

Minutes No. 05-03, Series of 2020

**MINUTES OF THE PRE-BID CONFERENCE**

"Contracting the Services of Forty (40) Private Security Agency Guards (Re-bid)"

Date : 29 May 2020  
Time : 2:00 p.m.  
Venue : CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone

**1.0 ATTENDEES:**

Present/Member Atty. Rustico G. Quizon III (Chairperson)  
Atty. Misheena Joyce C. Tiatco (Vice Chairperson)  
Engr. Federico E. Primero, Jr. (Member)  
Gerry A. Naguit (Member)  
Melissa D. Feliciano (Member)  
Atty. Ana Maria R. Suba (Alternate Member)  
Reynante S. Nanquil (Provisional Member)

BAC-TWG: Robert S. Urbano  
Arthur Z. Galang  
Kristober S. Gomez  
Engr. Abelardo D. Sore, Jr.

Secretariat: Sharon C. Lingad  
Sierra Korina D. Siguenza  
Jesus Gerardo C. Capili

Also present: Ms. Joy Love D. Holtz (DOTr)  
Mr. Glenn D. Tripulca (CAAP)  
Naphali Quiambao (IAD)

Prospective bidders: David Balaong - 888 Gallant Security Services Corporation  
Nobs Jude Dela Cruz - Square Canopy Security Agency  
Francisco Dela Cruz and Engr. Audie R. Sabaot –  
FEMJEG Security Agency  
Michelle Virasion – BWPSSI Security Agency (Blackwater Philippines Security Solutions), Inc.

**2.0 INVOCATION**

The opening prayer was led by the BAC Secretariat, Ms. Sharon C. Lingad.

**3.0 CALL TO ORDER**

After the certification of a quorum by the BAC Secretariat, Chairperson Quizon called the meeting to order and presided thereat. In view of the implementation of the modified enhanced community quarantine and the stringent social/physical distancing measures over the entire Luzon, the meeting was conducted through teleconferencing via Zoom.

54 Prior to the start of the Pre-bid Conference, Chairperson Quizon acknowledged the presence  
55 of Engr. Abelardo D. Sore, Jr. and Ms. Joy Love D. Holtz from the Department of  
56 Transportation (DOTr), Mr. Glenn D. Tripulca from the Civil Aviation Authority of the  
57 Philippines (CAAP) and Mr. Naphali Quiambao from the CIAC - Internal Audit Department  
58 (IAD).  
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#### 60 **4.0 APPROVAL OF THE AGENDA ITEMS**

61 Ms. Lingad presented the agenda for approval:  
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64 I. Pre-bid Conference for the project: "Contracting the Services of 40 Private Security  
65 Agency Guards (Re-bid)"  
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67 II. Approval of the Minutes of the BAC Meeting

68 a) 6 April 2020 Minutes of the BAC Meeting

69 Discussion on the Supplemental/Bid Bulletin No. 2 for the project: "Contracting the  
70 Services of Forty (40) Private Security Agency Guards"  
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72 b) 14 April 2020 Minutes of the BAC Meeting

73 Discussion on the Supplemental/Bid Bulletin No. 3 for the project: "Contracting  
74 the Services of Forty (40) Private Security Agency Guards"  
75

76 c) 24 April 2020 Minutes of the BAC Meeting

77 Discussion on the Memorandum of Agreement (MOA) between Bases Conversion  
78 and Development Authority (BCDA) and Clark International Airport Corporation  
79 (CIAC) for the funding of various Clark Airport development projects and Discussion  
80 on the bidding documents for the project: "Rehabilitation and Upgrading of Airfield  
81 Ground Lightings System including New Airfield Ground Lightings Powerhouse for  
82 Clark International Airport" and "Design and Build of the New Eighteen-Storey Clark  
83 Air Traffic Control Tower Building Facility at Clark International Airport"  
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85 d) 8 May 2020 Minutes of the BAC Meeting

86 Discussion on the recommendation to declare the failure of bidding for the  
87 project: "Contracting the Services of Forty (40) Private Security Agency Guards"  
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89 e) 19 May 2020 Minutes of the BAC Meeting

90 Pre-Procurement Conference on the project: "Contracting the Services of Forty (40)  
91 Private Security Agency Guards (Re-bid)"  
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94 On the motion duly made by Ms. Melissa D. Feliciano and seconded by Engr. Federico E.  
95 Primero, Jr., BAC unanimously approved the agenda as cited.  
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#### 97 **5.0 ACKNOWLEDGMENT OF PROSPECTIVE BIDDERS AND THEIR RESPECTIVE** 98 **REPRESENTATIVES**

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100 Chairperson Quizon acknowledged the presence of the prospective bidders.

