

2 December 2021

Minutes No. 12-02, Series of 2021

PRE-BID CONFERENCE

**"Contracting the Services of Seventy Six (76) Private Security Agency (PSA) Guards"
(ABC: PHP30,417,983.70)**

Date : 02 December 2020
Time : 9:45 a.m.
Venue : Via Zoom App

1.0 ATTENDEES

Present/Members: Irish C. Calaguas (Chairperson)
Engr. Federico E. Primero Jr. (Member)
Melissa D. Feliciano (Member)
Reynante S. Nanquil (Provisional Member-ASD)

BAC-TWG: Robert S. Urbano (Head)
Kristober S. Gomez (Member)
Arthur Z. Galang (Member)
Engr. Vergel Maria V. Lacanlale (Member)
Vina May Manalili (Member)
Chito De Mesa (Provisional Member-ASD)

Secretariat: Sharon C. Lingad
Miriam M. Pamindanan

Also present: Mitchell S. Cruz (IAD)

Prospective Bidder:

1. 888 Gallant Security Services Corporation – Mr. David I. Balaong

2.0 CALL TO ORDER

After the certification of a quorum by the BAC Secretariat, Chairperson Irish C. Calaguas called the meeting to order and presided thereat.

Ms. Sharon C. Lingad, acknowledged the Technical Working Group (TWG) headed by Mr. Robert S. Urbano and observer; Mr. Mitchell S. Cruz from the Internal Audit Department (IAD) of CIAC. Followed by the prospective bidder, 888 Gallant Security Services Corporation represented by Mr. David I. Balaong.

3.0 DISCUSSION PROPER

Mr. Reynante S. Nanquil, Officer-in-Charge of Security Department, presented to the BAC the project overview and proposed Technical Specifications of the said project, as follows:

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Technical Specifications

SCOPE OF WORK AND SERVICES

The scope of work and services include the provision of all necessary personnel, vehicles, equipment, materials, personnel and logistics supervision and other items necessary to perform, provide and maintain security services for CIAC Security requirements.

The following shall be the duties and responsibilities of the Seventy Six (76) Private Security Agency Guards including two (2) qualified Shift-In-Charge, four (4) Intelligence and Investigation Personnel, one (1) Administrative Staff and two (2) Radio Operators to wit:

PRIVATE SECURITY AGENCY GUARDS

1. Strictly implement standing rules, regulations, guidelines and policies laid down by the CIAC management;
2. Protect and prevent loss of lives and damage to properties within the assigned area of responsibility;
3. Secure and conduct patrolling of the CIAC facilities and installations within the CIAC areas of responsibility;
4. Man every access points; check all vehicles, persons and their items before allowing entry into the area of responsibility;
5. Report and provide assistance in cases of any sign of disorder, riots, strike or any serious violation of the law;
6. Provide assistance in cases of emergency situations, such as, but not limited to, vehicular accident, fire, typhoon, or natural calamities;
7. Gather, analyze and provide information that may affect security operations.
8. Perform tasks in accordance with the Eleven General Orders, Code of Ethics and Code of Conduct of Security Guards as provided for in RA 5487;
9. Prohibit the commission of any unlawful or illegal acts within the area of responsibility;
10. To prevent the proliferation/entry of illegal settlers, all kinds of construction materials, farm implements, all kinds of animals, vehicles, seedlings such as palay, corn, fruit bearing trees, and all other crops; and'
11. Prepare for and participate in other CIAC planned security operations such as but not limited to occasional visibility patrol and provision of crowd control during special events/activities and for possible deployment for a specified period when the need arises.

MANPOWER QUALIFICATIONS:

The contractor shall provide CIAC a total number of Seventy Six (76) Private Security Agency Guards including Two (2) qualified Shift-In-Charge, Four (04) Intelligence and Investigation personnel, One (1) Administrative Staff, Two (2) Radio Operators. One (1) Chief Security Officer/Detachment Commander must also be provided (without additional cost to CIAC). The Shift-In-Charge, Intelligence and Investigation personnel, Administrative Staff and Radio Operators must be at least with 72 units college earned of any course and with valid Security Officer`s License. The One (01) Chief Security Officer/Detachment Commander must be a graduate of any four-year course, should possess a valid Security Officer`s License and must have at least three (03) years experience as Certified Security Professional (CSP).

