



Republic of the Philippines  
**ENERGY  
REGULATORY  
COMMISSION**

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**BIDS AND AWARDS COMMITTEE (BAC)  
MINUTES OF MEETING**

**06 January 2021 (Wednesday) 10:00 A.M.**

Through Videoconferencing via MS Teams

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTM5MWZIMTEtMGUwNS00ZTRhLWJjNmitYTJmMzIIN2EwYWFk%40thread.v2/?context=%7b%22Tid%22%3a%220f0dac9f-433c-41ba-9f57-42be6fe671a9%22%2c%22Oid%22%3a%22638c224b-aae0-4a1f-95d8-6b417df5646d%22%7d)

[join/19%3ameeting\\_ZTM5MWZIMTEtMGUwNS00ZTRhLWJjNmitYTJmMzIIN2EwYWFk%40thread.v2/?context=%7b%22Tid%22%3a%220f0dac9f-433c-41ba-9f57-42be6fe671a9%22%2c%22Oid%22%3a%22638c224b-aae0-4a1f-95d8-6b417df5646d%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTM5MWZIMTEtMGUwNS00ZTRhLWJjNmitYTJmMzIIN2EwYWFk%40thread.v2/?context=%7b%22Tid%22%3a%220f0dac9f-433c-41ba-9f57-42be6fe671a9%22%2c%22Oid%22%3a%22638c224b-aae0-4a1f-95d8-6b417df5646d%22%7d)

Subject Matter : Pre-Bid Conference  
Project : *Supply and Delivery of Security Services*  
Mode of Procurement : Competitive Bidding  
Reference No. : Lot No. 2020-54

Attendees:

1. BAC Members, Technical Working Group, and BAC Secretariat:

<b>Name</b>	<b>Position</b>
Heiddi Venecia R. Barrozo	Chairperson, BAC
Sharon O. Montañer	Vice-Chairperson, BAC
Marina C. Bugayong	Member, BAC
Amabelle D. Del Rosario	Vice-Chairperson (CB), TWG
Jean Astrid C. Francisco	Vice-Chairperson (AM), TWG
Vladimere B. Pulmones	Member, TWG
Timothy L. Arce	Member, TWG
Arjay Louie Eu B. Cuanan	Chairperson, BAC Secretariat
Marie Alexis Denise S. Gayon	Vice-Chairperson (CB), BAC Secretariat
Kio Paulo H. San Andres	BAC Support
Lovelyn M. Alegre	BAC Support
Rosalyn T. Flores	BAC Support

2. End-User:

<b>Name</b>	<b>Position</b>
Jeric John P. Ramirez	Finance and Administrative Service – General Service Division (GSD)

### 3. Prospective Bidders:

<b>Name</b>	<b>Company/Organization</b>
Meliza Roque	Right-8 Security Agency Inc.
Jeof Alfonso	Best Security

#### **I. Call to Order**

The Pre-Bid Conference for the *Procurement of Supply and Delivery of Security Services* with an Approved Budget for the Contract (ABC) of Thirteen Million One Hundred Forty-Five Thousand Pesos (PhP13,145,000.00), was called to order at five minutes past ten o'clock in the morning (10:05 A.M.) through videoconferencing via MS Teams, with BAC Chairperson Heiddi Venecia R. Barrozo as the presiding officer.

#### **II. Determination of Quorum**

The BAC Secretariat Chairperson, Atty. Arjay Louie Eu B. Cuanan, confirmed the presence of a quorum with the attendance of BAC Chairperson Barrozo, and BAC Members Director Sharon O. Montañer and Atty. Marina C. Bugayong.

After having established the required quorum, BAC Secretariat Chairperson Cuanan likewise acknowledged the presence of the Technical Working Group (TWG), BAC Secretariat and support staff, as well as the representative from the end-user. Invitations to observe the Pre-Bid Conference were sent to Bishops-Businessmen's Conference for Human Development (BBC), Commission on Audit (COA), Philippine Chamber of Commerce and Industry (PCCI), and Transparency Accountability Network (TAN). However, none of the invited observers attended the pre-bid conference despite such notice.

#### **III. Proceedings**

The BAC Chairperson briefly went over the salient features of the Terms of Reference (TOR) of the project as shown on the screen such as the following: a) contract period; b) approved budget for the contract (ABC); c) scope of the project; and d.) payment of benefits (SSS, Philhealth, ECC, etc.).

