

**MINUTES OF THE PRE-BID CONFERENCE**

**"Contracting the Services of Seventy Two (72) Private Security Agency Guards"**

Date : 22 August 2019  
Time : 2:00 p.m.  
Venue : CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone

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**1.0 ATTENDEES:**

Present/Members: Raul L. Del Rosario (Chairperson)  
Atty. Misheena Joyce C. Tiatco (Vice Chairpersonman)  
Gerry A. Naguit (Member)  
Engr. Federico E. Primero, Jr. (Member)  
Melissa D. Feliciano, EnP (Member)

BAC-TWG: Robert S. Urbano  
Arthur Z. Galang  
Vergel Maria D. Lacanlale  
Reynante S. Nanquil (Provisional Member)

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

Also present: Joy Love D. Holtz (DOTr)  
Mitchelle S. Cruz (IAD)

Prospective bidders: Justice, Principle & Sovereignty Agency Corp. represented by Randy T. Ballar, Joe-Ar Basiana and Roderick Nitura;  
Arviter Top of the Line Security Investigation Specialist represented by Ariel P. Salonga;  
ICT Security and Investigation Agency represented by Salvador C. Marzan and Rizaldy C. Santos; and  
888 Gallant Security Services Corporation represented by Richard Guillermo

**2.0 INVOCATION**

Chairperson and Vice President for Airport Operations and Management Group (AOMG), Raul L. Del Rosario, led the opening prayer.

**3.0 CALL TO ORDER**

After the certification of quorum by the BAC Secretariat, Chairperson Del Rosario called the meeting to order and presided thereat.

Prior to the start of discussion, Chairperson Del Rosario acknowledged the presence of Ms. Joy Love D. Holtz, Department of Transportation (DOTr) and Mr. Mitchell S. Cruz, Internal Audit Department.

Chairperson Del Rosario inquired if the representatives from Commission on Audit (COA), Bases Conversion and Development Authority (BCDA), Civil Aviation Authority of the Philippines (CAAP) and independent observers were formally invited for the said Pre-bid Conference and are present in the meeting. Ms. Sharon C. Lingad, Manager-BAC Secretariat, advised the Chairperson that invitations for the Pre-bid Conference of the said project were sent out to COA, BCDA, CILA, CAAP and MACCI. However, the said parties were not able to attend the meeting due to previous commitments.

**4.0 APPROVAL OF THE AGENDA ITEM**

Ms. Lingad, presented the agenda for approval:

- I. Pre-bid Conference for the project: "Contracting the Services of Seventy Two (72) Private Security Agency Guards."

The BAC unanimously approved the agenda as cited.

**5.0 ACKNOWLEDGMENT OF THE PROSPECTIVE BIDDERS AND THEIR RESPECTIVE REPRESENTATIVES**

Chairperson Del Rosario acknowledged the presence of the prospective bidders.

- 1. Justice, Principle & Sovereignty Agency Corp. represented by Randy T. Ballar, Joe-Ar Basiana and Roderick Nitura;
- 2. Arviter Top of the Line Security Investigation Specialist represented by Ariel P. Salonga;
- 3. ICT Security and Investigation Agency represented by Salvador C. Marzan and Rizaldy Santos;
- 4. 888 Gallant Security Services Corporation represented by Richard Guillermo

**6.0 PRE-BID CONFERENCE**

At the onset, Chairperson Del Rosario mentioned that the purpose of the meeting is to give opportunity for prospective bidder/s to seek clarifications regarding the bidding process and the bidding documents.

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

Item	Queries\Clarifications	Remarks/Instructions
1.	Clarification from Ariel P. Salonga of Arviter Top of the Line Security Investigation Specialist.  With regard to the twelve percent (12%) Value Added Tax (VAT), may we seek clarification why it is not	The Clark International Airport Corporation (CIAC) operates within the Clark Freeport Zone and CIAC is VAT exempt. Thus, the bid



	included in the Cost Distribution Table.	offer or financial proposal shall be exclusive of VAT.
2.	<p>Query from Randy T. Ballar of Justice, Principle &amp; Sovereignty Agency Corp.</p> <p>With regard to the type of vehicle to be used for the said project, may we know if there is a particular type of motor vehicle to be used?</p>	<p>The requirement for the vehicle is indicated on the pages 67 and 72 of the bidding documents. The requirement states "Asian Utility Vehicle (AUV) type or equivalent equipped with beacon lights mobile radio, and remote controlled search light system 360<sup>0</sup> with CIAC logo and marked with "Security" on both sides to be used for roving inspections/visibility patrols."</p> <p>Vehicles and motorcycle to be provided by the winning bidder must be 2016 year model or newer.</p>

- Last day for submission of queries and/request for clarification is on **August 26, 2019 (Monday) not later than 5:00 pm.**
- Issuance of Supplemental/Bid Bulletin is on August **28, 2019 (Wednesday).**
- The deadline for the Submission of Bids is on **September 4, 2019 (Wednesday)** not later than **2:00 p.m.** at the CIAC Records Management Office (RMO).
- The Opening of Bids shall be conducted at **2:15 p.m. of September 4, 2019 (Wednesday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone, Pampanga.
- 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) against the government. 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.
- Each partner of the joint venture shall submit their respective PhilGEPS certificates of registration in accordance with section 8.5.2 of the IRR of R.A. 9184. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: provided, that the partners responsible to submit the NFCC shall likewise submit the statement of all of its ongoing contracts and audited financial statements.
- 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.
- Bid envelopes that are not properly sealed and marked, 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 the improperly sealed or unmarked bid, or for its premature opening.

- Should a bidder decides **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.
- 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 Del Rosario extended his appreciation to the prospective bidders for taking interest in participating in the procurement activities of CIAC.

## **8. ADJOURNMENT**

There being no other matters to discuss, the meeting was adjourned at 3:55 p.m. on the 22<sup>nd</sup> day of August 2019.

Prepared by:

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

Reviewed by:

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

Read and Approved by:

**MELISSA D. FELICIANO, EnP**  
Member

**GERRY A. NAGUIT**  
Member

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

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

**RAUL L. DEL ROSARIO**  
Chairperson