

**MINUTES OF THE MEETING
BRANCH BIDS AND AWARDS COMMITTEE (BBAC) CF-OLONGAPO
PRE-BID CONFERENCE
MAY14, 2021 (FRIDAY), 10:00 A.M.
SBAM'S OFFICE, CASINO FILIPINO-OLONGAPO
#580 JB RICHWELL BLDG. RIZAL AVENUE, EAST TAPINAC, OLONGAPO**

AGENDA : **PRE-BID CONFERENCE
PROCUREMENT OF PRIVATE SECURITY AGENCY
SERVICES FOR THREE (3) YEARS
UNDER ITB NO. PB21-05-001OLO
Approved Budget for the Contract (ABC)
Per annum is ₱10,297,351.68
For three (3) years is ₱30,892,055.04
VAT-Exclusive, Zero-Rated Transaction**

PRESENT :

Ruben M. Racelis Jr.	Chairman, SBAM-PLFM
Erlinda M. Yenke	Member, SBAM, A/F
Cherryl P. Dacua	Member, SBAM, M/E
Jovito Y. Bautista Jr.	Member, SM
Brix P. Nabunat	End-user, A/Sr.Sec.O
Johnelle M. Balisi	TWG, SO I
Alejo V. Cartalla Jr.	TWG, A/ESO
Allan D. Ocampo	A/ Procurement Officer I
Domingo A. Celle III	Procurement Staff II

BIDDER PRESENT: Josephine G. Naval Optimum Security Services
 Alfredo B. Diego Optimum Security Services

1.0. CERTIFICATION OF QUORUM:

The Procurement Section (PS), acting as the Branch Bids and Awards Committee (BBAC) Secretariat, certified that there is a quorum.

2.0. CALL TO ORDER:

The meeting was called to order at 10:00 a.m. by the BBAC Chairman, Mr. Ruben M. Racelis.

3.0. PURPOSE:

- 3.1. To explain in detail the contents of the Bidding Documents for the project to be provided to the bidders.

- 3.2. To answer queries the bidders want to clarify relative to the documents issued to them.

4.0. INTRODUCTION:

- 4.1. The Chairman acknowledged the presence of the prospective bidder present in the Pre-bid Conference.
- 4.2. He also welcomed any clarifications/queries the prospective bidder may ask relative to the project so that any issues raised may be immediately settled.

5.0. DISCUSSION:

The following were given emphasis by the BBAC Secretariat:

- a. The bidders shall not submit a bid beyond the Approved Budget for the Contract amounting to Thirty Million Eight Hundred Ninety-Two Thousand Fifty-Five Pesos and 04/100 (₱30,892.055.04) VAT-Exclusive, Zero -Rated Transaction.
- b. The bidders shall submit bids in two (2) separate sealed bid envelopes. The first (1st) envelope shall contain the Eligibility Documents and Technical Component of the bid while the second (2nd) envelope shall contain the Financial Component of the bid. Each component shall be in four (4) sets properly marked as “original” / “copy no. 1” / “copy no. 2” / “copy no. 3”. Each set shall be sealed in separate envelopes. The envelopes of the original copy of the Technical Components and Financial Components should be sealed in an outer envelope marked as “**ORIGINAL BID**”; the envelopes of Copy No. 1 of both components should also be sealed in an outer envelope marked as “**COPY NO. 1**”, Copy No. 2 and Copy No. 3. The envelopes containing the original and copies shall then be enclosed in one single envelope.
- c. The appropriate forms provided in Section VIII. Bidding Forms must be completed **without any alterations to their format, and no substitute form shall be accepted**. All blank spaces shall be filled in with the information requested. The bid, except for un-amended printed literature, shall be signed, and each and every page thereof shall be initialled, by the duly authorized representative/s of the Bidder. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the duly authorized representative/s of the bidder.
- d. Late bids will not be accepted.
- e. Modification and withdrawal of bids is not allowed after the deadline for the submission and receipt of bids.
- f. All financial proposals must be VAT- Exclusive, Zero-Rated Transaction.
- g. During the opening of bids, all documents shall be checked against a checklist of required documents to ascertain if they are all present, using a Non - discretionary “pass/fail” criterion. If a bidder submits the required document, it shall be rated as “Passed” for that particular requirement. Failure to include any requirement or incomplete or patently insufficient shall be considered as “Failed.”

