

30 January 2023

Minutes No. 01-06, Series of 2023

MINUTES OF THE BAC MEETING

Date : 30 January 2023
Time : 10:00 a.m.
Venue : CIAC Board Room and Via Zoom Application

1.0 ATTENDANCE

BAC Members: Atty. Rustico G. Quizon III (Chairperson)
Atty. Misheena Joyce C. Tiatco (Vice 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)
Chito De Mesa (Provisional Member-ASD)

Secretariat: Sharon C. Lingad
Miriam M. Pamindanan
Sierra Korina D. Siguenza

Also Present: Mitchelle S. Cruz (Observer-IAD)

2.0 INVOCATION

The opening prayer was led by Mr. Arthur Z. Galang.

3.0 CALL TO ORDER

After the certification of a quorum by the BAC Secretariat, Chairperson Rustico G. Quizon III called the meeting to order and presided thereat.

Ms. Sharon C. Lingad acknowledged the Technical Working Group (TWG) and observer, Mr. Mitchelle S. Cruz from the Internal Audit Department (IAD) of CIAC.

3.0 AGENDA ITEM

- Pre-bid Conference for the project: "Contracting the Services of Seventy Seven (77) Private Security Agency Guards (Re-bid)" ABC: PHP29,126,317.90.

On a motion duly made by Engr. Federico E. Primero Jr. and seconded by Ms. Melissa D. Feliciano, the BAC unanimously approved the above cited agenda.

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4.0 ACKNOWLEDGEMENT OF PROSPECTIVE BIDDERS

Ms. Lingad also acknowledged the prospective bidders attending the said meeting thru video teleconferencing using Zoom Application, namely:

1. 888 Gallant Security Services Corporation – Mr. David I. Balaong Jr.;
2. Stelsen Security Agency Corporation – Mr. Louie B. Del Mundo;
3. World Cup Security Services, Inc. – Ms. Aiko Torralba; and
4. Bestguards Security Services Phils. Inc – Ms. Roseann Dela Cruz

5.0 DISCUSSION PROPER

To start the Pre-bid Conference, Mr. Reynante Nanquil presented the overview and Terms of Reference (TOR), as follows:

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

Project Title: Contracting the Services of Seventy Seven (77) Private Security Agency Guards for CIAC (Re-bid)

Approved Budget for Contract (ABC): PHP29,126,317.90

Project Duration: Ten (10) Months commencing 01 March 2023 until 31 December 2023

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:

Private Security Agency Guards – 77 personnel

Detachment Commander (without additional cost to CIAC) – 1 personnel

SUPPLIES AND 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.

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MANPOWER QUALIFICATIONS:

No. of Personnel	Designation	Qualification
1	Detachment Commander (w/out additional cost to CIAC)	<ul style="list-style-type: none"> Graduate of any four-year course Licensed Security Officer Certified Security Professional
4	Intelligence and Investigators (I & I)	<ul style="list-style-type: none"> At least 72 units college earned Licensed Security Officer Certified Security Investigation Specialist (CSIS)
2	Radio Operators	<ul style="list-style-type: none"> At least 72 units college earned NTC Licensed Radio Operator
2	Shift-in-Charge (SIC)	<ul style="list-style-type: none"> At least 72 units college earned Licensed Security Officer
1	Administrative Staff	<ul style="list-style-type: none"> At least 72 units college earned Licensed Security Officer
68	Security Guards	<ul style="list-style-type: none"> At least 72 units college earned Licensed Security Guard

DEPLOYMENT:

POST	Required Manning/Day	
	First Shift	Second Shift
1. Corporate Office Building	3	3
2. CIAC Annex Building	1	1
3. Motorpol, CIAC Warehouse and Carpentry	1	1
4. JC Mall Building	1	1
5. Four Season Building	1	1
6. Peninsula Building	1	1
7. Goto Denshi Building	1	1
8. TGA foods Building	1	1
9. Asia Luxe Building	1	1
10. Oasis Hub building	1	1
11. New Kanlaon Building	1	1
12. Peregrine Building	1	1
13. Oriental Duty Free Building	1	1
14. Asiaphil Building	1	1
15. All Fashion Gloves Building	1	1
16. Secomp Building	1	1

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17. Phoenix Resort Building	1	1
18. Ricon Gate	2	2
19. Kamikaze Gate 1 and 2	2	2
20. Omni Gate	2	2
21. SCTEX Gate	2	2
22. SAMANAKA GATE 1 and 2	4	4
23. MC Patrol	3	3
24. Alpha Base (Radio Room)	1	1
25. Intelligence and Investigation Operatives	2	2
26. Admin Staff	1	0
27. Shift-In-Charge (SIC)	1	1
Sub-total	39	38
Total	77	

