



## BIDS AND AWARDS COMMITTEE

### MINUTES OF MEETING

HELD ON **June 15, 2021** at Field Operations Division, PRO 8, Tacloban City

#### I. Attendance

1. ACISCLO B. MILITANTE, JR.	Chairperson
2. ALFRED PATRICK F. GALAPON, M.D.	Member
3. MILAGROS D. BALATAZAR	Member (Thru MS Teams)
4. JOSEPHINE B. MOSQUISA	Member (Thru MS Teams)
5. MA. DORINA C. JANDAYAN	Alternate Member (Thru MS Teams)
6. ELEANOR P. MORFE	Provisional Member
7. MIRAMAR P. ZABALA	TL, TWG
8. BENJAMIN N. GABRIELES, JR.	Head, SBAC
9. MAY C. CANILLAS	Member, SBAC
10. JULIET C. CUSTODIO	Member, SBAC
11. REBECCA CULAS	COA (Thru MS Teams)
12. GRACE T. OCHEA	TCO Security Services (Thru MS Teams)
13. RONALD VALUIS Jr.	Vision Security Services (Thru MS Teams)

#### II. Agenda

1. Pre-Bid conference for the Project Provision of Security Services for PhilHealth Regional Office VIII, Warehouse, LHIOs and SOs;
2. Discussion of the TWG Evaluation Report for the project:
  - a. Radio Blocktime for LHIO Catarman
  - b. Supply and Delivery of Purified Drinking Water for LHIO Ormoc
  - c. Radio Blocktime for LHIO Borongan
3. Other Matters

#### III. Call to Order

The quorum was confirmed by the Secretariat. The meeting was called to order at 9:36 AM by the BAC Chairperson Acisclo B. Militante, Jr.

#### IV. Highlights of the Meeting

Topics/Issues	Comments/Decisions/Instructions
Preliminaries	<ul style="list-style-type: none"><li>▪ BAC Chairperson Acisclo B. Militante Jr. presided the meeting.</li><li>▪ Ms. Juliet C. Custodio led the prayer.</li></ul>

Pre-Bid conference for the Project Provision of Security Services for PhilHealth Regional Office VIII, Warehouse, LHIOs and SOs

- Mr. Benjamin N. Gabrieles Jr., Head of SBAC and Procurement Unit, presented the documentary requirements for the project Provision of Security Services for PhilHealth Regional Office VIII, Warehouse, LHIOs and SOs to wit:
  - ITB No. 21-05-001
  - ABC: P 2,151,315.50
  - Cost of Bid Docs: P5,000.00
  - Delivery Period: Fifteen (15) days upon receipt of the Notice to Proceed (NTP)
  - Opening of Bids: June 28, 2021 @9:30am (*based on the Wall Clock located at the Entrance of PRO 8*)
  - Venue of the Opening of Bids : PRO 8 Conference Room, 3/F PhilHealth Bldg. 2, 167 P. Burgos St., Tacloban City
- **CHECKLIST (Technical & Financial Documents)** – based on the latest PBD 6<sup>th</sup> edition

**Class “A” Documents (Legal Documents)**

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); OR
  - *All pages of the certificate must be submitted; the annexes must also be submitted*
- b. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; AND
- c. Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; AND
- d. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
  - *Probationary tax clearance is not allowed*

**Class “A” Documents (Technical Documents)**

- (a) 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; AND
  - *All contracts must be submitted whether similar or not similar in nature*
  - *In cases wherein the bidder has no ongoing government and private contracts, they still need to submit the statement and will state that they don’t have ongoing government and private contracts*