- h. A Bid Bulletin shall be issued in case there are changes in any of the provisions of the Bidding Documents for the project. Copies of the Supplemental Bid Bulletin can be downloaded from the websites of the Philippine Amusement and Gaming Corporation (PAGCOR) and the Philippine Government Electronic Procurement System (PhilGEPS). On the other hand, as additional assistance from PAGCOR, the BBAC Secretariat will transmit copies of the Supplemental Bid Bulletin to all bidders who have already purchased the Bidding Documents either through fax or electronic mail.
- i. All pages of the submittals shall be initialled by the authorized signatory.
- j. The Financial Bid Forms should be duly signed by the authorized signatory.
- k. All the submittals shall be evaluated and verified during the post-qualification. Falsification of documents will result to disqualification.
- l. The First (1st) Bid Envelope (Eligibility Documents and Technical Component) must contain the following:

- l.1 Bidders shall submit a valid PhilGEPS Certificate of Registration and Platinum Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184, if registered under the Platinum category, provided that all of the eligibility documents submitted to PhilGEPS are maintained and updated; or

In case any of the eligibility documents submitted to PhilGEPS is not updated, combination of a PhilGEPS Certificate of Registration and Platinum Membership, with any of the valid/updated Class "A" Eligibility Documents shall be submitted:

- i. Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, *or* Cooperative Development Authority (CDA) Registration Certificate for cooperatives;
- ii. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
- iii. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- iv. Audited Financial Statements (AFS), stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

Provided that the bidder/s having the Lowest Calculated Bid (LCB) /Single Calculated Bid (SCB) submit/s a valid and updated

PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCB/SCB during the post-qualification process.

- I.2 Statement of the prospective bidder of all its on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last three (3) years prior to the deadline for the Submission and Receipt of bids.

The Statement of all On-going and Completed Government and Private Contracts shall indicate the following:

- Name of the contract;
- Date of the contract;
- Contract period;
- Owner's name and address;
- Kinds of goods;
- Amount of contract and value of outstanding contracts;
- Date of delivery (please state estimated date of delivery);

- I.3 Statement identifying the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, amounting to at least fifty per cent (50%) of the total ABC of each lot participated within the last three (3) years prior to the deadline for the Submission and Receipt of Bids in the amount of **Fifteen Million Four Hundred Forty-Six Thousand Twenty-Seven Pesos and 52/100 (₱15,446,027.52)**

The statements required shall indicate for each contract, the following:

- a. name of the contract;
- b. date of the contract;
- c. contract period;
- d. owner's name and address;
- e. kinds of goods;
- f. amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;
- g. date of delivery (actual date of delivery for the single largest completed contract); and
- h. End-user's acceptance of official receipt(s) or sales invoice issued for the contract which shall be attached to the statement of SLCC.

Further, for purposes of post-qualification, kindly include in the aforesaid statements, the following information:

- Contact Person for the clients identified in the statement of all on-going government and private contracts and SLCC; and

- o Contact details (telephone or facsimile number, e-mail address or cellular phone number).

For the identified SLCC, a copy of the entire set of the Purchase Order (P.O.) / Contract may be attached for purposes of post-qualification. For this purpose, similar contracts shall refer to: *Security Services (Similar in Nature and Complexity)*.

- I.4 Computation of its Net Financial Contracting Capacity (NFCC) which must be at least equal to the total ABC or at least **Thirty Million Eight Hundred Ninety-Two Thousand Fifty-Five Pesos and 04/100 (₱30,892,055.04)** for PB21-05-001OLO;

A committed Line of Credit which must be at least equal to ten per cent (10%) of the ABC, **Three Million Eighty-Nine Thousand Two Hundred Five Pesos and 50/100 (₱3,089,205.50)**

- I.5 A valid Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

- Failure to enter into a JV in the event of contract award shall be a ground for bid security forfeiture.
- All potential JV partners must submit their respective Class “A” Legal Eligibility Documents.
- Submission of one of the potential JV partners of any of the technical and financial eligibility documents is already sufficient, provided that whoever submits the NFCC computation shall also submit its AFS and Statement of all on-going contracts

- I.6 Bid Security, which should be valid for One Hundred Twenty (120) calendar days, in any of the following forms:

Allowable Form of Bid Security	Percentage Amount in Philippine Pesos
1. Cash, cashier’s/ manager’s check issued by a Universal or Commercial Bank;	[at least Two Per cent (2%) of the total ABC] ₱617,841.10
2. Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	
3. Surety Bond (which is acceptable to PAGCOR), callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security	[at least Five Per cent (5%) of the total ABC] ₱1,544,602.75

A sample of the Insurance Commission Certificate is duly attached as Annex "A."	
4. Bid Securing Declaration as provided in Section IX of the Bidding Forms	No percentage required

I.7 Schedule of Requirements (Section VI).