EQUIPMENT AND SUPPLIES:

The Contractor shall provide all security equipment, tools and materials:

Item No.	Description	Qty.
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 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) for patrolling on every sector area.	3 units
4.	Handheld Radios – UHF operating frequency (NTC- licensed).	38 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	38 pcs
8.	All weather reflective vests marked with "Security"	77 pcs
9.	Individual baton	77 pcs
10.	Under chassis inspection mirror with steel handle wheels.	5 pcs
11.	Search light (Re-chargeable candle power spotlight)	10 pcs
12.	Megaphone	2 pcs

Lastly, Mr. Nanquil presented the revised/updated Standard Cost Distribution, to wit:

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**STANDARD COST DISTRIBUTION
(Revised)**

Daily Rate (8hrs Duty)	510.00	460.00
No. of Guards	9.00	68.00
Basic Salary Per Month	16,762.00	15,118.67
Overtime Pay for additional 4 hours duty	10,696.36	9,647.70
Night Differential (<i>Article 86 of the Labor Code</i>)	558.73	503.96
13 Month Pay (<i>DOLE Handbook on Workers' Statutory Monetary Benefits</i>)	1,292.71	1,165.97
Service Incentive Pay	212.50	191.67
Uniform Allowance (<i>R.A 5487</i>)	100.00	100.00
A. TOTAL AMOUNT DIRECTLY TO GUARD	29,622.30	26,727.96
Retirement Pay (<i>DOLE Handbook on Workers' Statutory Monetary Benefits</i>)	956.25	862.50
SSS Premium, 4.5% premium (<i>per SSS Circular No. 2022-033</i>)	1,900.00	1,900.00
PhilHealth Contribution , 4% premium(<i>Circular No. 2019-0009</i>)	310.25	279.83
WISP - Workers' Investment and Savings Program (<i>per SSS Circular No. 2022-033</i>)	902.50	617.50
State Insurance (<i>per SSS Circular No. 2022-033</i>)	30.00	30.00
Pag-Ibig Fund (<i>RA 9679</i>)	100.00	100.00
B. TOTAL AMOUNT TO GOV'T IN FAVOR OF GUARD	4,199.00	3,789.83
C. TOTAL AMOUNT TO GUARD AND GOVERNMENT (A+B)	33,821.30	30,517.79
D. ADMIN. OVERHEAD AND MARGIN (C x 20%)	6,764.26	6,103.56
E. VAT (D x 12%)	811.71	732.43
F. TOTAL ADMIN OVERHEAD MARGIN AND VAT	7,575.97	6,835.98
TOTAL AMOUNT RATE PER GUARD PER MONTH FOR TWELVE (12) HOURS (C+D+E)	41,397.27	37,353.77
TOTAL NUMBER OF GUARDS	9.00	68.00
TOTAL COST PER MONTH	372,575.43	2,540,056.36
TOTAL (Cost per month x 10 months)	3,725,754.30	25,400,563.60
TOTAL COST FOR 10 months		29,126,317.90

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

Below are the queries and requests for clarification raised by the prospective bidders, as well as the corresponding remarks or instructions made by the Bids and Awards Committee (BAC) members and Office of Prime Responsibility (OPR):

No.	Queries/Clarifications	Remarks from the BAC and OPR
1	<p>Queries and/or requests for clarification from Mr. David I. Balaong Jr. of 888 Gallant Security Services Corporation.</p> <p>Regarding Section II: Instruction to Bidders, Item 15: Sealing and Marking Bids of the Bidding Documents, which states that "Each Bidder shall submit one copy of the first and second components of its Bid." I would like to clarify if we are not required to submit Copy 1 and Copy 2.</p> <p>Clarification on the presented revised format for the Standard Cost Distribution, will the BAC issue a Supplemental/Bid Bulletin for that matter.</p> <p>Further question or clarification on Article 7: Equipment and Materials of Section VII: Technical Specifications, particularly the requirement on vehicle and motorcycles to be provided by the winning bidder, which states that said vehicle and motorcycles must be 2020 year model or newer.</p> <p>The usual serviceability of vehicles is five (5) years, may I request the BAC to consider 2018 year model and above or newer and that its usability shall inspected and certified by the chief mechanic of CIAC.</p> <p>Lastly, regarding the <i>Statement of the prospective bidder of all its ongoing 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.</i> Unlike in the <i>Statement of the Bidder's Single Largest Completed Contract (SLCC)</i>, the BAC required to attach supporting documents. In page 58, <i>Statement of the prospective bidder of all its ongoing</i></p>	<p>We will still follow the Republic Act No.9184 (RA 9184) and shall issue a Supplemental/Bid to clarify the matter.</p> <p>Yes, a Supplemental/Bid Bulletin shall be issued to clarify the matter.</p> <p>The BAC will resolve the matter and will issue a Supplemental/Bid Bulletin clarify the matter.</p> <p>Supporting documents are not required to attach in the <i>Statement of the prospective bidder of all its ongoing government and private contracts</i> form. However, supporting documents shall be subject to verification during the post-qualification process.</p>