- *If the bidder fails to submit the statement even if they don't have ongoing government and private contracts, this will be a ground for disqualification and will be considered non-submission*
  - *Important details to be included in the format are as follows: name of contract, date of contract, contract duration, amount of contract, owner's name and addresses, kinds of goods and amount of contract and value of outstanding contracts*
- (b) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; *(must be at least 50% of the ABC or P1,075,657.75)*
- *Important details to be included in the format are as follows: name of contract, date of contract, contract duration, amount of contract, owner's name and addresses, kinds of goods, date of delivery and end-user's acceptance or official receipt(s) or Sales Invoice*
  - *The contract must be similar to the contract to be bid*
- (c) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; OR Original copy of Notarized Bid Securing Declaration;
- *The amount of not less than **Forty-Three Thousand Twenty-Six & 31/100 (P43,026.31)**, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or*
  - *The amount of not less than **One Hundred Seven Thousand Five Hundred Sixty-Five & 78/100 (P107,565.78)** if bid security is in Surety Bond.*
- (d) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable
- (e) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder

#### **Class "A" Documents (Financial Documents)**

- (a) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
- *The Audited FS to be submitted must be the Audited FS for 2020*

(b) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

OR

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class "B" Documents (Financial Documents)**

(a) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

OR

Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**I. Technical Component Envelope : Other documentary requirements under RA No. 9184 (as applicable)**

(a) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

(b) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. Financial Component Envelope**

(a) Original of duly signed and accomplished Financial Bid Form; **AND**

(b) Original of duly signed and accomplished Price Schedule(s).

- Mr. Valuis, representative of Vision Security Services, asked how many copies were to be submitted for the technical and financial component.
- Mr. Gabrieles stated that based on the new Philippine Bidding Documents (PBD), only One (1) set is required to be submitted; to be enclosed in one envelope.
- Ms. Eleanor Morfe, end-user and Provisional BAC Member, presented the Terms of Reference for the project, to wit:
  - Budget and Coverage
  - Scope of Services
  - Duties and Obligations of the Security Agency and Sentinels
  - Qualification of Security Guards and Security Officers
  - Equipment and Ammunitions
  - Other Terms and Conditions that will be Included in the Contract with the Winning Agency
  - Additional Set of Technical Parameters
  - Payment Of Security Services Rendered

- Ms. Morfe gave emphasis on the requirement/necessity of metal detectors and handheld transceivers.
- Mr. Valuis commented on the TOR for E.7 regarding the “roving guard” and ask for clarifications regarding the certifications required for item No. IV.2 in the TOR
- Mr. Valuis requested Ms. Morfe to inform the LHIOs/SOs that they will conduct a survey.
- Ms. Grace Ochea, representative for TCO Security Services, asked whether all PhilHealth Offices will allow face to face survey since there is Pandemic and that there are certain protocols to be followed.
- Ms. Morfe stated that the bidder may coordinate with the guard on duty and that the guard may provide information to the bidder; for as long as the bidder can submit a security plan.
- Mr. Gabrieles informed the Committee that if the survey is included in the technical specifications, the Technical working group will look for this document during their evaluation.
- Mr. Acisclo B. Militante, the BAC Chair, stated that the bidders are just asking for the process, whether virtual or not.
- Mr. Valuis asked for clarification regarding the survey and security plan. He added that they can provide a format for the survey or the procuring entity may provide as long as they can submit a proof that they have conducted a survey.
- Mr. Valuis also asked the Committee if they will provide for a sample breakdown of computation/formula to be used.
- Ms. Morfe stated that they will provide for a computation based on the sample provided by the Head office.
- Ms. Ochea also asked for the format of computation to be followed/used by the bidders.
- Ms. Morfe stated that the Committee will issue a bid bulletin regarding their query.
- Mr. Valuis commented on the Terms of Reference specifically on the requirements for TOR, medical Certificate, Birth certificate as part of the documents to be submitted during the opening of bids.
- The Committee confirmed that the said documents must be submitted as part of the technical documents.
- Ms. Ochea asked whether they can submit the security guards’ license instead since it is composed of all necessary requirements, so that the documents to be submitted will not be bulky.
- Ms. Morfe informed Ms. Ochea that the bidders will only need to submit One (1) set for the technical and financial components; however, they will still need to submit all eighteen (18) documents for each Security Guard.
- Mr. Valuis informed the Committee that they will submit only the photocopies of all documents and not the original copies.
- Ms. Morfe informed the bidders that the photocopies must be certified by a lawyer not by the bidder. Moreover, there will be original copies of documents which will be required by the Procuring Entity when necessary.
- Mr. Valuis asked for clarification from the Committee if all