I.8 Conformity with technical specifications as enumerated and specified in Section VII (Technical Specifications) of the Bidding Documents. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. The validity of the bid offer should be within One Hundred Twenty (120) calendar days from the date of Opening of Bids.

I.9 Omnibus Sworn Statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section IX. Bidding Forms.

The Omnibus Sworn Statement shall be supported by an attached document showing proof of authorization, e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney, in case of Sole Proprietor.

m. The contents of the Second (2nd) Bid Envelope are as follows:

m.1 The Financial Bid Form should be duly signed by the authorized signatory.

m.2 For Goods Offered from within the Philippines Form.

n. During the presentation of the bidding documents, there were some clarifications and/or modifications on the provision of the bidding requirements/documents were made.

4. INSPECTION AND TESTS	
PAGE	FROM
20	xxx xxx xxx The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the <u>SCC, Section IV (Technical Specifications)</u> shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

	XXX XXX XXX
PAGE	TO
	XXX XXX XXX
20	The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the <u>SCC, Section VII (Technical specifications)</u> shall specify what inspections and/or tests the Procuring Entity requires, and notify the supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
	XXX XXX XXX
5. WARRANTY	
PAGE	FROM
21	6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of R.A. 9184. 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.
PAGE	TO
21	5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the supplier shall, repair or replace the defective Goods of parts thereof without cost to the Procuring entity, pursuant to the Generic Procurement Manual

- o. All qualified bids identified after the Opening and Preliminary Examination of Bids shall then be subjected to Detailed Bid Evaluation in order to identify the bidder having the Lowest Calculated Bid (LCB).
- p. The LCB shall be determined in two (2) steps:
 - p.1 The detailed evaluation of the financial components of bids to establish the correct calculated prices of the bids; and

- p.2 The ranking of the total bid prices as calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
- q. The BBAC shall conduct a detailed evaluation of all bids rated as "Passed," using non-discretionary pass/fail criteria. The BBAC shall consider the following in the evaluation of bids:
- Completeness of the bid. Bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Procuring Entity, and
 - Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
- r. Based on the detailed evaluation of bids, those that comply with the above mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, which exceed the ABC shall not be considered.
- r.1 The Bidder/s having the LCB shall then be subjected to post-qualification to determine whether it complies with and is responsive to all the requirements and conditions provided under IRR of R.A. 9184 and the Bidding Documents for the project.
- r.2 During Post-Qualification, the BBAC shall verify, validate and ascertain all statements made and documents submitted by the bidder having the LCB to consider, but shall not be limited to the legal requirements, technical requirements, and financial requirements. Further, the bidder having the LCB must submit within a non-extendible period of five (5) calendar days from receipt of the BBAC notice the Latest income and business tax returns filed electronically through the Electronic Filing and Payment System (EFPS).
- s. If the BBAC determines that the Bidder with the LCB passes all the criteria for post-qualification, it shall declare said bid as the **Lowest Calculated Responsive Bid (LCRB)**, and recommend to the **Head of the Procuring Entity** the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- t. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract and return it to PAGCOR.

- u. Pursuant to Section 35 of the IRR of R.A. 9184, the BBAC shall declare a “Failure of Bidding” when:
 - u.1 No bids are received;
 - u.2 All prospective Bidders are declared ineligible;
 - u.3 All bids fail to comply with all the bid requirements or fail post – qualification; or
 - u.4 Bidder with the LCRB refuses, without justifiable cause, to accept the award of contract, and no award is made.

6.0. ADJOURNMENT:

There being no other matter to be discuss, the Chairman adjourned the meeting at 12:54 noon

Prepared by:

SGD
DOMINGO A. CELLE III
 Procurement Staff II

Checked By:

SGD
ALLAN D. OCAMPO
 A/Procurement Officer I

ATTESTED BY:

SGD

RUBEN M. RACELIS JR.
 Chairman, SBAM-PLFM

SGD

ERLINDA M. YENKO
 Member, SBAM-A/F

Not Present

ATTY. MICHELLE YU
 Vice-Chairman, LC

Not Present

NORMAN R. NICANOR
 Member, A/SSO

SGD

CHERRYL P. DACUA
Member, SBAM-M/E

SGD

JOVITO Y. BAUTISTA JR.
Member, SM

SGD

BRIX P. NABUNAT
End-user, A/SSO

SGD

JOHNELLE M. BALISI
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ALEJO V. CARTALLA JR.
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