



Republic of the Philippines
**ENERGY
 REGULATORY
 COMMISSION**

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

12 August 2020 (Wednesday) 01:00 P.M.

Through Videoconferencing via Zoom

<https://us02web.zoom.us/j/82949915842?pwd=ajN1cFFIRW9qcmo3Tlk2dFhhVjBuQT09>

Meeting ID: 829 4991 5842

Password: 927149


Subject Matter : Pre-Bid Conference
 Project : *Procurement of Security Services for the Energy Regulatory Commission Main Office, Visayas Area Operations Division (VAOD) and Mindanao Area Operations Division (MAOD) - 2nd Bidding*
 Mode of Procurement: Competitive Bidding
 Reference No. : Lot No. 2020-08

Attendees:


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

Name	Position
Heiddi Venecia R. Barrozo	Chairperson, BAC
Sharon O. Montañer	Vice-Chairperson, BAC
Marina C. Bugayong	Member, BAC
August Anthony N. Balute	Member, BAC
Jose Romulo L. Castro	Member, BAC
Amabelle D. Del Rosario	Vice-Chairperson, BAC TWG
Jean Astrid C. Francisco	Member, BAC TWG
Arjay Louie Eu B. Cuanan	Chairperson, BAC Secretariat
John Paul J. Sending	Member, BAC Secretariat
Kio Paulo H. San Andres	BAC Support
Lovelyn M. Alegre	BAC Support
Rosalyn T. Flores	BAC Support

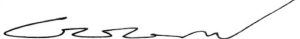
B. End-User:


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Name	Position
Cherry Lyn S. Gonzales	Administrative Officer V,


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 Digitally signed by Marina C. Bugayong

C. Prospective Bidders:

Name	Company
Francia C. Desquitado	Hackett Security Agency
Izza Casipit ¹	Right-8 Security Agency Inc.

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 Four Million Three Hundred Eighty-One Thousand Six Hundred Sixty-Six Pesos and 67/100 (PhP4,381,666.67) was called to order at five minutes past one o'clock in the afternoon (01:05 P.M.) through videoconferencing via Zoom with the BAC Chairperson Heiddi Venecia R. Barrozo as the presiding officer.

II. Determination of Quorum

The BAC Secretariat Chairperson Arjay Louie Eu B. Cuanan confirmed the presence of a quorum with the attendance of all the members of the BAC. After having established the required quorum, BAC Secretariat Chairperson Cuanan likewise acknowledged the presence of the BAC Secretariat, Technical Working Group (TWG), BAC Support, representative from the end-user and the representatives from the prospective bidders. Invitations to observe the Pre-Bid Conference were sent to the Bishops-Businessmen's Conference for Human Development (BBC), Commission on Audit (COA), Philippine Chamber of Commerce and Industry (PCCI), Philippine Institute of Certified Public Accountants (PICPA), and Transparency Accountability Network (TAN). However, none of the invited observers attended the Pre-Bid Conference despite such notice.

III. Presentation of the Requirements of the Project


BAC Chairperson Barrozo manifested the availability of the Philippine Bidding Documents (PBD) of the subject project online. She then presented some of the salient provisions of the Terms of Reference (TOR) and the timeline, to wit:


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Jose Romulo
L. Castro

¹ Joined the Pre-Bid Conference at twenty-eight minutes past one o'clock in the afternoon (01:28 P.M.).




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Venecia R. Barrozo


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by Marina C.
Bugayong



Terms of Reference

- The Contract for the Security Services for the Energy Regulatory Commission's Main Office, Visayas Area Operations Division (VAOD) and Mindanao Area Operations Division (MAOD) shall be for a period of four (4) months (01 September 2020-31 December 2020);
- The mode of Procurement is through Competitive Bidding;
- The ABC for the project is Four Million Three Hundred Eighty-One Thousand Six Hundred Sixty-Six Pesos and 67/100 (PhP4,381,666.67) inclusive of all government taxes and other fees and charges.
- The prospective bidders shall provide security services for the ERC Offices (Main, VAOD and MAOD).
- 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, 24 hours a day from Monday to Sunday.

No. of Security Guards

Location

21	ERC Main Office Pacific Center Building, 33 San Miguel Avenue, Ortigas Center Pasig City
2	ERC Visayas Area Operations Division (VAOD) St. Mary's Drive Banilad, Cebu City
2	ERC Mindanao Area Operations Service (MAOD) Mintrade Bldg. Monteverde Ave. Corner Sales St. Davao City

- 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) - 5 guards;



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- Minimum Track Record. 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. A 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);
- Obligations and Responsibilities of the Contractor and the ERC;
- Rights of Contractor and ERC;
- The Contractor should have the necessary eligibility, experience and expertise in providing the security services, as provided in the Bid Documents.