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	<p><i>government and private contracts</i> form, there are no attachments listed. Are we required to attach documents such as contract agreement to support our on-going contracts.</p>	
2	<p>Queries and/or requests for clarification from Mr. Louie B. Del Mundo of Stelsen Security Agency Corporation.</p> <p>We have no questions so far, it is clear to us that the number of days used is 394.40. So, if there would be additional local holidays with your Region, we would like the BAC to confirm if we are going to issue a separate billing the said holidays.</p> <p>Following the prescribed Standard Cost Distribution form, all bidders who passed the Eligibility and Technical requirements will have the same bid offer. May we know how the CIAC-BAC will determine the winning bidder.</p> <p>Regarding the SLCC form, are we required to attach the Notice of Acceptance as supporting document for our completed contract?</p> <p>Lastly, where can we purchase the bidding documents? Still in CIAC?</p>	<p>Yes, a separate billing is needed from the service provider. Corresponding payment for additional local holidays, if any, will be processed accordingly.</p> <p>As stated on Article 15 of Section VII: Technical Specifications of the Bidding Documents, in the event where two or more bidders, after undergoing post-qualification, were determined and declared as the Lowest Calculated and Responsive Bidders (LCRB), the CIAC-BAC shall implement a tie-breaking method, as prescribed under GPPB Circular No. 06-2005, by drawing of lots.</p> <p>The supporting document required as attachment of the SLCC form is <i>Certificate of Final Acceptance or Official Receipt/s or Sales Invoice/s issued by the owner.</i></p> <p>Yes.</p>
3	<p>Query and/or request for clarification from Ms. Aiko Torralba of World Cup Security Services, Inc.</p> <p>Since we were not able to join in the previous bidding of the said project, are we required to conduct a security survey or not?</p>	<p>Survey is not required.</p>
4	<p>Query and/or request for clarification from Ms. Roseann Dela Cruz of Bestguards Security Services Phils. Inc.</p> <p>Since we are already here in Clark, we are interested to conduct a security survey before we purchase the bidding documents. May we know the contact person in-charge for the ocular.</p>	<p>All prospective bidders who wish to conduct an ocular or survey may proceed to the CIAC Security Department and look for Mr. Reynante S. Nanquil or Mr. Chito De Mesa.</p>

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:

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- The deadline for the submission of queries and/or requests for clarification is on **February 03, 2023 (Friday), not later than 5:00 p.m.** All queries should be sent thru the email address: ciac_bacsecretariat@yahoo.com and bacsecretariat@ciac.gov.ph. All letters 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 letters issued by the BAC.
- The issuance of the Supplemental/Bid Bulletin is on **February 06, 2023 (Monday)** and 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 **February 13, 2023 (Monday)**. Bids must be duly received by the CIAC Records Management Office located in the CIAC Corporate Office Building **not later than 2:00 p.m.** Late bids shall not be accepted.
- The Opening of Bids shall be conducted at **2:15 p.m. of February 13, 2023 (Monday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application. Only one (1) representative for each bidder shall be allowed to attend the opening of bids physically onsite. Provided, that said representative shall present a Negative Antigen Test Result taken within 24 hours from the date of the Opening of Bids and shall be required to wear a face mask while within the Corporate Office Building. For bidders who shall attend the opening of bids thru video conferencing, they are advised to indicate their Company Name and Full Name as their username for proper identification.
- 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 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.

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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.

There being no other concerns from the members of the BAC and TWG to discuss, Chairperson Quizon concluded the Pre-bid Conference.

4.0 ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 10:40 a.m. on the 24th day of January 2023.

Prepared by:

MIRIAM M. PAMINDANAN
Minutes/Agenda Officer

Reviewed by:

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

REYNANTE S. NANQUIL
Provisional Member

ATTY. MISHEENA JOYCE C. TIATCO
Vice Chairperson

ATTY. RUSTICO G. QUIZON III
Chairperson