101 1. David Balaong - 888 Gallant Security Services Corporation;

102 2. Nobs Jude Dela Cruz - Square Canopy Security Agency;

103 3. Francisco dela Cruz and Engr. Audie R. Sabaot - FEMJEG Security Agency; and

104 4. Michelle Virasion - BWPSSI Security Agency (Blackwater Philippines Security Solutions), Inc.  
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## 6.0 PRE-BID CONFERENCE

At the onset, Chairperson Quizon mentioned that the purpose of the meeting is to give opportunity for prospective bidders to raise queries and/or requests clarification regarding the bidding process and the bidding documents. Prior to the discussion proper, a brief presentation of the technical specifications of the project was discussed by Mr. Nanquil, Officer-in-Charge, Security Department.

*The following paragraphs or items were taken from the said presentation.*

Title of the project: "Contracting the Services of Forty (40) Private Security Agency Guards (Re-bid)." The Approved Budget for the Contract (ABC) is Seven Million Two Hundred Three Thousand Five Hundred Fifty Eight Pesos and 51/100 (Php7,203,558.51) and has a contract duration of Five (5) months and Sixteen (16) days commencing from 15 July 2020 to 31 December 2020.

The winning bidder or contractor shall deploy the security personnel in two (2) shifts with twelve-hour duty including Saturdays, Sundays and Holidays. The schedule of deployment of security personnel shall as follows:

*FIRST SHIFT -----7:00 AM TO 7:00 PM*

*SECOND SHIFT -----7:00 PM TO 7:00 AM*

The winning bidder or contractor shall provide forty (40) Private Security Agency Guards which includes two (2) qualified Shift-in-Charge and additional one (1) Chief Security Officer (Detachment Commander) without additional cost to CIAC.

Mr. Nanquil informed the prospective bidders that there shall be no case that the Contractor/ Agency will adapt a new shifting schedule other than what is prescribed by the TOR, unless approved by the CIAC Management. Furthermore, Mr. Nanquil said that the supplies and equipment to be used for the project shall be provided by the Contractor. He also informed the prospective bidders that the manpower qualifications are all stated in the bidding documents for the said project.

<b>MANPOWER REQUIREMENT</b>	
	No. of Personnel
Private Security Agency Guards	38
Shift-In-Charge	2
Total	40 + 1 Detachment Commander w/out additional cost to CIAC

### **MANPOWER QUALIFICATIONS**

1. Must have a valid security license issued by the PNP-SOSIA;
2. Must have a current (with (2) years validity from date of issue) Security Training Certificate issued by an accredited Security Training School;
3. Must have completed at least 72 Units of College Education;
4. Preferably 5 feet 6 inches in height for male and 5 feet 2 inches for female, and at least 21 but not more than 45 years old;
5. Must be of good moral character;
6. Must be physically and mentally fit for security duty;
7. Conversant with the English language;
8. With pleasing personality.

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Note: CIAC will not hire security personnel with previous criminal or administrative case(s) and/or terminated with cause from the service.

**EQUIPMENT**

The Contractor shall provide all security equipment, tools and materials and must be in conformity to applicable standards and shall be covered with appropriate and valid licenses and documents, particularly for issued firearms, hand-held radios, vehicles, motorcycles, etc. A summary inspection report of all equipment, radios and firearms shall be submitted daily to the Security Department for record/notation.

Items	Description	Quantity
1.	Pistol - 9mm semi-automatic with 2 magazines, basic load of ammunitions. (Full Metal Jacket/ New Ammos)	20 units
2.	Vehicle – AUV type or equivalent equipped with beacon lights mobile radio, and remote controlled search light system 360°, with CIAC logo and marked with "Security" on both sides to be used for roving inspections/visibility patrols.	1 unit
3.	Motorcycle – not less than 125 cc (Four Strokes) with rotating beacon light for patrolling on every sector area.	2 units
4.	Handheld Radios – UHF operating frequency (High Band/NTC- licensed) battery pack.	20 units
5.	12 Gauge Shotgun (branded with butt), sling and basic load ammunitions.	4 units
6.	Handheld Metal Detectors, 9-volt battery powered, 2KH2 audio frequency, 95 KH2 operating frequency.	5 units
7.	Radio spare batteries	20 pieces
8.	All weather reflective vests marked with "Security"	40 pieces
9.	Individual baton	40 pieces
10.	Under chassis inspection mirror with steel handle wheels.	5 pieces
11.	Search light (Re-chargeable candle power spotlight)	10 pieces
12.	Megaphone	2 pieces

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Note:

1. All equipment above shall be in good operational condition, and must pass the testing of the SD prior to the contract implementation.
2. Vehicle and motorcycles to be provided by the winning bidder must be 2018 year model or newer.

