

Republic of the Philippines
Technical Education and Skills Development Authority
East Service Road, South Luzon Expressway, Taguig City
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<http://www.tesda.gov.ph>

MINUTES OF THE MEETING

05 December 2018 (Wednesday)	11:00 A.M.	CSA Conference Room
MEETING CALLED BY Central Office Bids and Awards Committee		
TYPE OF MEETING Pre-Bid Conference		
PROJECT Provision of Security Services Requirements for the TESDA Central Office (January 1, 2019 - December 31, 2019)		
APPROVED BUDGET FOR THE CONTRACT PHP23,105,257.56		
REFERENCE NO. TESDA-CO-2018-08		
ATTENDEES		
<u>Bids and Awards Committee (BAC)</u>		
	RD Conrado G. Bares	Chairperson
	PD Eric O. Ueda	Vice-Chairperson
	Ms. Wilma F. Roque	Member
	Mr. Leonardo E. Pinlac	Member
<u>BAC Secretariat</u>		
	Ms. Maria Gracia P. Dela Rama	Head
	Ms. Arcadia Creselda P. Balinas	Member
	Ms. Joseph Allen L. Simon	Member
	Ms. Maria Michelle P. Genito	Member
<u>Technical Working Group</u>		
	Ms. Mercy M. Meninguito	Member
	Ms. Joanna Maria L. Sanchez	Member
	Mr. Michael William H. Del Rosario	Member
	Mr. Roy Louie P. Mingaracal	Member
<u>End-User</u>		
	Ms. Armela B. Gutierrez	Representative
<u>Observers</u>		
	Ms. Maria Victoria F. Samala	Commission on Audit (COA)
	Ms. Nikka Sherika Hanyl Villocillo	COA
<u>Bidders</u>		
	Ms. Marifi A. Pangilinan	Variance Security Agency Corp.

CALL TO ORDER	<ul style="list-style-type: none"> • The pre-bid conference started at 11:07 a.m. which was presided by the BAC Chairperson. • RD. Conrado G. Bares, BAC Chairperson, acknowledged the presence of the BAC members, BAC Secretariat, TWG, representatives from the COA and the prospective bidder. • RD. Conrado G. Bares stated that there is a quorum considering there are four (4) members present in the meeting out of the five (5) regular composition of the BAC members.
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DISCUSSIONS




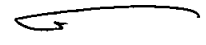
PUBLICATION OF THE INVITATION TO BID	<ul style="list-style-type: none"> • RD Bares stated that the Invitation to Bid (ITB) was published in the website of the Philippine Government Electronic Procurement System (PhilGEPS) on 27 November 2018 and was also posted in the website of TESDA and its Bulletin Board on the same day. 		
LETTER TO OBSERVERS	<ul style="list-style-type: none"> • RD Bares stated that the following ten (10) observers were invited in writing: <ol style="list-style-type: none"> 1. Commission on Audit 2. Confederation of Filipino Consulting Organizations 3. Department of Justice 4. Philippine Chamber of Commerce and Industry 5. Philippine Constructors Association 6. Philippine Institute for Supply Management 7. Philippine Institute of Certified Public Accountants 8. Philippine Institute of Civil Engineers 9. Philippine Jesuit Prison Service 10. Research Center on Culture, Education and Social Issues <p>He added that only the Commission on Audit attended the pre-bid conference.</p> • Ms. Maria Gracia P. Dela Rama, Head of the BAC Secretariat, mentioned that abovementioned offices duly received their respective invitations. Likewise, only the Variance Security Corp. has purchased the Bidding Documents at the moment. 		
GENERAL REQUIREMENTS FOR THE GOVERNMENT PROCUREMENT OF GOODS	<p>Ms. Dela Rama presented the general requirements for the government procurement of goods.</p>		
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="509 1697 854 1870">Purpose of the Pre-Bid Conference</td> <td data-bbox="854 1697 1392 1870"> <ol style="list-style-type: none"> 1. To clarify and address bidder's questions on the different aspects of the procurement at hand; and 2. For bidders to fully understand the requirements. </td> </tr> </table>	Purpose of the Pre-Bid Conference	<ol style="list-style-type: none"> 1. To clarify and address bidder's questions on the different aspects of the procurement at hand; and 2. For bidders to fully understand the requirements.
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		<p>Technical Eligibility shall include all documents appertaining to the technical capability of the bidder.</p> <p>Financial Eligibility shall refer to those that prove the bidders' financial capability.</p>
	PhilGEPS Certificate of Registration in Platinum Membership	The updated Certificate of Registration has to be submitted including the documentary requirements submitted to the PhilGEPS. In case the documents submitted to the PhilGEPS were not updated, such documents have to be submitted to TESDA for post-qualification.
	Statement of Single Largest Completed Contract similar to the Contract to be bid	<p>ITB Clause No. 5.4 states that the Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contract for each lot shall refer to: any contract for Security Services.</p> <p>The form for this statement can be found as Annex "E" under Section VIII. Bidding Forms of the Bidding Documents.</p>
	Statement of all its ongoing government and private contracts, including contracts awarded but not yet started	<p>The total value of the contracts under this form is one of the values needed in the computation of the NFCC.</p> <p>The form for this statement can be found as Annex "E-1" under Section VIII. Bidding Forms of the Bidding Documents.</p>
	Net Financial Contracting Capacity (NFCC)	The values to be used in computing the NFCC will be lifted from the Audited Financial Statements stamped "received" by the Bureau of Internal Revenue. In lieu of the NFCC, the bidder can submit a committed line of credit (CLC) issued by a universal or commercial bank whose value must be ten percent (10%) of the Approved Budget for the Contract (ABC).
	Joint Venture Agreement (JVA)	The form for the JVA can be found in Annex "G" of the Bidding Documents.