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Private Security Agency Guards to be deployed, in addition to the qualifications set forth under Section 5 of RA 5487 in order to be employed as security guards, must conform to the following minimum qualifications required by CIAC, to wit:

1. Must have valid security license issued by the PNP-SOSIA;
2. Must have a current two (2) years validity from date of issue Basic Security Training Certificate issued by an accredited Security Training School;
3. Must have current one (01) year validity from date of issue Basic Aviation Security Training Certificate issued by an accredited Aviation Security Training School and must be a License Radio Operators;
4. Eighty Eight percent (88%) or Sixty Seven (67) of the required security deployment must be at least high school graduate and the other Twelve percent (12%) or Nine (9) of the required security deployment must have completed at least 72 units of College. Four (4) from the nine (9) security requirement must be a Certified Security Investigators and certified by accredited PNP Training Agency;
5. Preferably 5 feet 6 inches in height for male and 5 feet 2 inches for female, and at least 21 but not more than 50 years old;
6. Must be of good moral character;
7. Must be physically and mentally fit for security duty;
8. Conversant with the English language; and
9. With pleasing personality.

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

ASSIGNMENT/REPLACEMENT OF SECURITY PERSONNEL

1. Initial deployment of security personnel must have the prior approval of the CIAC-Security Department (SD) Technical Review & Administrative Committee (TRAC). In the event that new security personnel will be deployed, the same must have passed the interview, screening and selection process of the said committee (TRAC) prior to deployment and Certification of Acceptance issued by SD.
2. The post location or assignment of security personnel to be deployed shall be determined by the SD Supervisors based on Security Risk Assessment. The SD, whenever the situation warrants, may change the said post location or assignment of security personnel without prior notice to the Contractor.
3. No changes, replacement, or substitution of security personnel shall be made by the Contractor without prior approval of the SD Manager or his authorized representative/s.
4. CIAC, upon the recommendation of its SD, may order the immediate replacement of any security personnel found to be unsatisfactorily performing his/her duties and responsibilities without the need for any further justification.
CIAC may, upon a written request, increase and/or decrease the present number of contracted security personnel whenever the exigency of service or emergency situation so requires, pursuant to Annex D Sections 1.2 to 1.4 of IRR of RA 9184.

SCHEDULE OF WORK

The Contractor shall deploy the total number of contracted security personnel in **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

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The Seventy Six (76) Private Security Agency Guards including Two (2) qualified Shift-In-Charge, four (4) Intelligence and Investigation Operatives, one (1) Administrative Staff and two (2) Radio Operators. One (1) Detachment Commander without additional cost to CIAC, shall be deployed at the following areas:

- | | |
|--|-------------------------------------|
| 1. Corporate Office Building | 14. OMNI Gate |
| 2. CIAC Annex Building | 15. Quitangil |
| 3. Peninsula Building | 16. Kamikaze 1 & 2 |
| 4. Four Season Building | 17. SCTEX |
| 5. JC Mall Building | 18. Riccon Gate |
| 6. Everest Building | 19. Sapang Balen Access Point 1 & 2 |
| 7. JB Cresta | 20. SAMANAKA Gate 1 & 2 |
| 8. Asia Luxe | 21. Motorcycle Patrol |
| 9. Gotodenshi | 22. Alpha Base (Radio Room) |
| 10. Multitek | 23. Intelligence and Investigation |
| 11. TGA Foods | 24. Admin Staff |
| 12. Berthaphil 5 | 25. Shift-In-Charge (SIC) |
| 13. Motorpool, CIAC Warehouse
and Carpentry | |

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

There shall be no case that the Contractor/Agency will adopt a new shifting schedule other than what is prescribed by the TOR, unless approved by the CIAC Management.

