

Minutes No. 11-05, Series of 2020

MINUTES OF THE PRE-BID CONFERENCE

"Contracting the Services of Fifty-Eight (58) Private Security Agency Guards"

Date : 23 November 2020
Time : 9:00 a.m.
Venue : CIAC Board Room, Corporate Office Building, Civil Aviation Complex,
Clark Freeport Zone

1.0 ATTENDEES:

Present/Member : Atty. Misheena Joyce C. Tiatco (Vice Chairperson)
Atty. Rustico G. Quizon III (Member)
Melissa D. Feliciano, EnP (Member)
Engr. Federico E. Primero Jr. (Member)
Reynante S. Nanquil (Provisional Member)

BAC-TWG : Robert S. Urbano (Head)
Arthur Z. Galang (Member)
Kristober S. Gomez (Member) via Zoom App
Engr. Maria Vergel D. Lacanlale (Member)

Secretariat : Sharon C. Lingad
Miriam M. Pamindanan

Also present (via Zoom App): Mitchelle S. Cruz (IAD)
Glenn D. Tripulca (CAAP)
Francis S. Mayled (COA)
Pia Cristina Masbang (COA)
Rey Lim (BCDA)

Prospective Bidders (via Zoom App):

- 1) 888 Gallant Security Services Corporation - David I. Balaong and Richard F. Guillermo; and
- 2) 4V Investigation and Security - Vicente Binag Jr. and Marnie Manible

2.0 INVOCATION

The opening prayer was led by the BAC Vice Chairperson, Atty. Misheena Joyce C. Tiatco.

3.0 CALL TO ORDER

After the certification of a quorum by the BAC Secretariat, Vice Chairperson Tiatco called the meeting to order and presided thereat, in view of the absence of

Chairperson Irish C. Calaguas. Considering the implementation of the Modified General Community Quarantine (MGCQ) and the stringent social/physical distancing measures, the meeting was conducted also through videoconferencing using Zoom Application.

4.0 APPROVAL OF THE AGENDA ITEMS

Ms. Lingad presented the agenda for the approval of the Pre-bid Conference for the project: "Contracting the Services of Fifty-Eight (58) Private Security Agency Guards"

On the motion duly made by Atty. Rustico G. Quizon III seconded by Ms. Melissa D. Feliciano, the BAC unanimously approved the agenda as cited.

5.0 ACKNOWLEDGMENT OF THE PROSPECTIVE BIDDERS AND OBSERVERS

Ms. Lingad acknowledged the presence of the following prospective bidders via Zoom Application:

1. 888 Gallant Security Services Corporation - David I. Balaong and Richard F. Guillermo; and
2. 4V Investigation and Security - Vicente Binag Jr. and Marnie Manible

Also, acknowledged the presence, via Zoom App, of Mr. Glenn D. Tripulca from CAAP, Mr. Mitchel Cruz from CIAC Internal Audit Department (IAD), Mr. Francis S. Mayled and Ms. Pia Cristina Masbang from the Commission on Audit (COA) and Mr. Rey Lim from the Bases Conversion Development Authority (BCDA)

6.0 PRE-BID CONFERENCE

To start the Pre-bid Conference, Vice Chairperson Tiatco mentioned that the purpose of the meeting is to give opportunity for prospective bidders to address their issues and/or concerns regarding the said project. Also, informed the prospective bidders that the bidding documents is posted at the CIAC and PhilGEPs website.

Mr. Reynante S. Nanquil presented the technical specifications and overview of the project.

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

Title of the project: "Contracting the Services of Fifty-Eight (58) Private Security Agency Guards".

Approved Budget for the Contract (ABC): Php22,933,039.84

Contract Duration: 1 Year (Jan 1 – December 31, 2021)

Schedule of Work:

Two (2) shifts at twelve 12 hour-tour of duty including Saturdays, Sundays and Holidays. The schedule of deployment of security personnel shall be as follows:

FIRST SHIFT ----- 7:00 AM to 7:00 PM
 SECOND SHIFT ----- 7:00 PM to 7:00 AM

MANPOWER REQUIREMENT	
	No. of Personnel
Private Security Agency Guards	58
Detachment Commander w/out additional cost to CIAC	1

SUPPLIES AND EQUIPMENT TO BE PROVIDED BY THE CONTRACTOR

No.	Description	Quantity
1.	Pistol - 9mm semi-automatic with 2 magazines, basic load of ammunitions. (Full Metal Jacket/ New Ammos)	29 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.	2 units
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.	29 units
5.	12 Gauge Shotgun (branded with butt), sling and basic load ammunitions.	5 units
6.	Handheld Metal Detectors, 9-volt battery powered, 2KH2 audio frequency, 95 KH2 operating frequency.	5 units
7.	Radio spare batteries	29 pieces
8.	All weather reflective vests marked with "Security"	58 pieces
9.	Individual baton	58 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

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 2019 year model or newer.

