



MINUTES OF PRE-BID CONFERENCE

04 October 2019

GBAC Conference Room, Level 2, Core G
GSIS Headquarters Building, Pasay City

Project Name: **Security Services for the GSIS Central Office, GSIS Branch Offices, Extension Offices and Foreclosed and Acquired Properties**

Present were:

HEAD OFFICE

GSIS BIDS AND AWARDS COMMITTEE (Goods and Services and Consultancy - Cluster 1)

SVP Severina L. Resurreccion	Chairperson
Atty. Corazon DLP. Tanglao-Dacanay	Vice-Chairperson
Mgr. Armenia N. Salvanera	Member
Mgr. Mercedita Irene D. Tayag	Member

REQUISITIONING UNIT/TWG

SVP Eduardo V. Fernandez	Security Department (SD), End-User Unit (EUU)
VP Paul G. Dela Cuadra	SD, EUU
Ms. Carmencita V. Escalderon	SD, EUU
Mr. Darwin V. Cariaga	SD, EUU
Mr. Michael Robin O. Javier	SD, EUU
Atty. Cristina V. Astudillo	TWG, Head
Atty. Arvin H. Pajaron	TWG, Member
Mr. Ferdie M. Del Rosario	TWG, Member
Ms. Josephine P. Destrito	TWG, Member

OBSERVER

(Note: Notice of Meeting was sent to observers, e.g., COA, DTI, PCCI and Coalition Against Corruption but none attended the meeting)

GBAC SECRETARIAT

Ms. Virginia J. Nicolas	Senior Project Coordinator
Mr. Jose F. Ycay IV	Project Coordinator
Mr. Michael S. Mercado	Member
Ms. Pauline Marie Princess L. Begosa	Member

BIDDERS

Mr. Ronald Ulanday	Renjamel Security Agency
Ms. Jenevieve Oñas	Annex Digital Inc.
Ms. Robelyn Garcia	Lifeguard Archangels Security Agency Corp.
Ms. April Lubiano	Lifeguard Archangels Security Agency Corp.
Ms. Hannah Villasis	Lifeguard Archangels Security Agency Corp.
Mr. Edgar Pagpaguitan	Achievers Security Agency Philippines
Mr. Ronald Banares	Achievers Security Agency Philippines
Mr. Pompio Mortel	Achievers Security Agency Philippines
Mr. Juancho Cansancio	Pichel Security Agency
Ms. Maria Isabel Reyes	Pichel Security Agency
Ms. Alva De Guzman	Maximum Security and Services Corp.
Ms. Shaira Rodriguez	Maximum Security and Services Corp.
Mr. Fernando Boni	Maximum Security and Services Corp.
Mr. Edilberto Samonte, Jr.	ABC-RMO Security and Investigation Agency Inc.

BACOLOD BRACH OFFICE

Mr. Dominador Discaya, Jr. GSIS
Mr. Ramil Bentoldo Renjamel Security Agency

BUTUAN BRANCH OFFICE

Ms. Sharon Velez GSIS
Ms. Cristita Dela Cruz Black Volt Security Corp.
Mr. Eduardo Paradero Renjamel Security Agency
Mr. Ricky Tabasa Sherlock Security Agency
Mr. Don Man-On Visa Security Services
Mr. Dante Jauque Visa Security Services

CAGAYAN DE ORO

Mr. Romeo Chiang, Jr. Black Volt Security Corp.
Ms. Perly Cagas Renjamel Security Agency
Mr. Jasper Gementiza JMG Construction and General Merchandise

CEBU BRANCH OFFICE

Ms. Amylou Bascug GSIS
Ms. Mia Berlin Tapayan GSIS
Mr. Michael Ranile Renjamel Security Agency
Ms. Mischell Ranile Renjamel Security Agency

DAVAO BRANCH OFFICE

Mr. Jose Arnel Alejandre GSIS
Mr. Roy Babas Renjamel Security Agency
Mr. Benecio Relatorres Renjamel Security Agency
Ms. Jocelyn Barrientos Axzeen Security Agency
Mr. Allan Louise Querequencia Black Volt Security Corp.
Mr. Jeffty Manday Black Volt Security Corp.

ZAMBOANGA BRANCH OFFICE

Mr. Joseph Zapanta Renjamel Security Agency
Ms. Rachel Delgado Elijah Security Agency
Ms. Mia Grace Mary Lim Pichel Security Agency
Ms. Lorna Barrera Pichel Security Agency
Mr. Lito Enopia Nemesis Security
Mr. Raul Gomez Nemesis Security

The Pre-Bid Conference for the *Security Services for the GSIS Central Office, GSIS Branch Offices, Extension Offices and Foreclosed and Acquired Properties* with an Approved Budget for the Contract (ABC) of **Five Hundred Six Million One Hundred Ninety One Thousand Four Hundred Pesos (Php506,191,400.00)** was called to order at 10:00AM of 04 October 2019 and was presided by SVP Severina L. Resurreccion, Chairperson, GSIS Bids and Awards Committee for Goods, Services and Consultancy (GBAC) - Cluster 1.