	<p>documents will be certified by a lawyer and not by them.</p> <ul style="list-style-type: none"> <li>▪ Ms. Morfe informed the bidders that the procuring entity will issue a bid bulletin for this issue.</li> <li>▪ Ms. Ochea stated that during the previous biddings, the bidder/agency certifies the documents since it will be costly if a lawyer will certify all copies of their documents.</li> <li>▪ No more comments or issues were raised by the bidders. All bidders were removed from the online meeting.</li> <li>▪ The Committee continued with the discussion regarding the issues raised by the bidders to wit: <ul style="list-style-type: none"> <li>➤ The BAC Chair asked whether the Committee conducted a pre-procurement conference since there are still issues regarding the terms of reference specifically on the roving</li> <li>➤ Mr. Gabrieles informed the Committee that we have conducted a pre-procurement conference. He added that the issues that needs issuance of bid bulletin are the following: <ol style="list-style-type: none"> <li>1. Price schedule;</li> <li>2. Notarization / certification of the photocopies of documents of bidders; and</li> <li>3. Facilitation of survey</li> </ol> </li> <li>➤ Mr. Militante stated that the issue raised by the bidders is the conduct of the survey (physical or virtual); the Committee must issue a bid bulletin so as to secure our LHIO and SO personnel safe from any possible exposure to the virus. He also asked the end user for a standard format of the survey being required from the bidders.</li> <li>➤ Ms. Mosquiza informed the Committee that the Public Attorneys Office (PAO) authenticates documents of teachers and so maybe the security guards can have their documents be authenticated by PAO as well.</li> <li>➤ The BAC Chair asked the Committee regarding the issue on the “roving guard”. He also asked the end user if they have a monitoring of the performance of the security guards in the past years and if they were compliant in the submission these requirements.</li> <li>➤ Ms. Culas, Observer/Team Leader of COA, asked for the date of the opening of bids. The BAC Chair stated that the opening of bids will be on June 28, 2021 at 9:30 in the morning.</li> <li>➤ Ms. Morfe informed the Committee that the Head Office stated that the roving guard is only applicable for big offices like that of the Head Office. Furthermore, the security guard can make use of the CCTV in monitoring the movement of office equipment without leaving his post.</li> <li>➤ The BAC Chair stated that we cannot alter the technical specifications that we have already posted. He added that it would be better if we can be guided by their previous performances/compliance to the requirements.</li> <li>➤ Ms. Miramar Zabala, Team Leader for the TWG, asked the end user if they have a monitoring of the compliance of</li> </ul> </li> </ul>
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the training requirements for the security guards. She added that during their evaluation, they will require for the compliance of the current provider.

- Ms. Morfe stated that she can only provide the monitoring tool for the last year CY 2020.
- The BAC Chair asked the Committee if they can re-schedule the other agenda of the meeting since they have another meeting (ManCom)
- Mr. Gabrieles asked the Committee to decide/settle the details to be used for the supplemental bid bulletin. The committee's agreements are as follows:

1. **Price schedule** – *to pattern from the previous ITB posting in PhilGeps/PhilHealth website ;*

2. **Notarization / certification of the photocopies of documents of bidders** - *The Committee decided to ask SBAC Head Office first regarding this issue, however, if the SBAC Head Office cannot reply the query by June 17, 2021, the said documents must then be certified by any lawyer/PAO*

- Ms. Zabala asked the Committee if we can first inquire from the Head office
- Ms. Jandayan concurred to the suggestion to refer the issue first to the SBAC Head office
- All BAC Members agreed with the decision of the Committee

