used for the acceptance of online submission of bids. Ms. Caunin mentioned that the complete instructions and email addresses are all stated in the bidding documents, the address for submission is [tiezabac.online@gmail.com](mailto:tiezabac.online@gmail.com)
- Ms. Millamina asked if the BAC will accept soft copy of bidding proposals through a USB instead of email. Ms. Caunin mentioned that it was not stated in the bidding documents that such procedure is allowed. Bidders are advised to stick to the procedures stated in the bidding documents. Ms. Dela Cruz also reiterated that an automatic reply is generated every time a successful submission is made. If no autoreply is received by the bidders, they shall coordinate with the BAC Secretariat.
- Vice-Chairperson Aquino reiterated that all documents required on the date of opening shall be submitted minus the Covid-19 Test result which shall be required after the Notice of Award is issued. Ms. Caunin mentioned that only the winning bidder shall be required to submit test results.
- Engr. Macalalad mentioned that the site inspection shall be signed by the end-user in contrast to Section 12.1 (a-b) Additional Requirements Item No. 6. Site Inspection— signed by TWG and end-user.
- No further questions were raised by the bidders. Ms. Caunin announced that as of the conduct of pre-bidding conference, only Red Planet Security Agency has bought the bidding documents. Changes in the bidding documents shall be issued through a bid bulletin thus, no bid bulletin means no changes. She reminded all bidders on the date and time of the bid opening on 17 August 2020 at 10:00 a.m. and the instructions stated in the bidding documents. Late submission of bids shall not be accepted. An authorized representative needs to be present during the opening of bids to provide the password for the proposals submitted. No password provision on the day of the opening is a ground for disqualification for it amounts to non-opening of bid proposals. She further reiterated that a hard copy shall be submitted by the bidder seven (7) calendar days after announcement of Lowest Calculated Bid. She also reiterated that a certification of exactly the same copies of documents is required. Failure to follow instruction stated in the bidding documents shall be a ground for disqualification.
- Ms. Caunin announced that all prospective bidders' query/clarifications can be sent through email or written communication. All changes as agreed upon by the BAC and end-user will be posted through bid bulletin and that the prospective bidders has three (3) calendar days starting today to send all their questions/clarifications through email


or written communication and expect answer/s will be through a bid bulletin if there is an amendment.

- Having no matters to discuss, the Pre-Bidding Conference was concluded at 11:45 a.m.

Prepared by:

  
**HAILA P. BARAQUIO**

Noted:

  
**SUNSHINE RIEGO-CAUNIN**  
*Head*  
BAC Secretariat