**CONTRACTING THE SERVICES OF FORTY (40) PRIVATE SECURITY AGENCY  
GUARDS DEPLOYMENT PLAN  
Two (2) shifts at twelve (12) hours tour of duty**

POST	Required Manning /Days	
	First Shift	Second Shift
1. Corporate Office Building (COB)	3	3
2. Annex Building	1	1
3. Peninsula Building	1	1
4. JC MALL	1	1
5. OMNI Gate	1	1
6. Quitangil	2	2

7. Kamikaze 1	1	1
8. Kamikaze 2	1	1
9. SCTEX	1	1
10. Riccon Gate	2	2
11. Motorcycle Patrol	2	2
12. Alpha Base (Radio Room)	1	1
13. Intelligence and Investigation	2	2
14. Shift-In-Charge (SIC)	1	1
	20	20
Total		40

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The Contracted Private Security Guards may be posted to any of the above given post locations as determined by the Security Department (SD).

Mr. Nanquil informed the prospective bidders that the post locations are indicated in the bidding documents. The CIAC Management has the discretion to change the post locations whenever necessary.

Lastly, he discussed the Standard Cost Distribution Table for Security Services which is also included in the bidding documents.

**COST DISTRIBUTION FOR SECURITY SERVICES  
CONTRACTING THE SERVICES OF FORTY (40) PRIVATE SECURITY AGENCY  
GUARDS**

item	No. of days worked per month	No. of days per year	No. of hours work per day	SHIFT-IN-CHARGE	SECURITY GUARDS
	32.8167	393.8	12		
	Daily Wage			470.00	420.00
	Basic Salary Per Month ( <i>for 8 hours only</i> )			15,423.83	13,783.00
	Overtime Pay for additional 4 hours duty			9,897.35	8,844.44
	Night Differential (			514.13	459.43
	13 Month Pay (daily wage x 365/12 /12)			1,191.32	1,064.58
	Service Incentive Pay (daily wage x 5 days/12)			195.83	175.00
	Uniform Allowance			100.00	100.00
A	TOTAL AMOUNT DIRECTLY TO GUARD			27,322.46	24,426.45
	Retirement Pay (Labor Code Article 302) (daily wage x 22.5/12)			881.25	787.50
	SSS Premium (SSS Circular No. 2019-005)			1,600.00	1,600.00
	PhilHealth Contribution (Philhealth Circular No. 2019-0010) (daily wage x 365/12 x 3%/2)			214.44	191.63
	State Insurance (based on new SSS Table)			30.00	30.00
	Pag-ibig Fund			100.00	100.00
B	TOTAL AMOUNT TO GOV'T IN FAVOR OF GUARD			2,825.69	2,709.13
C	TOTAL AMOUNT TO GUARD AND GOVERNMENT (A+B)			30,148.15	27,135.58
D	ADMIN. OVERHEAD AND MARGIN EXCLUSIVE OF VAT (20%)			6,029.44	5,427.12
E	TOTAL AMOUNT RATE PER GUARD PER MONTH FOR TWELVE (12) HOURS			36,177.78	32,562.69
F	TOTAL NUMBER OF GUARDS			2	38
G	MONTHLY COST			72,355.55	1,237,382.36

H	TOTAL MONTHLY COST (5 Months and 16 days)	397,955.54	6,805,602.97
I	TOTAL COST (5 Months and 16 days)	<b>PHP7,203,558.51</b>	

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After Chairperson Quizon inquired whether the prospective bidders have read the contents of the bidding documents, the BAC proceeded with the discussion on the query or requests for clarification of each prospective bidder:

