



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

23 June 2020 (Tuesday) 11:00 A.M.
8th Floor, ERC Main Office,
Pacific Center Building, 33 San Miguel Avenue, Ortigas, Pasig City

Subject Matter Pre-Bid Conference
Procurement *Procurement of Security Services for the Energy
Regulatory Commission Main Office, Visayas
Area Operations Division (VAOD) and Mindanao
Area Operations Division (MAOD)*

Mode of Procurement: Competitive Bidding
Reference No. Lot No. 2020-02

Attendees:

A. BAC Members, BAC TWG and BAC Secretariat:

Name	Position
Sharon O. Montañer	Vice Chairperson, BAC
August Anthony N. Balute	Member, BAC
Jose Romulo L. Castro	Member, BAC
Marina C. Bugayong	Member, BAC ¹
Amabelle D. Del Rosario	Vice-Chairperson, BAC TWG
Jean Astrid C. Francisco	Member, BAC TWG
Arjay Louie Eu B. Cuanan	Chairperson, BAC Secretariat
Marie Alexis Denise S. Gayon	Member, BAC Secretariat

B. End- User

Cherry Lyn S. Gonzales Administrative Officer V,
Finance and Administrative
Service - General Service
Division (FAS-GSD)

C. Prospective Bidders

¹ Via Zoom

Mauro H. Cornelio

David M. Malixi

Right Eight R-8 Security
Agency

Right Eight R-8 Security
Agency

I. Call to Order

The Pre-Bid Conference for the Procurement of Security Services for the Energy Regulatory Commission (ERC) Main Office, Visayas Area Operations Division (VAOD) and Mindanao Area Operations Division (MAOD) with an Approved Budget of the Contract (ABC) of Six Million Five Hundred Seventy-Two Thousand Five Hundred Pesos (Php6,572,500.00) was called to order at three past eleven o'clock in the morning (11:03 A.M.) with BAC Vice-Chairperson Sharon O. Montañer as the presiding officer.

II. Determination of Quorum

BAC Secretariat Chairperson Cuanan confirmed the presence of a quorum with the attendance of BAC Vice-Chairperson Montañer and BAC Members August Anthony N. Balute; Jose Romulo L. Castro; and Marina C. Bugayong. The BAC Secretariat Chairperson manifested that invitations to observe the Pre-Bid Conference were sent to the Commission on Audit (COA), Philippine Institute of Certified Public Accountants (PICPA); Philippine Chamber of Commerce and Industry (PCCI) and Bishops-Businessmen's Conference for Human Development (BBC).

III. Presentation of the Requirements of the Project

BAC Vice-Chairperson Montañer manifested the availability of the bidding documents online. She then presented the salient features of the terms of reference (TOR) and the timeline, to wit:

Terms of Reference

- The Contract for the Security Services for the Energy Regulatory Commission's Main Office, Visayas Area Operations Division (VAOD) & Mindanao Area Operations Division (MAOD) shall be for a period of 01 July 2020 to 31 December 2020;
- Mode of Procurement is through Competitive Bidding;
- The Approved Budget for the Contract (ABC) is Six Million Five Hundred Seventy-Two Thousand Five Hundred Pesos (Php6,572,500.00) inclusive of all government taxes and other fees and charges;

- Number of security guards is twenty-five (25), including one supervisor, who shall inspect, monitor, secure and guard the offices of ERC (*Main, VAOD and MAOD*) by rotation 24 hours a day from Monday to Sunday. 21 shall be assigned in ERC Main, 2 in VAOD and 2 in MAOD;
- Twenty (20) security guards will be hired at day shift and five (5) guards at night shift. For day shift (12 hours duty) – 20 guards. For night shift (12 hours duty) duty) - 5 guards;
- The ERC desires a security Contractor who has completed, within the last five (5) years from the date of submission and receipt of bids, a single largest contract that is similar to the Contract to be bid; and
- Provide Personal Protective Equipment (PPE) to its employees, without any additional cost to the ERC;
- Payment shall be after the issuance of the winning contractor of the monthly billing; and
- The Contractor should have the necessary eligibility, experience and expertise in providing the pest control security services, as provided in the Bid Documents.
- The ERC desires a security Contractor who has completed, within the last five (5) years from the date of submission and receipt of bids, a single largest contract (SLC) that is similar to the Contract to be bid. Similar contract must be a security contract the value of which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC);
- The Contractor shall Provide Personal Protective Equipment (PPE) to its employees, without any additional cost to the ERC;
- The Contractor should have the necessary eligibility, experience, and expertise in providing the security services; and
- To provide twenty-five (25) Security Guards, including one supervisor, who shall inspect, monitor, secure and guard the offices of ERC (*Main, VAOD and MAOD*) by rotation, twenty-four (24) hours.

Timeline

- The deadline of submission for request of clarification by the prospective bidder, if any, is on 25 June 2020 (Thursday);

- The deadline of posting of Bid/Supplemental bulletin, if any, is on 29 June 2020 (Monday);
- The deadline of submission and receipt of bids is on 06 July 2020 (Monday) at ten o'clock in the morning (10:00 A.M.);
- The Bid Opening is scheduled on 06 July 2020 (Monday) at thirty past eleven o'clock in the morning (11:30 A.M.);
- The Bid Evaluation is scheduled on 07 July 2020 (Tuesday) eleven o'clock in the morning (11:00 A.M.);
- The Post-Qualification is on 08 July 2020 (Wednesday) at eleven o'clock in the morning (11:00 A.M.);
- Approval of Resolution/Issuance of NOA is on 13 July 2020 (Monday);
- Approval of Contract by HoPE is on 17 July 2020 (Friday);
- Issuance of NTP is on 20 July 2020 (Monday)

IV. Question and Answer

Mr. Cornelio of Right Eight R-8 manifested that their license expired (DOLE 18A) in April 2020 during the lock-down period. It is only in June 2020 wherein they were able to apply for renewal of said license (DOLE 174). He then asked if they can present acknowledgement receipt to substantiate proof of application.

The BAC resolved the matter by allowing the prospective bidder to submit a copy of an acknowledgement/official receipt to prove the pending application for license renewal.

V. Other Matters

The BAC Secretariat Chairperson reminded the prospective bidders that they can contact the BAC through their official e-mail address and contact number for further concerns and clarifications.

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VI. Adjournment

Having no more questions, discussions, and clarifications, the meeting was adjourned at seventeen past eleven o'clock in the morning (11:17 A.M.).

Approved By:

(TOOK NO PART)
HEIDDI VENECIA R. BARROZO
BAC Chairperson



SHARON O. MONTAÑER
BAC Vice-Chairperson

MARINA C. BUGAYONG
BAC Member

AUGUST ANTHONY N. BALUTE
BAC Member

JOSE ROMULO L. CASTRO
BAC Member

ATTESTED BY:


ARJAY LOUIE EU B. CUANAN
Chairperson, BAC-Secretary