UNIFORM AND APPEARANCE STANDARDS

Following shall be the Appearance Standards for the Seventy Six (76) Private Security Agency Guards:

1. All contracted security personnel shall wear the prescribed set of uniform in accordance with RA 5487 and or a special set of security uniform as prescribe by the SD and approved by PNP SOSIA;
2. Uniform of the contracted security personnel shall be neat and clean in appearance and shall be worn appropriately;
3. The contracted Private Security Agency Guards shall have a complete security paraphernalia, to wit:
 - a) Handcuff
 - b) Flashlight
 - c) Reflective Safety Vest (Red/Orange in color)
 - d) First Aid Kit
 - e) Baton
 - f) Whistle
 - g) Pocket Notebook
 - h) Ball Pen
 - i) PPE (Facemask, Face shield and Alcohol)
4. Contracted security personnel must be initially provided by the agency with at least two (2) sets of security uniform, a pair of shoes (Charol and/or Combat Boot), rain coat and rain boots.;

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5. No security guards shall be deployed within CIAC premises without any of the following: appropriate uniform, Private Security License, Duty Detail Order (DDO) and the required firearm and equipment.

SCOPE AND METHOD OF PAYMENT

1. Payment shall be made on a monthly basis and shall be based on the actual number of personnel deployed as verified and certified by the Security Department.
2. The Contractor shall open an ATM Payroll account with any Commercial Bank intended, exclusively, for salary payment of its security personnel deployed in CIAC within fifteen (15) days upon the start of the contract.
3. A duly notarized Affidavit stating that all the personnel listed in the billing statement were fully paid including authenticated copies of Official Receipts of Monthly Payments made to SSS, PAG-IBIG and PhilHealth shall be required from the winning Agency during submission of billing statement to CIAC to protect continuous compliance of the Agency on its legal obligations.
4. The winning bidder shall submit its monthly billing statement on or before the 20th of the month.

Note: The Winning Bidder shall post a cash bond to CIAC which is equivalent to one (1) month of billing statement for the services rendered. The amount of the cash bond shall depend on the stipulated contract price per month. In case of delay in the payment guard’s salary (which shall not exceed to 1 month), the salary shall be paid through the cash bond. Hence the Winning Bidder is required to replenish the depleted cash bond without the need of notice from CIAC.

EQUIPMENT/MATERIALS REQUIREMENT

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 monthly to the Security Department for record/notation.

No.	Description	Quantity
1.	Pistol - 9mm semi-automatic with 2 magazines, basic load of ammunitions. (Full Metal Jacket/ New Ammos)	38 units
2.	Vehicle – AUV type or equivalent equipped with beacon lights (detachable) 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.	3 units
4.	Base Radio – UHF operating frequency. (NTC- licensed).	1 unit
5.	Handheld Radios – UHF operating frequency (NTC- licensed).	38 units
6.	12 Gauge Shotgun (branded with butt), sling and basic load ammunitions.	5 units
7.	Handheld Metal Detectors, 9-volt battery powered, 2KH2	

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	audio frequency, 95 KH2 operating frequency.	5 units
8	Radio spare batteries	38 pieces
9.	All weather reflective vests marked with "Security"	76 pieces
10.	Individual baton	76 pieces
11.	Under chassis inspection mirror with steel handle wheels.	5 pieces
12.	Search light (Re-chargeable candle power spotlight)	10 pieces
13.	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.

OTHER REQUIREMENTS AND CONDITIONS:

A. The following documentary requirements shall be submitted during the Evaluation process within seven (7) calendar days upon receipt of the Notice of Lowest Calculated Bid from CIAC-BAC to wit:

1. Availability of pertinent documents such as purchase order, proof of ownership, licenses, etc., for all tools and equipments stated in Article 7 hereof to be used exclusively for the said project;
2. Valid Certificate of License to Operate issued by PNP-SOSIA;
3. Valid certification of Good Standing and/or Non-pending Case issued by the PNP-SOSIA and PADPAO covering the last quarter of 2020;
4. Certification of Satisfactory Rating issued by the Procuring Entity for the most recent similar contract;
5. Valid Certificate of Registration issued by PADPAO;
6. Resume of at least 50% of the required Security deployment and or Thirty Eight (38) Private Security Agency Guards with Basic Aviation Security Training Certificate;
7. Resume of the two (02) Shift in Charge (SIC); Four (04) Intelligence and Investigation (I and I) Operatives; one (01) Admin Staff; two (02) Radio Operators and one (01) Detachment Commander with Private Security Officers License; and
8. Clearance from the existing security provider and SD-TRAC in case of absorption of existing guards deployed in CIAC.