Items	Queries and Clarification	Remarks/Instructions
1.	<p>Query of Mr. David Balaong - 888 Gallant Security Services Corporation</p> <p>With regard to technical specification under Article 2, Manpower Qualification No. 3 "Must have completed at least 72 Units of College Education." May we suggest that the Security Guard qualification be changed to "at least be a high school graduate and completed a security training course" and the qualification of the Shift-in-Charge must be "at least 72 units earned in college with complete security training with at least 3 years experience as a security guard."</p>	<p>Due to the location of posting of security personnel, the manpower qualification requirement for the security personnel shall be based on the ICAO Security Standards.</p>
2.	<p>Query of Mr. David Balaong - 888 Gallant Security Services Corporation</p> <p>With regard to technical specifications under Article 7, Equipment and Materials: Note 2. "Vehicle and motorcycles to be provided by the winning bidder must be 2018 year model or newer." May we request that the requirement be amended to "Vehicle and motorcycles to be provided by the contractor should be in good running condition and certified by the CIAC mechanic."</p> <p>Request to delete the requirement for the year model 2018 or newer.</p>	<p>The CIAC-BAC shall deliberate on the request and the official reply shall be incorporated in Supplemental/Bid bulletin to be issued and posted at the CIAC website and PhilGEPS website.</p>
3.	<p>Query of Mr. David Balaong - 888 Gallant Security Services Corporation</p> <p>With regard to the computation on the night shift differential indicated in the Cost Distribution Table on page 97 of the bidding documents, the night shift differential rate on a monthly basis for the security guard is Php459.43 and for Shift-in-Charge is Php514.13. However, based on our computation, the night shift differential rate of the security guard should be Php689.15 and the Shift-in-Charge is Php771.19.</p>	<p>All prospective bidders are required to submit their queries and/or requests for clarification on any part of the bidding documents to the CIAC-BAC through the email address <b>ciac_bacsecretariat@yahoo.com</b></p>

	We shall provide the BAC with our computation thru email.	
4.	<p>Query of Engr. Audie R. Sabaot - FEMJEG Security Agency</p> <p>With regard to technical specifications under Article 2, Manpower Qualification No.3 "Must have completed at least 72 Units of College Education." May we know if CIAC has existing security personnel with such qualification.</p> <p>Will CIAC allow absorption of security guards, if ever.</p>	<p>Yes.</p> <p>Yes, however, clearance from CIAC Security Department-Technical Review and Assessment Committee (TRAC) shall be secured by the winning bidder or Contractor prior to absorption of security guards posted in CIAC.</p>

There being no other queries and/or requests for clarifications to discuss, Chairperson Quizon instructed Ms. Lingad to read the additional reminders for the information and guidance of the prospective bidders:

1. All prospective bidders are required to submit their queries and/or requests for clarification on any part of the bidding documents to the CIAC-BAC through the email address [ciac\\_bacsecretariat@yahoo.com](mailto:ciac_bacsecretariat@yahoo.com).
2. The deadline for the submission of queries and/or requests for clarification shall be on **1 June 2020 (Monday) not later than 5:00 p.m.**
3. The Supplemental/Bid Bulletin shall be issued or posted on **3 June 2020 (Wednesday)** at the CIAC website ([www.ciac.ph](http://www.ciac.ph)) and PhilGEPS' website ([www.philgeps.gov.ph](http://www.philgeps.gov.ph)). It shall be the responsibility of all those who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the CIAC-BAC.
4. The deadline for the Submission of Bids is on **10 June 2020 (Wednesday)**. All bids must be duly received by the CIAC Records Management Office (RMO) **not later than 10:00 a.m. of 10 June 2020 (Wednesday)**.
5. Bidders shall submit their bids through their duly authorized representative using the forms specified in the bidding documents in two (2) separate sealed envelopes, or two (2) password-protected bidding documents in compressed archive folders, in case of electronic bid submission, which shall be submitted simultaneously. The first shall contain the **Technical Component** of the bid, including the Eligibility requirement under Section 23.1 of the Implementing Rules and Regulations for the Procurement of Goods and Infrastructure Projects, and the second shall contain the **Financial Component** of the bid.

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6. The opening of bids shall be conducted at **10:15 am** of **10 June 2020 (Wednesday)** at **the CIAC Board Room, Corporate Office Building**, Civil Aviation Complex, Clark Freeport Zone. Bids will be opened in the presence of the bidders' representatives who choose to attend. Late bids shall not be accepted.
7. Unsealed or unmarked bid envelopes or in case of electronic bid submission, bidding documents not in compressed archive folders and are not password-protected, shall be rejected. However, bid envelopes that are not properly sealed and marked, or not properly compressed and password-protected, as required in the bidding documents shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume **no responsibility** for the misplacement of the contents of improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening.
8. Should a bidder decide **not to submit** a bid, said bidder should justify in writing to the BAC the reason for the non-submission. Sanctions shall be imposed to the bidder who withdraws from bidding or submits late bids or submits patently insufficient bids for at least three (3) times within a year, except for a valid reason.
9. Bidders are reminded that a suspended or blacklisted supplier, contractor or consultant shall not be allowed to participate in all procurement opportunities of the government for the duration of the suspension or blacklisting, regardless of the modality of procurement employed by the procuring entity.
10. Pursuant to the Department of Transportation (DOTr) Department Memorandum, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) filed by the government against it. Said document shall be included and submitted as part of the bidder's eligibility documents. Bidders are required to utilize the prescribed format attached in the bidding documents. In case of joint venture, each partner of the joint venture shall submit their respective certification, under oath.
11. Note: Caution to prospective bidders, should there be individuals posing in behalf of the BAC and TWG as agents or fixers, the same should be reported to the BAC immediately. This shall not be tolerated by the BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder. For as long as the same submits complete requirements, the said prospective bidder shall be qualified.