#### IV. Question and Answers

1. Mr. Jeof Alfonso from Best Security asked the BAC to confirm the total number of security guards that will be deployed for the project since page twenty-seven (27) of the PBD mentioned “twenty-three (19)”. He also asked the number and type of firearms for the project - whether it is .38 caliber or 9mm since it was not expressly indicated in the TOR. He also asked when the trainings should be conducted - before or during their deployment. Lastly, he asked on how they can present their business permits considering that the deadline for submission of the bid is in the month of January and their business permit has already expired.
  - BAC Chairperson Barrozo clarified that the total number of security guards to be deployed is twenty-three (23).
  - Mr. Ramirez from the FAS-GSD answered that the firearms used by the security guards are handguns but with no specific model. As for the number of firearms, he clarified that each security guard should have a firearm.
  - Mr. Alfonso clarified that only .38 caliber or 9mm are allowed.
  - Mr. Alfonso also added that for the number of firearms, the allowed ratio is 1:2.
  - BAC Chairperson Barrozo inquired from the prospective bidder if the 1:2 ratio he mentioned means that the day shift guards are all issued handguns and the same handguns will be used by their respective relievers (night shift guards). Mr. Alfonso confirmed said statement.
  - BAC Chairperson Barrozo clarified that the security guards must already been trained **before** their deployment.
  - BAC Chairperson Barrozo confirmed that the prospective bidders can provide proof of renewal of their business permits in lieu of the permit itself considering that it is the start of the year.
2. Mr. Alfonso sought clarification as to which documents to be submitted must be original and which may be copies/certified true copies. He also asked if possible increases in the SSS and PhilHealth contributions were already factored in the approved budget for the contract. Lastly, he asked when is the date of deployment and whether there will be corresponding

adjustment on the contract period in order to complete the twelve (12) months.

- BAC Chairperson Barrozo answered that there are documents that must be submitted in the original form such as those which must be notarized, e.g. the Omnibus Sworn Statement (OSS). As for the other submissions like the licenses, copies or certified true copies are acceptable.
  - BAC Chairperson Barrozo cited the news article on the suspension of the implementation of the increase in Philhealth contribution. She clarified that the ABC is inclusive of all charges.
  - BAC Vice-Chairperson Sharon O. Montañer added that the question on the possible increase in the SSS and Philhealth contributions shall be addressed in the bid bulletin that will be issued since there was a previous incident wherein an increase in the minimum wage during the middle of the implementation of contract was implemented and the ERC gave additional funds to cover said increase.
  - BAC Chairperson Barrozo answered that the deployment must be as soon as the Notice to Proceed (NTP) is issued. She explained that the government is now implementing a cash-based budget system; hence, the contract must be completed by 31 December 2021.
3. Ms. Meliza Roque from Right-8 Security Agency Inc. asked if they are still required to purchase the bidding documents since they participated in the previous round of the subject procurement wherein they were declared as disqualified.
- BAC Chairperson Barrozo answered in the affirmative and explained that the subject procurement is a new round of bidding process.
4. Mr. Alfonso asked what agency rate is applicable for the subject procurement in relation to the cost distribution – whether PADPAO<sup>1</sup> or DOLE<sup>2</sup>.
- BAC Chairperson Barrozo answered that the BAC will issue the necessary bid bulletin to address the question.

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<sup>1</sup> Twenty-four percent (24%)

<sup>2</sup> Twenty percent (20%)

- Ms. Jean Astrid C. Francisco answered that the BAC follows the pronouncement of the GPPB.
5. Mr. Alfonso asked if they could offer add-on services.
- BAC Chairperson Barrozo answered in the affirmative and explained that the TOR contains only the minimum requirements. The prospective bidders can offer better services for as long as it has no additional cost to the ERC.

BAC Chairperson Barrozo reminded the prospective bidders that the forms may be downloaded from the GPPB Website found in the *Downloadables* section and to make sure that they will submit the current forms as approved/prescribed by the GPPB. She reminded them to observe the requirement as to what copies should be submitted in relation to the bidding documents – either original, mere copy or certified true copy. She also reminded them to strictly comply with the 2004 Notarial Rules of Practice, the required competent evidence of identity to be presented before the Notary Public, and the details to be indicated so as not to be disqualified by mere technicality.

BAC Secretariat Chairperson Cuanan reminded the prospective bidders to include certificates of completion or its equivalent as proof in their statement of all on going and completed contracts submissions. He also reminded them of the proper sealing of the envelopes and the proper number folders to be observed and which documents must be in specific folders.

BAC Secretariat Vice-Chairperson Marie Alexis Denise S. Gayon reminded the prospective bidders to indicate “comply” for each of the individual parameters stated in the TOR.

The BAC Chairperson discussed the following timeline: a) deadline for the manual submission of bids at the ERC Main Office is on 18 January 2021 at nine o’clock in the morning (9:00A.M.); b) opening of bids is on the same day at ten o’clock in the morning (10:00 A.M.).

Lastly, the BAC Chairperson Barrozo reiterated the request to bring the original copies of the documents for comparison during the opening of bids to expedite the process.

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**V. Adjournment**

Having no more questions, discussions, and clarifications, the meeting was adjourned at thirty-five minutes past ten o'clock in the afternoon (10:35 A.M.).

**Approved By:**

**HEIDDI VENECIA R. BARROZO**  
*BAC Chairperson*

**SHARON O. MONTAÑER**  
*BAC Vice-Chairperson*

**MARINA C. BUGAYONG**  
*BAC Member*

(TOOK NO PART)  
**AUGUST ANTHONY N. BALUTE**  
*BAC Member*

(TOOK NO PART)  
**JOSE ROMULO L. CASTRO †**  
*BAC Member*

**ATTESTED BY:**



**ARJAY LOUIE EU B. CUANAN**  
*Chairperson, BAC Secretariat*