DEPLOYMENT PLAN

POST	REQUIREED MANNING/DAY	
	1 st Shift	2 nd Shift
1. Corporate Office Building (COB)	4	2
2. Annex Building	1	1
3. Motorpool/CIAC Warehouse/Carpentry	1	1
4. Peninsula Building	1	1
5. Four Season Building	1	1
6. JC Mall	1	1
7. Everest Building	1	1
8. 3MS Building	1	1
9. JB Cresta Building	1	1
10. Megawide Warehouse	1	1
11. OMNI Gate	2	2
12. Quitangil	2	2
13. Kamikaze 1	1	1
14. Kamikaze 2	1	1
15. SCTEX	2	2
16. Riccon Gate	2	2
17. Motorcycle Patrol	2	2
18. Alpha base Radio Room	1	1
19. Administrative Staff	1	1
20. Intelligence and Investigation	2	2
21. Shift-in-Charge	1	1
Sub-total	30	28
TOTAL	58	

STANDARD COST DISTRIBUTION CONTRACTING THE SERVICES OF FIFTY EIGHT (58) PRIVATE SECURITY AGENCY GUARDS

ITEM NO.	DESCRIPTION			SIC, I and I, Admin Staff	SECURITY GUARDS
	No. of days worked per month	No. of days per year	No. of hours work per day		
	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			9,795.00	8,752.98
	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			27,220.11	24,334.99

	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)	30,045.80	27,044.12
D	ADMIN. OVERHEAD AND MARGIN EXCLUSIVE OF VAT (20%)	6,009.16	5,408.82
E	TOTAL AMOUNT RATE PER GUARD PER MONTH FOR TWELVE (12) HOURS	36,054.96	32,452.94
F	TOTAL NUMBER OF GUARDS	8	50
G	MONTHLY COST	288,439.65	1,622,647.00
H	TOTAL COST (Cost per month x 12)	3,461,275.84	19,471,764.00
I	TOTAL COST (12 months)	22,933,039.84	

At this juncture, Mr. Reynante S. Nanquil ended his presentation and the Committee opened the floor for queries to the prospective bidders.

The BAC proceeded with the discussion on the query and/or requests for clarification of each prospective bidder, via Zoom App:

Item	Queries\Clarifications	Remarks/Instructions
1.	<p>Query from Mr. Dave Balaong of 888 Gallant Security Services Corporation.</p> <p>Comment with regard to technical specifications under Article 7, Equipment and Materials: Note No. 2, found in page 33: "Vehicle and motorcycles to be provided by the winning bidder must be 2019 year model or newer."</p> <p>May we request that the requirement be amended to "Vehicle and the requirement for the year model of not less than five (5) years at least 2016.</p> <p>To be specific, what will be the year model of the vehicle we will follow? Is it 2016, 2018 or what?</p> <p>It was shown in your presentation that the breakdown of Night Shift and Day Shift. However, there was no breakdown indicated in the Bidding Documents.</p>	<p>We can consider that. However, said vehicles shall be subject to evaluation of the CIAC Chief Mechanic.</p> <p>We shall answer your query through the Supplemental/Bid Bulletin.</p> <p>The additional deployment during the Day Shift is the security guard to be posted in the CIAC Corporate Office Building (COB). Other than</p>

	<p>May we know the deployment for Night Shift and Day Shift.</p> <p>Lastly, since you mentioned the deployment in the project overview, may we request for a copy of the said presentation.</p>	<p>that, all are the same.</p> <p>During the daytime, there will be four (4) security guards that are required to be posted in the COB. While during the night time, there will be only two (2) security guards that are required to be posted in the COB because offices are already closed.</p> <p>Finally, deployment or posts for the rest of the locations are the same. Distributions are equal for the daytime and night time.</p> <p>Yes, we will furnish the prospective bidders a copy of the said presentation.</p>
<p>2.</p>	<p>Queries/clarifications from Vicente Binag Jr. of 4V Investigation and Security Agency.</p> <p>How can we obtain, when and how much is the bidding documents?</p> <p>Do you have any contact number or cellphone number that we can call before we can go to your office for the purchase of the bidding documents?</p> <p>Question regarding the collection, how many days from the date of submission of our billing would be the release of the check from your office?</p>	<p>You may avail of the bidding documents, it cost twenty five thousand pesos (Php25,000.00) just proceed to the CIAC Corporate Office Bldg. and you may also communicate with the BAC Secretariat before purchasing the bidding documents so that we can arrange and make the necessary preparation for the purchase of the said bidding documents.</p> <p>Communication can done, initially, through email. The email address of the BAC Secretariat is ciac_bacsecretariat@yahoo.com.</p> <p>Billing Statement should be submitted every 10th of the month or on or before 10th of the month.</p> <p>Upon certification of the completeness of all the requirements, the CIAC Accounting Department (AcD) will only take one (1) week to process the said billing.</p>