Chairperson Quizon informed the prospective bidders that pursuant to Government Procurement Policy Board (GPPB) Resolution 09-2020, the BAC shall decide whether to allow the manual or online/electronic submission and receipt of bids based on the CIAC's capabilities. The CIAC-BAC will issue a Supplemental/Bid Bulletin on that matter.

## **7. APPROVAL OF THE MINUTES OF THE PREVIOUS BAC MEETING**

- a) 6 April 2020 Minutes of the BAC Meeting  
Discussion on the Supplemental/Bid Bulletin No. 2 for the project: "Contracting the Services of Forty (40) Private Security Agency Guards"  
  
On a motion duly made by Engr. Federico E. Primero, Jr. and seconded by Ms. Melissa D. Feliciano, the BAC approved the Minutes of the BAC Meeting held on 6 April 2020.
- b) 14 April 2020 Minutes of the BAC Meeting



- 279 Discussion on the Supplemental/Bid Bulletin No. 3 for the project: "Contracting  
280 the Services of Forty (40) Private Security Agency Guards"  
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- 282 On a motion duly made by Ms. Melissa D. Feliciano and seconded by Atty. Ana  
283 Maria R. Suba, the BAC approved the Minutes of the BAC Meeting held on 14 April  
284 2020.  
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- 286 c) 24 April 2020 Minutes of the BAC Meeting  
287 Discussion on the Memorandum of Agreement (MOA) between Bases Conversion  
288 and Development Authority (BCDA) and Clark International Airport Corporation  
289 (CIAC) for the funding of various Clark Airport development projects and Discussion  
290 on the bidding documents for the project: "Rehabilitation and Upgrading of Airfield  
291 Ground Lightings System including New Airfield Ground Lightings Powerhouse for  
292 Clark International Airport" and "Design and Build of the New Eighteen-Storey Clark  
293 Air Traffic Control Tower Building Facility at Clark International Airport"  
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- 295 On a motion duly made by Atty. Ana Maria R. Suba and seconded by Atty. Misheena  
296 Joyce C. Tiatco, the BAC approved the Minutes of the BAC Meeting held on 24 April  
297 2020.  
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- 299 d) 8 May 2020 Minutes of the BAC Meeting  
300 Discussion on the recommendation to declare the failure of bidding for the  
301 project: "Contracting the Services of Forty (40) Private Security Agency Guards"  
302
- 303 On a motion duly made by Atty. Ana Maria R. Suba and seconded by Ms. Melissa D.  
304 Feliciano, the BAC approved the Minutes of the BAC Meeting held on 8 May 2020.  
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- 306 e) 19 May 2020 Minutes of the BAC Meeting  
307 Pre-Procurement Conference on the project: "Contracting the Services of Forty (40)  
308 Private Security Agency Guards (Re-bid)"  
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- 310 On a motion duly made by Atty. Misheena Joyce C. Tiatco and seconded by Atty.  
311 Ana Maria R. Suba, the BAC approved the Minutes of the BAC Meeting held on 19  
312 May 2020.  
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## 314 **8. ADJOURNMENT**

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316 There being no other matters to discuss, the meeting was adjourned at 2:55 p.m. on the 29<sup>th</sup> day  
317 of May 2020.  
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Prepared by:

  
**JESUS GERARDO C. CAPILI**  
Minutes/Agenda Officer

Reviewed by:

  
**SHARON C. LINGAD**  
Manager-BAC Secretariat

Read and Approved by:

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**GERRY A. NAGUIT**  
Member



**MELISSA D. FELICIANO, EnP**  
Member



**REYNANTE S. NANQUIL**  
Provisional Member



**ENGR. FEDERICO E. PRIMERO, JR.**  
Member



**ATTY. ANA MARIA R. SUBA**  
Alternate Member



**ATTY. MISHEENA JOYCE C. TIATCO**  
Vice Chairperson



**ATTY. RUSTICO G. QUIZON III**  
Chairperson