I. Business Matters

1. Discussion on the Eligibility, Technical and Financial components of the Bid as well as Post-Qualification documents;

2. Discussion on the Payment Terms, Schedule of Requirements, Technical Specifications and Schedule of Submission and Opening of Bids for the project; and
3. Presentation on proper marking, labeling and sealing of bids in accordance with the *Instructions to Bidders* of the Bidding Documents (BDS) and GSIS “No Gift Policy”.

II. Discussion

The GBAC Secretariat noted that there is a quorum to proceed with the business and acknowledged the members of GBAC-Cluster 1, Technical Working Group (TWG) and End-User Unit (EUU) representatives.

Prospective Bidders

1. There were fourteen (14) interested bidders present, namely: 1) Renjamel Security Agency; 2) Annex Digital Inc.; 3) Lifeguard Archangels Security Agency Corp.; 4) Achievers Security Agency Philippines; 5) Pichel Security Agency; 6) Maximum Security and Services Corp.; 7) ABC-RMO Security and Investigation Agency Inc.; 8) Black Volt Security Corp.; 9) Sherlock Security Agency; 10) Visa Security Services; 11) JMG Construction and General Merchandise; 12) Axzeen Security Agency; 13) Elijah Security Agency; and 14) Nemesis Security. For the record, only Lifeguard Archangels Security Agency Corp. and Renjamel Security Agency had purchased the BDS.
2. Pursuant to Section 22.3 of the 2016 Revised IRR of RA 9184, “The Pre-Bid Conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications raised by the prospective bidders and is open to prospective bidders”. Hence, the GBAC-Cluster 1 allowed all representatives of the interested bidders to raise clarifications regarding the project. However, after the pre-bid conference, GBAC-Cluster 1 will only entertain queries from bidders that purchased BDS.

Presentation of the Eligibility/Technical and Financial components of the Bid and Post-Qualification documents

1. The Secretariat presented the checklist of requirements and discussed every requirement comprising the eligibility/technical and financial components of the bid.
2. In reply to the query on the Single Largest Completed Contract (SLCC) requirement, since the project is divided into lots, it was clarified that bidders may submit the same contract as its SLCC for any or all of the lots it wishes to join provided it is similar in nature to the project and that its amount is equivalent to at least fifty percent (50%) of the ABC of the particular lot. In contrast, the computation of the Net Financial Contracting Capacity (NFCC) should be at least equal to the total ABC of all the lots the bidder is joining.

For clarification, the EUU explained that in addition to the copy of the end user’s acceptance and notarized contract, bidders are required to submit any two (2) months official receipt as proof of receipt of payment for security services rendered.

It was further clarified that a multi-year contract would be acceptable provided that it was under one (1) contract and completed within the past five (5) years from the date of submission and receipt of bids.

- For the cost of bidding documents, the bidders were instructed to get the sum total of the ABC of all the lots to be joined and pay according to the following schedule:

<u>Total ABC</u>	<u>Cost of Bidding Documents</u>
More than 5 Million up to 10 Million	Php10,000.00
More than 10 Million up to 50 Million	Php25,000.00
More than 50 Million up to 500 Million	Php50,000.00

Interested bidders were informed that they can coordinate with the Manager of the identified Branch Offices, who in turn would coordinate with the GBAC Secretariat, regarding the preparation of the Order of Payment for the bidding documents. Further, bidders were notified that the fee for the bidding documents is non-refundable, unless the project has been declared as a failure pursuant to Section 41 of the 2016 Revised IRR of RA 9184.

- For consistency with the financial bids, the EUU advised the bidders to use MS Excel (formatted to show two decimal places) in the preparation of its Detailed Cost Breakdown. This should then be used as the source worksheet for the Itemized Bid Form.

For uniformity of bids, “straight computation” should be used – computation of all the guards’ wages should include Night Differential Pay regardless of the shifting schedule. However, during contract implementation, payment would be based on actual services rendered.

- The Secretariat stressed the provision requiring bidders to use Philippine Association of Detective and Protective Agency Operators (PADPAO), Inc. Wage Orders issued and effective as of 18 September 2019 in the preparation of their financial proposals.

In relation, the bidders asked if the Agency Fee would be computed at twenty-four percent (24%) following the computation reflected in the PADPAO wage orders. The Secretariat answered that bidders are not restricted from using said rate but added that DOLE Order No. 150-16 has set the minimum standard administrative fee/agency fee at twenty percent (20%). The bidder, at its discretion, may use whatever rate as long as it does not fall below twenty percent (20%) as this would cause its disqualification.

