

PRIVATIZATION AND MANAGEMENT OFFICE
Bids and Awards Committee

PRE-BID CONFERENCE
02 November 2022, 10:00 AM via Zoom

Procurement for the Provision of Security Services in PMO Assets CY 2023
(Early Procurement Activity)
Solicitation No.: PMO-01-2023

ATTENDEES:

Maria Lirio A. Zabala, BAC Chair
Conchita Q. Sagun, BAC Vice-Chair
Cesar Luis M. Pargas, BAC Member
Martha Jenny S.T. Tong, BAC Member
Atty. Sherina V. Tejano, TWG
Ritorey T. Diaron, TWG
Jan Evander A. Evangelista, TWG
Jan Rajah I. Lumabao, TWG
Mary Noreen Antonio, Head BAC Secretariat
Margarita Tacto, BAC Secretariat
Nica Grace Tagabi, BAC Secretariat
Edward Canites, BAC Secretariat
Marites M. Natividad, End-User Representative
Rejielyn Turla, CSD Administrative Officer III
Heidelberg Austria, CSD Security Consultant

PROSPECTIVE BIDDERS:

Joel Perez, Alexis Security Agency
Marga Adan, Corso Security
Noni Hernandez, Corso Security
Dennis Mescallado, Circa Security
Liza Melitante, Circa Security
Jonard Biton, JPS Security
Sarah Dimaano, Arviter Top of the Line
Ramil Maravillon, Mustang

Minutes of the Meeting:

1. The meeting was called to order by the BAC Chair, Maria Lirio A. Zabala, at 10:06 A.M.
2. The BAC Chair acknowledged the presence of the attendees from PMO-BAC and requested prospective bidders to introduce themselves.
3. The BAC discussed, through a powerpoint presentation, the procurement details, composition of the bids to be submitted, and the bidding procedures. The end-user discussed the Schedule of Requirements and Technical Specifications of the project.

4. Clarifications

CLARIFICATION	RESPONSE
Ms. Dimaano (Arviter): On the premium for the reliever, are we going to include it in the computation of the financial proposal?	Ms. Majen: For budget purposes, it shall be included in the computation. However, during contract implementation, payments shall be made based on actual (posting).
Mr. Mescallado (Circa): Is the ocular inspection mandatory?	Ms. Majen: Ocular inspection is not mandatory. However, the service provider is bound to accept the conditions of the site/property, in the event that the contract is awarded to them.
Mr. Mescallado (Circa): Are we going to use the Form 7 template in preparing our financial proposal?	Ms. Majen: Yes Sir. Bidders only need to input the percentage of Administrative Fee from 20% to 24%.
Mr. Mescallado (Circa): If a bidder inputs below 20% of Administrative Fee, will it be accepted?	Ms. Majen: No. The DOLE-prescribed minimum Administrative Fee is 20%.
Mr. Mescallado (Circa): Were premiums for 2023 SSS, PhilHealth, and salary wage tranches considered in the computation of wages?	Ms. Majen: Yes.
Mr. Mescallado (Circa): For the ongoing contracts, do we need to submit the contracts or only a matrix?	BAC Sec Noreen: Bidders shall only submit a list of all its ongoing contracts.
Mr. Biton (JPS): Regarding the Account Officer, will it be directly hired by the security agency or project-based personnel detailed to PMO?	Ms. Majen: The Account Officer will be hired by the security agency to be paid by PMO monthly for the duration of the contract.
Mr. Biton (JPS): If the award of contract is per lot, will there be a possibility that all 3 lots shall be awarded to 1 bidder?	Ms. Majen: Yes.
Mr. Perez (Alexis): Will the Account Officer be based/detailed in the PMO office?	Ms. Majen: No. The Account Officer shall be agency-based but his services should be allotted/dedicated to PMO only.
Mr. Biton (JPS): Is there a required Single Largest Completed Contract (SLCC)? How much?	BAC Sec Noreen: The SLCC shall be in the amount of at least 50% of the ABC to be bid per Lot.
Mr. Mescallado (Circa): How do we bill PMO for the Account Officer?	Ms. Majen: The billing for the Account Officer shall be included in the monthly billing. The Account Officer shall be paid monthly provided that he was able to perform his duties and responsibilities to PMO. It will not be