	Bid Security	<ul style="list-style-type: none"> • Cash, Cashier's/Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit (2% of the ABC) - Php 462,105.15 • Surety Bind callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5% of the ABC) - Php 1,155,262.88 Bid Securing Declaration pursuant to Government Procurement Policy Board (GPPB) Resolution No. 03-2012
	Competent Evidence of Identity per Amended Section 12 (a) of Rule II of the 2004 Rules of Notarial Practice	The Bidder should be presenting one (1) current identification document issued by an official agency bearing the photograph and signature of the individual. The Community Tax Certificate/Cedula is not acceptable.
	Documents required during the Bid Opening	<p>First Envelope</p> <ol style="list-style-type: none"> 1. Authority of Signatory 2. PhilGEPS Certificate; 3. Statement of Single Largest Completed Contracts; 4. Statement of All On-Going including Awarded but not yet Started Contracts; 5. NFCC or Credit Line; 6. JVA if applicable; 7. Bid Security; 8. Statement of Compliance with the Delivery Schedule; 9. Statement of Compliance with the Technical Specifications; and 10. Bidder's Omnibus Statement. <p>Second Envelope</p> <ol style="list-style-type: none"> 1. Financial Bid Form
	Omnibus Sworn Statement	The form specified in the Bidding Documents should be used and to be accompanied with the Board Secretary's Certificate granting power to representative/s.
	Copy of the official receipt for the purchase of the bidding documents	This is required to give essence to the basic rule that only bidders who bought bidding documents shall be eligible to participate in the process.
	Marking and Packaging Suggestions	There will be one (1) original and three (3) copies of the first and second components of the bid. The copies must contain the same documents of the original set. However, if the bid

		<p>security is in a form of cash or manager's check, there is no need to attach another set to the copies of the Bidding Documents. Any omission of document in the copies shall be a ground for the bidder's disqualification or ineligibility to bid.</p> <p>The Bidding Documents of the Bidder has to be packed in one (1) envelope or one (1) package.</p>
	Documents to be submitted by the Lowest Calculated Bidder (LCB) for post-qualification purposes	<p>The BAC shall issue a notice to the bidder which tendered the LCB to submit the following additional documents:</p> <ul style="list-style-type: none"> • Other appropriate licenses and permits; • Samples, if required; • Brochures, if required; • Proof of Largest Single Contract; • Latest Income Tax Return for 2017; • Value Added Tax Returns or Percentage Tax Returns covering the previous six (6) months; • Eligibility Documents under Annex "A" of the PhilGEPS Certificate of Registration; and • Clearances from NLRC, DOLE, SSS, PhilHealth and Pag-IBIG Fund issued within three (3) months from the date of bid opening.
	Common reasons for Disqualification observed during bid opening	<ul style="list-style-type: none"> • Late Submission; • Incomplete Submission; • Non-compliance with Notarial Rules; • Number of Bid Copies; • Failure to sign relevant documents; and • Surety Bond/Bank Guarantee does not include some/all "Conditions for Bid Security Forfeiture".
	Common reasons for Disqualification observed during submission of additional documents by the LCB	<ul style="list-style-type: none"> • Failure to submit the required additional documents; • Failure to submit required sample; and • Late submission of additional documents/sample.
	Common reasons for Disqualification observed during post-qualification	<ul style="list-style-type: none"> • Failure to pass sample testing criteria; • Expired license/permits; and • False information.