B. Pre-Deployment Requirements.

Prior to deployment of all security personnel, the following shall be provided by the Contractor:

1. Basic Security Training Certificate of all Security Guards to be deployed;
2. Basic Aviation Security Training Certificate of all Security Guards to be deployed;
3. Security Investigator Certificate of the four (4) Intelligence and Investigation Operatives;
4. Barangay, Police and NBI Clearance of all Security Guards to be deployed;
5. COVID-19 Rapid Antigen Test, Drug Test Result and Nuero- Psychiatric Exam Result of all Security Guards;
6. Result of Physical Examination of all Security Guards;
7. Firearm Proficiency Training Certificate from SOSIA Accredited Training Center:

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8. Results of the screening and selection process of the SD Technical Review and Administrative Committee (TRAC) in accordance with the Terms of Reference (TOR);
9. Attend the Aviation Security Awareness Seminar (ASAS) as required by LIPAD.

The Contractor must coordinate with the LIPAD-ASD for the planning/scheduling of the abovementioned seminar at least a week prior to deployment. Any incidental expenses in conducting the said orientations/seminars (e.g. refreshment, honoraria etc.) shall be shouldered by the Contractor.

Note: Under no circumstances that the Contractor shall deploy any of its security guards without attending to the above stated orientations/seminars.

10. Original copies of necessary tests such as, but not limited to, COVID-19 Rapid Antigen Test, medical examination, neuro-psychiatric and drug tests shall be submitted to the CIAC Security Department for verification/authentication that such tests were conducted by a DOH accredited medical testing facility.

C. During Contract Implementation:

1. All security personnel including Shift-in-charge must secure a Restricted Radio Telephone Operator's Certificate for Radio Land Mobile Permit (RLMP) issued by the National Telecommunication Commission (NTC).
2. The Contractor shall ensure that its security guards shall familiarize themselves with CIAC's officers and personnel, and must accord to them the highest respect and courtesy at all times.
3. Guards who will be found out with any records of drugs, violent crimes, theft of any type and extortion, fraud and/or forgery shall be recommended for replacement.
4. The Contractor shall strictly comply with its duties and obligations as provided for in its Security Services Contract and shall perform it in accordance with CIAC standards and practices.
5. The Contractor must maintain throughout the contract period competent manpower, adequate supplies of equipment, and tools to provide said services. It shall be directly responsible for the work shift schedule, deployment and posting and relieving of its security personnel.
6. The Contractor being the employer shall assume full responsibility for the acts of its security personnel during the performance of their duties.
7. The Contractor shall undergo all its security personnel to COVID-19 Rapid Antigen Test every quarter that such tests were conducted by a DOH accredited medical testing facility
8. The Contractor shall be responsible for the safety of their employees in the conduct of security services. Adherence to all safety and security measures and procedures prescribed by CIAC Management shall be observed. The Contractor must also provide his employees with a group insurance with a minimum coverage of One Hundred Thousand Pesos (PHP100,000.00) each guards within Thirty (30) days after deployment.
9. After the result of investigation conducted by CIAC, the Contractor shall be responsible and accountable in all losses and/or damages in their areas of responsibility due to theft and pilferages as a result of negligence on the part of its security personnel.
10. The Contractor must have an office located within the Angeles City, Clark or Mabalacat City area within the duration of the contract which must be established within fifteen (15) days after initial deployment. In order to maintain close coordination and communication with the Contractor, CIAC may allow the use, with corresponding rental

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fee, of an office space to the contractor for its on-duty Shift-In-Charge(s), Detachment Commander and for safekeeping of files and other equipment.

11. The Contractor through its Shift-In-Charge(s) shall submit every morning to CIAC-SD the shift guard mounting reports/Daily Time Records, as well as reports of all incidents of loss, injury or damage to life and property, involving CIAC's property and personnel or any other incidents that occurred in its area of responsibility during the previous day.
12. The Contractor must provide and install at least one (1) unit of biometric time keeping system to monitor the attendance of its security personnel.
13. CIAC shall have access to records of payment of salaries and/or right to audit over the payroll of the Contractor.

