



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

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

07 December 2020 (Monday) 5:00 P.M.

Through Videoconferencing via MS Teams

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2VkNjk4NmMtZTZkYS00ZDQyLTgzNDgtMTM0NDkzYmRjYjgw%40thread.v2/0?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_N2VkNjk4NmMtZTZkYS00ZDQyLTgzNDgtMTM0NDkzYmRjYjgw%40thread.v2/0?
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_N2VkNjk4NmMtZTZkYS00ZDQyLTgzNDgtMTM0NDkzYmRjYjgw%40thread.v2/0?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. 2020-49

Attendees:

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

Name	Position
Heiddi Venecia R. Barrozo	Chairperson, BAC
Marina C. Bugayong	Member, BAC
August Anthony N. Balute	Member, BAC
Amabelle D. Del Rosario	Vice-Chairperson (CB), TWG
Kent Fred B. Latorre	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:

Name	Position
Jeric John P. Ramirez	Administrative Officer III – Finance and Administrative Service – General Services Division

3. Prospective Bidder:

Name	Company
Meliza Roque	Right-8 Security Agency Inc.

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 eight minutes past five o'clock in the afternoon (05:08 P.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 Dr. August Anthony N. Balute 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 and prospective bidder. 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; d) minimum track record; e) obligations and responsibilities of the contractor; f) payment scheme; g) payment of benefits (SSS, Philhealth, ECC, etc.), and h) items 1.5, 1.6., and 2 of Section VII.

IV. Question and Answers

1. Ms. Meliza Roque from Right-8 Security Agency, Inc. manifested that it has no questions or clarifications.

Having no questions from the prospective bidder, the BAC Chairperson proceeded with some reminders and the timelines for the subject procurement.

The BAC Chairperson manifested that the subject procurement is an Early Procurement Activity (EPA) and that the ERC, being the procuring entity (PE), will award the project once the General Appropriations Act (GAA) is approved. Hence, as provided in the guidelines, the prospective bidders might be required to extend the period of their bid security.

The deadline for the manual submission of bids at the ERC Main Office is on 22 December 2020 at twelve in the afternoon (12:00 P.M.). The opening of bids is on the same day at three o'clock in the afternoon (3:00 P.M.). The deadline for submission of request for clarifications is on 11 December 2020.

The BAC Chairperson reminded the prospective bidder to bring the originals of the documents submitted during the opening of bids for comparison. She stressed the compliance with the 2004 Notarial Rules of Practice especially with the submission of proof of competent proof of identity; the format and language required and the documents that need to be submitted as indicated in the Checklist of Technical and Financial Documents. She also explained that since the GPPB actually removed the forms in their sixth (6th) edition of the PBD, the prospective bidders may use the previous bidding forms of the GPPB.

The BAC Secretariat Chairperson Cuanan manifested that one prospective bidder, Magnetrod Security Services, manifested its interest to join the scheduled pre-bid conference. However, due to conflict in the schedule, their representative will not be able to join and will just send a clarificatory email, if necessary.

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V. Adjournment

Having no more questions, discussions, and clarifications, the meeting was adjourned at twenty three minutes past five o'clock in the afternoon (05:23 P.M.).

Approved By:

HEIDDI VENECIA R. BARROZO
BAC Chairperson

(TOOK NO PART)
SHARON O. MONTAÑER
BAC Vice-Chairperson

MARINA C. BUGAYONG
BAC Member

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