	based on the actual number of days reported.
Mr. Mescallado (Circa): In case of tie, how will you break the tie?	BAC Chair: The BAC shall break the tie through a toss coin.
Mr. Maravillon (Mustang): For the Account Officer, is the position permanent or the person is permanent? In case the person is not available, can we send another person in his behalf?	Ms. Majen: We would prefer that the person is permanent or dedicated to PMO only.
Mr. Mescallado (Circa): Is Bid Securing Declaration acceptable?	BAC Sec Noreen: Bid Securing Declaration shall be accepted as an alternative document of the Bid Security.
Mr. Mescallado (Circa): May I confirm that aside from the hard copy of bids, bidders are required to submit scanned copy of the documents to be submitted in USB or Google drive?	BAC Sec Noreen: Yes. For purposes of screen sharing during the preliminary evaluation of bids.
Mr. Perez (Alexis): If we are to submit bids for all the 3 Lots, do we need to submit 1 set of documentary requirements per Lot?	BAC Sec Noreen: Bidders only need to submit 1 set of technical components envelope but they need to sign the particular Schedule of Requirements and Annex A, depending on the Lot they want to submit bid. Separate Financial Component envelopes shall be submitted per Lot.
Mr. Perez (Alexis): If we are to submit a USB, do we still need to share the Google Drive?	BAC Sec Noreen: Yes. If the bidder will submit a USB, there is no need to share a Google drive link, and vice versa.
Mr. Mescallado (Circa): Section VI and VII, do we just state "Comply", or do we need to submit supporting documents?	BAC Sec Noreen: Yes. State compliance by signing on the space or box provided for your Conforme.
Mr. Biton (JPS): Can we attach a contingency plan and other previous (inaudible) in the security plan?	Ms. Majen: Yes, you may include a contingency plan but there will be no additional bearing. The security plan to be submitted by bidders is subject to approval of PMO.
Mr. Mescallado (Circa): Are we restricted to the checklist provided in the bidding documents?	Ms. Majen: Bidders shall submit documentary requirements strictly on the checklist provided.
Mr. Mescallado (Circa): Where can we download the matrix for proposal?	BAC Sec Noreen: Protected excel file of Form 7 can be downloaded from the PMO website under the Bids and Awards Committee tab.
Ms. Dimaano (Arviter): May I confirm if the opening of bids is on November 30, 2022 as indicated in the Bidding Documents?	BAC Sec Noreen: A Bid Bulletin was issued for the Notice of Change of Schedule of Bid Opening to December 1, 2022 at 10:00 AM.

5. The BAC Chair reminded the prospective bidders that the last day for request for clarification is on 09 November 2022, Wednesday at 5:00 P.M. and it must be made in writing addressed to the BAC Chair and sent to the BAC official email address at BAC@pmo.gov.ph
6. The BAC Secretariat informed the prospective bidders that the bidding document may be downloaded for free from the PhilGEPS and PMO websites, but the bidding documents fee, in the amount of Php5,000.00 per Lot, must be paid not later than 10:00 A.M. on 01 December 2022.
7. There being no other matters to be discussed, the BAC Chair concluded the meeting at 11:30 A.M.

PREPARED BY:



MARY NOREEN A. ANTONIO
Head BAC Secretariat

APPROVED BY:



MARIA LIRIO A. ZABALA
Chairperson

CESAR LUIS M. PARGAS
Member



CONCHITA Q. SAGUN
Vice-Chairperson



MARTHA JENNY S.T. TONG
Member



MARITES M. NATIVIDAD
End-User Representative