- On the concern regarding the possibility of a tie, bidders were directed to item 3.10 of the Technical Specifications: *“In accordance with GPPB Circular 06-2005, the GSIS adopts the use of “draw lots” as the tie-breaking method in the event two or more of the bidders have been declared as having the Lowest Calculated Responsive Bid”*.
- Thereafter, the Secretariat presented the checklist of the required post-qualification documents for the project that must be submitted within five (5) calendar days from receipt of notice from the GBAC that the bidder has the Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB).
- Citing inadequacy of time allotted for the bidder with the LCB/SCB to secure a Security Survey (Risk Assessment and Recommendation) and Certificate of Site Inspection of all posts, some bidders requested that the same not be required during post-qualification, and instead be required after the issuance of the Notice of Award.

Taking into account that the requirement is essential in the conduct of the provision of services and on the application of liquidated damages and other penalties and that these should be considered in the formulation of the financial bid proposal, the above request was denied. To comply with the requirement, serious bidders were advised to start surveying even before being declared as the bidder with the LCB/SCB.

Presentation of the Payment Terms, Schedule of Requirements, Technical Specifications, and Schedule of Submission and Opening of Bids for the Project

1. The EEU presented the Payment Terms, Schedule of Requirements and the Technical Specifications.
2. On the issue of payment, the EEU stated that winning service providers may submit billing statements and other required documents to the Branch Office, but processing of payment would be done at the Head Office.
3. For purposes of costing (bid proposal), since provision for fuel and preventive maintenance is required, the EEU informed the bidders that the service vehicles usage would be limited to emergency inspections of proximate foreclosed properties and scouting of the perimeter of the head office (CCP Complex) during inclement weather.
4. Relative to the Security Survey requirement, the EEU emphasized and explained the provision on penalties for unlawful encroachment on foreclosed and acquired properties.
5. In reply to a bidder's query, the EEU stated that there is no condition to absorb existing manpower. Hiring of security guards for deployment is left to the discretion of the winning service providers.
6. After discussion, the body agreed on the following revisions to the Bidding Documents:
 - a. Section I. Invitation to Bid, item 1 – the amount in words of the ABC should read **“Five Hundred Six Million One Hundred Ninety One Thousand Four Hundred Pesos”**;
 - b. Section I. Invitation to Bid, item 7 – the request to postpone the schedule of the submission of bids was approved. The submission and opening have been moved to **22 October 2019 at 8:30AM and 9:00AM**, respectively; areas of submission and opening would likewise be revised, as follows:

GBAC Conference Room, Level 2 Core G, GSIS Headquarters Building, Financial Center, Pasay City
GSIS Cebu Branch Office Leon Kilat St., Cebu City
GSIS Davao Branch Office McArthur Highway, Matina, Davao City
GSIS Zamboanga Branch Office Moret Field, Baliwasan, Zamboanga City
 - c. Section VI. Schedule of Requirements – In compliance with Section 18 of the Revised IRR of RA 9184, all reference to brand names, particularly on the Subscriber Identity Module (SIM) requirement, would be deleted;
 - d. Section VI. Schedule of Requirements, Lot 3. South Luzon – Address of properties in Biñan and San Pedro, Laguna would be validated and corrected if necessary;

- e. Section VII. Technical Specifications, 1. Scope of Work, Section 3.d. – minimum age requirement for new applicants and SGs in non-supervisory position would be revised from eighteen (18) to twenty one (21); and
 - f. Itemized Bid Form, Lot 6. Zamboanga Peninsula – last row of table detailing the areas of coverage would be deleted since “*Zamboanga Branch Office*” was inadvertently repeated.
7. A Bid Bulletin would be issued to inform all prospective bidders of the above revisions.
 8. Prospective bidders were reminded of the following:
 - a. Submission of additional written queries shall be until Friday, 11 October 2019. Responses to inquiries shall be contained in a Bid Bulletin, where applicable.
 - b. Submission of Bids shall be no later than 8:30AM on 22 October 2019. Opening of Bids shall follow at 9:00AM of the same day. Late bids will not be accepted.
 - c. After the opening of bids, GBAC-Cluster 1 will conduct a detailed evaluation of the financial bids of eligible bidders to determine and declare the LCB or SCB. Only the bidder with the LCB or SCB will be notified to submit post-qualification documents.

Presentation on proper marking, labeling and sealing of bids in accordance with the Instructions to Bidders of the Bidding Documents and GSIS No Gift & Solicitation Policy

- A visual presentation on the proper sealing and marking of bid envelopes was presented to the prospective bidder.

While Section 25.9 of the 2016 Revised IRR of RA 9184 allowed that bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, the GBAC-Cluster 1 encouraged bidders to follow the proper sealing and marking of bids to facilitate identification of documents during the opening of proposals.

- Lastly, the GBAC Secretariat emphasized the full compliance of GSIS with the “NO SOLICITATION AND GIFT POLICY”. The public/bidders were warned not give to unscrupulous individuals and groups posing as officers of the GSIS soliciting money for alleged aid for whatever purpose. The cooperation of the public was enjoined to report these individuals to the GSIS through the Office of the President and General Manager and the GBAC Secretariat.

Prepared by:

(Original Signed)
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Certified Correct:

(Original Signed)
SVP SEVERINA L. RESURRECCION
 Chairperson, GBAC for Goods and Services and
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