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

The BAC proceeded with the discussion on the queries and/or requests for clarification from the prospective bidders.

Below were the queries raised by said prospective bidder, as well as the corresponding remarks or instructions made by the BAC members and Office of Prime Responsibility (OPR):

Queries/Clarifications	Remarks from the BAC and OPR
<p>Queries and /or requests for clarification from Mr. David I. Balaong of 888 Gallant Security Services Corporation.</p> <p>Regarding manpower qualification which state that "The One (01) Chief Security Officer/Detachment Commander must be a graduate of any four-year course, should possess a valid Security Officer's License and must have at least three (03) years experience as Certified Security Professional (CSP)".</p> <p>May we suggest that the requirement shall be "3 years experience as Security Personnel and must be a Certified Security Professional".</p> <p>For the same requirement, in item 2: Must have a current two (2) years validity from date of issue Basic Security Training Certificate issued by an accredited Security Training School.</p> <p>Basic Training Course is the same for all aviation or non-aviation and all are for beginners. The validity of Basic Training Certificate cannot be 2 years because upon renewal of the said certificate or training the certificate being issued is a Re-currency Training Certificate or if promoted it shall</p>	<p>Mr. Balaong is right, what is meant in the manpower qualification is "a Security Officer with 3 years experience and must be a Certified Security Professional".</p> <p>We will take note of your concern and will answer through a Supplemental/Bid Bulletin.</p>

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<p>be AvSec Supervisory Certificate. However, said certificate have 2 years validity.</p> <p>For the same requirement, in item 5: Preferably 5 feet 6 inches in height for male and 5 feet 2 inches for female, and at least 21 but not more than 50 years old.</p> <p>Our concern is the height requirement of the Department of Labor and Employment (DOLE) which is being regularly checked every quarter by DOLE inspectors. Particularly under Republic Act No. 5487 under Section 5: ^{xxx}(e) at least 5 feet and 4 inches in height;^{xxx}</p> <p>We would like to clarify which to follow? The CIAC requirement or DOLE requirement?</p> <p>Regarding Personal Protective Equipment (PPE) such as Facemask, Face shield and Alcohol. We would like to clarify if face shield shall be required, unless IATF will issue another guideline relative to the use of face shield.</p>	<p>We will take note of your concern and will answer through a Supplemental/Bid Bulletin.</p> <p>The CIAC will abide with the IATF guidelines or provision.</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 all prospective bidders, as follows:

- The deadline for the submission of queries and/or requests for clarification is on **December 3, 2021 (Friday), 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 **December 7, 2021 (Tuesday)**. Said Supplemental/Bid Bulletin shall be posted at the websites of CIAC (ciac.gov.ph) and PhilGEPS (philgeps.gov.ph) on the same day.
- The deadline for the Submission of Bids is on **December 14, 2021 (Tuesday)**. Bids must be duly received by the CIAC Records Management Office located in the CIAC Corporate Office Building **not later than 9:45 a.m.** Late bids shall not be accepted.
- The Opening of Bids shall be conducted at **10:00 a.m. of December 14, 2021 (Tuesday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex,

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Clark Freeport Zone and thru video conferencing using Zoom Application. Bidders can only attend the said opening of bids thru video conferencing using Zoom Application.

- For proper identification, bidders who will attend the said opening of bids thru video conferencing are advised to indicate their Full Name and Company Name as their username.
- 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 of 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.

Lastly, the Chairperson concluded the Pre-bid Conference by extending her appreciation to the bidder for participating in the said meeting.

4.0 ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 10:22 a.m. on the 2nd day of December 2021.

Prepared by:

Reviewed by:

MIRIAM M. PAMINDANAN
Minutes/Agenda Officer

SHARON C. LINGAD
Manager-BAC Secretariat

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Read and Approved by:

-on leave-
GERRY A. NAGUIT
Member

MELISSA D. FELICIANO, EnP
Member

ENGR. FEDERICO E. PRIMERO JR.
Member

REYNATE S. NANQUIL
Provisional Member

-absent-
ATTY. MISHEENA JOYCE C. TIATCO
Vice Chairperson

IRISH C. CALAGUAS
Chairperson