3. **Facilitation of survey -**

- Mr. Gabrieles stated that in the previous bidding of the same project, there was no survey form used but a Certificate of Appearance from LHIOs was issued certifying that the bidders conducted an ocular inspection in order to submit a security plan.
- Ms. Custodio stated that in the previous bidding; only an Ocular Inspection report was required from the bidders.
- Mr. Gabrieles asked the Committee if they will still require a Certificate of Appearance as proof of the bidders that they have conducted an ocular inspection regardless of means (virtual or physical).
- The BAC Chair stated that we will only allow virtual inspection since it is still pandemic.
- Ms. Jandayan suggested giving the bidders an option, whether to come to office physically or just conduct virtually with the assistance of GSU. With regards to the certification, the certification must be in written format coming from the end user and the LHIOs. If the bidders will conduct the inspection personally/physically, there must be fewer personnel who are present in the office.

- Ms. Morfe suggested that for inspection in the Regional Office and in Tacloban LHIO, the bidders may come physically except for other LHIOs/SOs, they may conduct virtually.
- The BAC Chair summarized all suggestions coming from the BAC Members, to wit:
  1. The bidders will be given an option to come to the office (*for Regional Office and LHIO Tacloban*) on Saturday or conduct the survey virtually. If it will be conducted virtually, the GSU will hold the camera to do tour. For LHIOs and Satellite Offices, it will be purely conducted virtually. The camera will be handled by the LHIO personnel and properly coordinated with GSU. The GSU will issue a certification that a survey was conducted virtually or physically done.
  2. The physical inspection will only be scheduled on June 19, 2021 and June 26, 2021.

- Ms. Zabala informed the Committee that the “roving guard” means an additional guard.
- The Committee discussed the issue on the roving guard.
- Ms. Jandayan suggested that the CCTV in the guard area can be used as a tool in monitoring/conducting the said activity.
- Ms. Morfe informed the Committee that according to the Head Office, the roving guard is only applicable to offices with big buildings.
- The BAC Chair informed the Committee that since it was included in the technical specifications, the TWG will require this during their evaluation.
- Ms. Zabala stated that it must already be clear in the beginning so that the process will not be hampered.
- Ms. Milagros Baltazar concurred with Ms. Jandayan’s suggestion on the use of the CCTV as a monitoring tool. The guard on duty can immediately take down notes if there are movements of properties and at the same time he will be in his post.
- Ms. Morfe informed the Committee that she will ask the Head Office if they will allow the use of CCTV.
- Ms. Zabala stated that the problem was because it was stated in the technical specifications that another guard is required as a roving guard.
- The BAC Chair stated that they cannot resolve the issue for the meantime and the Committee will just decide during the evaluation of the TWG whether it will be approved or not.
- Ms. Jandayan suggested addressing the issue to the Head Office.
- The end user must submit the query in writing to the Head Office within the day, June 15, 2021.



Other Matters:	<ul style="list-style-type: none"> <li>▪ No more issues were discussed.</li> </ul>
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## V. Adjournment

There being no other matters to be discussed, the meeting was adjourned at 11:32AM. Snacks were served during the course of the meeting.

*Prepared by:*

**(SGD.) JULIET C. CUSTODIO**  
PRO8/ BAC SEC

*Reviewed by:*

**(SGD.) BENJAMIN N. GABRIELES, JR.**  
FE A/OIC, SBAC & Procurement Unit

Approved by:

**(SGD.) ELEANOR P. MORFE**  
Provisional BAC Member (Non-IT)

**(SGD.) MA. DORINA C. JANDAYAN**  
Alternate BAC Member

**(SGD.) JOSEPHINE B. MOSQUISA**  
BAC Member

**(SGD.) MILAGROS D. BALTAZAR**  
BAC Member

**(SGD.) ALFRED PATRICK F. GALAPON, M.D.**  
BAC Member

**(SGD.) ACISCLO B. MILITANTE, JR.**  
Chairperson