<p>PRESENTATION OF THE TECHNICAL WORKING GROUP (TWG)</p>	<p>Ms. Armela B. Gutierrez discussed the following items:</p> <ol style="list-style-type: none"> 1. Project Title 2. Contract Duration 3. Manpower Requirement 4. Approved Budget for the Contract 5. Scope of Responsibilities 6. Minimum Requirements 7. Supplies of Equipment & Materials 8. Security Peripherals 9. Security Plan 10. Security Personnel
<p>SECTION VI. SCHEDULE OF REQUIREMENTS</p>	<p>Ms. Dela Rama reminded the prospective bidder to sign the Schedule of Requirements located on page 75 of the bidding documents by the Authorized Representative of the bidder. However, each and every page of the Bidding Documents should also be initialed by the Authorized Representative of the bidder. Failure to sign will mean automatic disqualification of the bidder.</p>
<p>SECTION VII. TECHNICAL SPECIFICATIONS</p>	<p>Ms. Dela Rama stressed that the bidder must fill out each column of the Statement of Compliance. She also reiterated that the Authorized Representative of the bidder shall certify the statement of compliance by affixing his/her signature over printed name. Thus, each and every page of the Bidding Documents shall also be initialed by the Authorized Representative of the bidder. Failure to sign shall be ground for disqualification of the bidder. Likewise, the bidding will be conducted through an open competitive bidding procedures using a non-discretionary "pass"/"fail" criterion.</p>
<p>SOURCE OF FUND</p>	<p>The Government of the Philippines (GOP) through the 2019 General Appropriations Act (GAA) for the Technical Education and Skills Development Authority.</p>
<p>CLARIFICATIONS</p>	<ul style="list-style-type: none"> • Variance Security Agency Corp. asked if it is necessary to submit certificate of employment for the three (3) years' experience of the security personnel. <i>The BAC replied yes, this is one of the requirements as indicated in the bid document.</i> • The BAC clarified and reiterated that a certified true copy of training certificate of the K9 Dogs must be submitted as stipulated in the bidding documents. • The BAC clarified in the TWG's presentation on the no pending labor case requirement of the Security Agency. <i>The BAC emphasized that this is not included in the bid documents as this is not a ground for disqualification.</i> • The BAC requested the bidder to submit the list of security personnel to be assigned at TESDA together with the attachment of each requirements such as Certificate of Employment, NCII certificate, results of psycho-neuro and drug test examinations to be packaged per personnel, for easy reference of the TWG as basis for their evaluation. • Variance Security Agency Corp. asked if there is a need to submit Clearances from NLRC, DOLE, SSS, PhilHealth and Pag-IBIG Fund. <i>The BAC replied yes but will be part of the post qualification.</i>

	<ul style="list-style-type: none"> • Variance Security Agency Corp. inquired on the latest wage order. <i>The BAC responded this is part of the contract. Any statutory wage order shall be included in the ABC.</i> • Variance Security Agency Corp. inquired if the submission of pictures of the existing CCTV cameras will suffice as documentary requirements as their CCTV cameras were currently installed and displayed in the premises of TESDA Central Office. <i>The BAC replied that it is necessary to include in the inventory the serial numbers of each CCTV cameras installed to know if the cameras are still functioning well.</i> • Variance Security Agency Corp. asked if there is a need to submit and attach the contracts for the Statement of Ongoing and Awarded Contract. <i>The BAC responded that during the bid offer, it is required to submit only the Statement of Ongoing and Awarded Contract but the BAC will be requiring the contracts of the ongoing and awarded projects during post qualification period.</i>
BID OPENING	The BAC reminded that the closing date for the submission of bids is on the 18 th of December 2018 before 11:00 AM Philippine Standard time as indicated in the bidding documents. The opening of bids would be on the same day at 11:15 AM at CSA Conference Room, 2 nd Floor, TESDA Complex, Taguig City.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:45 a.m.
CERTIFICATION	We certify that the foregoing is the true account of the pre-bid conference conducted on Wednesday, December 5, 2018.
PREPARED BY	 MELISANDE CAÑON CENTENO Minutes Officer
REVIEWED BY	 ARCADIA CRESELDA P. BALINAS Member, BAC Secretariat
NOTED BY	 MARIA GRACIA P. DELA RAMA Head, BAC Secretariat
CERTIFIED CORRECT	 CONRADO G. BARES BAC Chairperson