



**Minutes of Pre-Bid Conference**  
**PROCUREMENT OF SECURITY AND SAFETY SERVICES**  
(PB-23-19)  
30 October 2019  
2:30 P.M.

**BAC Members**

Mr. Karl Paulo C. Damian, *Chairperson*  
Ms. Josefina L. Omol, *Vice Chairperson*  
Mr. Dominic F. Tajon, *Member*  
Mr. Frederick S. Tarun, *Member*  
Mr. Michael Romil D. Santiago, *Member*  
Mr. Ramon L. Matibag, *Member*

**Technical Working Group**

Mr. Joselito E. Rabulan, *Head*  
Ms. Evangeline R. Zoleta, *Member*  
Mr. Ludovico B. Alba, *Member*  
Mr. Agapito C. Bragais, Jr., *Member*  
Ms. Lea Ann M. Gamban, *Member*  
Ms. Jolly Ann S. Bay, *Member*  
Ms. Ednalyn S. Cortez, *Member*  
Ms. Jeacell S. Duran, *Member*

**BAC Secretariat**

Ms. Merla D. Escobar, *Head*  
Mr. RP P. Delos Reyes, *Member*  
Ms. Michelle B. Martinez, *Member*  
Ms. Joy M. Principe, *Ad-hoc Member*  
Ms. Erlinda E. Diaz, *Ad-hoc Member*

**End User Representative**

Mr. Dante Maddatu, *Security and Safety  
Department Representative*

**Prospective Bidders**

- 1. Commander Security Services, Inc.,**  
*represented by Ms. Fatima Laureano*
- 2. 168 Security, Inc.,** *represented by  
Ms. Catherine Marquez*
- 3. Circa Security and Investigation, Inc.**  
*represented by Ms. Winnie Monares and  
Ms. Ritchie Gonzales*
- 4. Lockheed Royale,** *represented by  
Mr. Jamil Estorninos*

**I. Call to Order**

- Mr. Karl Paulo C. Damian as BAC Chairperson presided over the Procurement of Security and Safety Services (PB-23-19) which started at exactly 3:35 P.M. The invocation and national anthem were led by Ms. Ednalyn S. Cortez and Mr. RP. P. Delos Reyes, respectively.

**II. Agenda**

1. Introduction of Participants
2. Brief discussion of all the requirements, terms, conditions, and specifications stipulated in the bidding documents, particularly the following:
  - a. Eligibility requirements required for government bidding;
  - b. Technical specifications and other requirements for the project, and
3. Other matters

**III. Certification of Quorum**

- Mr. Damian, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: "Procurement of Security and Safety Services (PB-23-19)". Thereafter, he requested the Head of the BAC Secretariat to formally introduce the attendees and state whether there is a quorum to proceed with the business of the day. In response, Ms. Merla D. Escobar, Head of the BAC Secretariat, confirmed that the members present constitute a quorum.

#### IV. Discussion

- The Head of BAC Secretariat informed the group that the Invitation to Bid (IB) was posted in the Philippine Government Electronic Procurement System (PhilGEPS), APO Website, and APO BAC Bulletin board on 22 October 2019.
- Further, Ms. Escobar mentioned that to enhance transparency of the process, the BAC sent Letters of Invitation to act as observers to the following: (i) Commission on Audit; (ii) Philippine Printing Technical Foundation (PPTF); and (iii) Philippine Chamber of Commerce and Industry. However, no observer attended the said conference.
- Thereafter, she mentioned that the Annual Procurement Plan (APP) for CY 2019 intends to apply the sum of Nine Million Fifty Thousand Pesos (**PhP 9,050,000.00**) being the Approved Budget for the Contract (ABC).
- She likewise mentioned that **168 Security, Inc. and Commander Security Services, Inc.** purchased the bidding documents on 29<sup>th</sup> and 30<sup>th</sup> days of October 2019, respectively.
- To provide the background, Mr. Damian requested the End User representative, Mr. Dante Maddatu of Security and Safety Department (SSD), to briefly discuss the technical specifications of the project and the corresponding schedule of requirements stated in Section VI and VII of the Bidding Documents.
- During the discussion, the following concerns or clarifications were revised as follows:
  1. The ITB Clause 13.1 (c) of the Bid Data Sheet which refers to Wage Order No. NCR-20 dated 27 May 2016 and GPPB Resolution No. 14-2012 dated on 1 June 2012 shall be amended by the most recent and updated rule which is the Wage Order No. NCR-22 dated 30 October 2018 and Minimum Rates by Sector and Region 2017 Wage Order No. IVA-18.
  2. The Section VII Technical Specifications of the bidding documents, particularly the Terms of Reference will have an additional provision on which shall reflect in the Supplemental/Bid Bulletin as Item IV.
  3. The BAC instructed the prospective bidders to submit a list of all necessary equipment as an evidence of compliance stated in Section VII Technical Specification of the bidding documents.
- As a result thereto, Mr. Damian mentioned that BAC will issue the corresponding supplemental/bid bulletin to reflect the changes and/or clarifications made during the pre-bid conference.

## **V. Adjournment**

- There being no further matters to discuss, the meeting was adjourned at exactly 4:10 P.M.

**Prepared by:**

**Noted by:**

*Sgd.*  
**MS. MICHELLE B. MARTINEZ**  
*BAC Secretariat*

*Sgd.*  
**MS. MERLA D. ESCOBAR**  
*Head, BAC Secretariat*

**Approved by the Bids and Awards Committee:**

*Sgd.*  
**KARL PAULO C. DAMIAN**  
*Chairperson*

*Sgd.*  
**JOSEFINA L. OMOL**  
*Vice Chairperson*

*Sgd.*  
**DOMINIC F. TAJON**  
*Member*

*Sgd.*  
**FREDERICK S. TARUN**  
*Member*

*Sgd.*  
**MICHAEL D. SANTIAGO**  
*Member*

*Sgd.*  
**RAMON L. MATIBAG**  
*Member*