	<p>You mentioned that the submission of billing statement is every 10th of every month. The billing covers the preceding first fifteen (15) days or first thirty (30) days? If the billing period is January 1 to 30, so the billing statement should be submitted prior to the 10th of the month, is that it?</p> <p>Lastly, will CIAC allow the service provider to submit its billing statement the following month or we are required to submit billing statement after a month?</p>	<p>However, it will depend on the completeness of the requirements of the billing statement.</p> <p>Also, the Security Department will check and consolidated if there are possible violations for the service provider to concur which shall be part of the billing statement before submitting to the AcD.</p> <p>Clarification on the date of submission of the billing statement, the service provider is required to submit its the billing statement every 20th of every month. If the period of services covered is January 1 to 31, 2021, the billing statement should be submitted on or before February 20, 2021 to give ample time in the preparation of all the documentary requirements. Otherwise, late submission shall be subject to imposition of monetary violation as specified in the list of offenses.</p> <p>The winning bidder or service provider must submit the prescribed timeline to avoid violation and to ensure that salaries and wages of the security guards are released on time.</p>
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There being no other queries and/or requests for clarifications to discuss, Ms. Lingad read the additional reminders for the information and guidance of the prospective bidders:

- The deadline for the submission of queries and/or requests for clarification is on **November 25, 2020 (Wednesday), not later than 5:00 p.m.** All queries should be sent thru the email address: ciac_bacsecretariat@yahoo.com. All correspondences and/or notices sent to and issued by the CIAC-BAC shall be coursed through the email address provided. All prospective bidders or bidders are required to provide the BAC Secretariat their respective official email addresses. Otherwise, the email address used by the company in communicating with the BAC thru the BAC Secretariat shall be considered the official email address of the said company. All prospective bidders or bidders are also required to acknowledge the receipt of all notices or correspondences issued by the BAC.

- The issuance of the Supplemental/Bid Bulletin is on **November 27, 2020 (Friday)**.
- The deadline for the Submission of Bids is on **December 7, 2020 (Monday)**. Bids must be duly received by the CIAC Records Management Office located inside the CIAC Corporate Office Building **not later than 9:00 a.m.** Late bids shall not be accepted.
- The Opening of Bids shall be conducted at **9:15 a.m. of December 7, 2020 (Monday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application.
- Bidders are required to submit one (1) original and two (2) copies of the first and second components of its bid which shall be signed or initialed on each and every page thereof by the duly authorized representative/s of the Bidder.
- Prospective 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 decide **not to submit** a bid, said bidder should justify in writing to the BAC the reason for the non-submission. This provision is applicable to companies who have purchased the bidding documents for the said project. Pursuant to Section 69.1 of the Revised IRR of RA No. 9184, sanctions shall be imposed to the bidder who habitually withdraws from bidding, submits late bids or 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 CIAC-BAC and TWG as agents or fixers, the same should be reported to the CIAC-BAC immediately. This shall not be tolerated by the CIAC-BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder or bidder. For as long as the same submits complete requirements, the said bidder shall be qualified.

Vice Chairperson Tiatco concluded the meeting by extending her appreciation to the prospective bidders who participated in the Pre-bid Conference of the said project.

Before the end of the meeting, a clarification was made by Mr. Nanquil that there shall be no security guards that will be deployed at the Control Tower to answer the query from Mr. Glenn D. Tripulca of CAAP.

7.0 ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 9:43 a.m. on the 23rd day of November 2020.

Prepared by:

Reviewed by:

MIRIAM M. PAMINDANAN
Minutes/Agenda Officer

SHARON C. LINGAD
Manager-BAC Secretariat

Read and Approved by:

-absent-
GERRY A. NAGUIT
Member

MELISSA D. FELICIANO, EnP
Member

ENGR. FEDERICO E. PRIMERO JR.
Member

ATTY. RUSTICO G. QUIZON III
Member

-on leave-
ATTY. ANA MARIA R. SUBA
Alternate Member

REYNANTE S. NANQUIL
Provisional Member

ATTY. MISHEENA JOYCE C. TIATCO
Vice Chairperson

On Official Business
IRISH C. CALAGUAS
Chairperson