IV. Timelines

- Deadline of Submission and receipt of bids is on 27 August 2020 (Thursday) at twelve o'clock in the afternoon (12:00 P.M.);
- The Bid Opening is scheduled on 27 August 2020 (Thursday) at one o'clock in the afternoon (1:00 P.M.);
- Bid Evaluation is scheduled on 27 August 2020 (Thursday) at two o'clock in the afternoon (02:00 P.M.)
- The Approval of Resolution/Issuance of Notice of Award is on 01 September 2020 (Tuesday);
- The Contract Preparation and Signing is on 03 September 2020 (Thursday);
- The Approval of Contract by the Head of Procuring Entity is on 08 September 2020 (Tuesday);
- The Issuance of Notice to Proceed is on 09 September 2020 (Wednesday).

V. Question and Answer


1. **Ms. Francia C. Desquitado** from Hackett Security Agency asked where the exact location of the Visayas Area Operations Division (VAOD) is since the PBD indicated "Banilad" and confirmed if the address indicated in the TOR is the complete address.

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- The BAC clarified that the specific addresses are contained in page two (2) of the TOR.
2. **Ms. Desquitado** asked what rates would be applied for security guards deployed for the Cebu and Davao offices.
 - BAC TWG Vice-Chairperson Del Rosario answered that the prevailing minimum wage for the said areas shall be applied.
 3. **Ms. Desquitado** asked if they need to submit a security plan.
 - The BAC clarified that the security plan shall be submitted by the winning bidder which must closely coordinate with the Finance and Administrative Service-General Services Division (FAS-GSD).
 - **Ms. Gonzales**, representative from the FAS-GSD, confirmed the explanation given by the BAC.
 4. **Ms. Desquitado** asked about the process of payment for the PBD, and if there are supplemental bid bulletins to be posted as well as other requirements other than what is contained in the TOR.
 - The BAC explained that payment can be made through the cashier at the ERC office and the BAC Secretariat can assist on this matter;
 - The BAC Chairperson reiterated that the PBD must be paid on or before the deadline which is on 27 August 2020 (Thursday) at twelve o'clock in the afternoon (12:00 P.M.);
 - The BAC clarified that if there would be additional requirements or information related to the procurement at hand, bid bulletins will be posted as mandated by Republic Act No. 9184 (R.A. 9184), also known as the Government Procurement Reform Act;
 - **Ms. Gonzales** stated that there will be no more additional instructions considering that all the requirements are already contained in the TOR.
 5. **Ms. Desquitado** asked about the applicable administrative fee. She cited *Department Order Number 150-16, the Revised Guidelines Governing the Employment and Working Conditions of Security Guards and other Private Security Personnel in the Private Security*

Industry, which states that the administrative fee is not less than twenty percent (20%) of the contract cost. She stated that this is different from what is provided for in the GPPB, which mandates a ten percent (10%) rate.

- BAC TWG Vice-Chairperson Del Rosario confirmed that the ten (10%) percent rate provided under the GPPB shall be followed.
6. **Ms. Izza Casipit** from Right-8 Security Agency Inc. joined the pre-bid conference at twenty-seven minutes past one o'clock in the afternoon (01:27 P.M.). The BAC Secretariat Chairperson Cuanan presented again the PBD and the TOR to Ms. Casipit for transparency and to give her the opportunity to raise possible questions or clarifications.
7. **Ms. Casipit** inquired whether the qualification indicated under item seven (7) of the TOR on the Obligations and Responsibilities, which states that *"The guards must be at least 2nd year college or should have earned 72 units in college"*, is mandatory.
- The BAC answered in the affirmative.
8. **Ms. Casipit** inquired on the possible resubmission of the complete documents on 27 August 2020 particularly, page three (3) of the PhilGEPS Registration, which they failed to submit during the previous bidding process.
- The BAC explained that since this is the second round of the bidding process and the previous bidding was already declared as failure, everything that transpired during the first bidding is already moot. Hence, they need to submit a new set of required documents.

VI. OTHER MATTERS

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

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VII. Adjournment

Having no more questions, discussions, and clarifications, the Pre-Bid Conference was adjourned at forty-eight minutes past one o'clock in the afternoon (01:48 P.M.).

Approved By:



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HEIDDI VENECIA R. BARROZO
BAC Chairperson




SHARON O. MONTAÑER
BAC Vice-Chairperson



Digitally signed
by Marina C.
Bugayong

MARINA C. BUGAYONG
BAC Member



AUGUST ANTHONY N. BALUTE
BAC Member



Digitally signed
by Jose Romulo L.
Castro

JOSE ROMULO L. CASTRO
BAC Member

ATTESTED BY:



ARJAY LOUIE EU B. CUANAN
Chairperson, BAC Secretariat