

## MINUTES OF THE PRE-BID CONFERENCE

Procurement of Security Services for the Philippine Sports Commission

2 December 2021, 10:00 AM

Conference Room

PHILIPPINE SPORTS COMMISSION

RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

### A. Prospective Bidders/Visitors

	Name of Representative	Company Name, Address, and Contact Details
1	Joey Bernardino	Topwatch Security & Investigation Services, Inc. <ul style="list-style-type: none"><li>- 13 Dr. Maldo Del Rosario St., Brgy. Kapasigan, Pasig City</li><li>- <a href="mailto:jvb911@yahoo.com">jvb911@yahoo.com</a></li><li>- 8634-7774/8634-7775</li></ul>
2	Joey Sabaricos	Ex-Bataan Veterans Security Agency, Inc. <ul style="list-style-type: none"><li>- 1730 Yakal Street Tondo, Manila</li><li>- <a href="mailto:ebaccounting@yahoo.com">ebaccounting@yahoo.com</a></li><li>- +639155994128</li></ul>
3	Rose Malano <sup>1</sup>	Northcom Security & Investigation Agency Inc. <ul style="list-style-type: none"><li>- 36-A Main Avenue, Cubao, Quezon City</li><li>- <a href="mailto:rose.malano@northcom.ph">rose.malano@northcom.ph</a></li><li>- +639959213780</li></ul>
4	Rodelyn Joy Estabillo <sup>2</sup>	Golden SF1 Alliance Security Agency Inc. <ul style="list-style-type: none"><li>- M3-B Padre Faura Center, Padre Faura St. Ermita Manila</li><li>- <a href="mailto:joy.estabillo@alliancesecuritygroup.ph">joy.estabillo@alliancesecuritygroup.ph</a></li><li>- +639773397136</li></ul>
5	Liza Melitante <sup>3</sup>	Aremos Security and Investigation Agency <ul style="list-style-type: none"><li>- 8 J. Paredes, Quezon City</li><li>- <a href="mailto:aremosscity@gmail.com">aremosscity@gmail.com</a></li><li>- +639918335019</li></ul>
6	June Marvin C. Salvador <sup>4</sup>	DBPSC Security Service Incorporated <ul style="list-style-type: none"><li>- 2nd Floor, Executive Building Center, Sen Gil Puyat Ave., corner Makati Avenue, Makati City</li><li>- <a href="mailto:marketing@dbpsc.com.ph">marketing@dbpsc.com.ph</a></li><li>- 8895 – 1393</li></ul>

### B. BAC Members and Staff

	Names	Position
1	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2	Anna Christine S. Abellana	BAC Vice-Chairperson
3	Abigail Marie V. Rivera	BAC Member
4	Charlie C. Esquivel	BAC Member
5	Violeta R. Tuazon	BAC Member

<sup>1</sup> Attended via MS Teams Videoconferencing

<sup>2</sup> Attended via MS Teams Videoconferencing

<sup>3</sup> Attended via MS Teams Videoconferencing

<sup>4</sup> Attended via MS Teams Videoconferencing

1 | Minutes of the Pre-Bid Conference

9

6	Engr. Eduardo A. Clariza	Provisional BAC Member/End-User Unit Representative
7	Atty. Michelle C. Labajanan	BAC Secretary
8	Oscar A. Papelera, Jr.	BAC Support Staff
9	Ma. Luisa Carmela D. Berguia	BAC Support Staff
10	Jeanette B. Dinglasan	BAC Support Staff
11	Ariel C. Flores	BAC Support Staff
12	Jose Joy P. Puruganan II	BAC Support Staff

**C. TWG**

	<b>Names</b>	<b>Position</b>
1	Atty. Maribel P. Rodriguez	TWG Member
2	Reina Presciosa C. Evangelista	TWG Member
3	Engr. Victoria T. Moya	TWG Member

**D. Observers**

	<b>Names</b>	<b>Position</b>
1	Salvacion De Los Angeles	COA Supervising Auditor

**E. Other Officers**

	<b>Name</b>	<b>Position</b>
1	Ethel M. Goh	Procurement Head

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project **Procurement of Security Services for the Philippine Sports Commission**, with an Approved Budget for the Contract of **Forty-Nine Million Two Hundred Sixty-One Thousand Four Hundred Eighty Pesos & 44/100 (Php49,261,480.44)**.

The BAC Chairman acknowledged the presence of the BAC Members, BAC Secretariat, TWG, Commission on Audit Representative, and the head of Procurement Office. No representatives from the Philippine Chamber of Commerce and Industry (PCCI) and Philippine Institute of Supply and Management (PISM) were present despite prior notice.

**BUSINESS MATTERS TAKEN AND DISCUSSED**

**A. Clarification and discussion of the project:**

The BAC Chairman started with discussing the requirements under the rules and regulations of R.A. No. 9184. All instruction to bidders must strictly be adhered to otherwise would be considered ineligible.

Prior to the discussion of the requirements for the competitive bidding, prospective bidders are reminded that the Bids and Awards Committee will evaluate the submitted bids using the pass/fail criteria pursuant to the Revised Implementing Rules and Regulations of R.A. No. 9184. In addition, prospective bidders are reminded to ensure that submitted bids are in order and in compliance with the requirements as stated in the Bid Documents.

The Bid Documents is downloadable in the PhilGEPS and the PSC website and those who paid the Bid Documents are provided with a printed copy. Bidders must read through and follow the Instruction to Bidders and the Bid Data Sheet (BDS) as provided in the Bid Documents to ensure that all submissions during the Opening of Bids are in order and in accordance with the Bid Documents. The requirements are included in the checklist and discussed.

**B. The Technical Component Envelope, Financial Component Envelope of the bid, and Instructions to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated on the checklist, were then deliberated, and discussed:**

9



The Checklist of Technical and Financial Documents must state the name of the bidder, office address, telephone no, fax no., email address, authorized managing officer, citizenship, position and/or designation, type of organization whether sole proprietorship, partnership or corporation.

### **B.1. Technical Component Envelope**

#### **Class "A" Documents**

##### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- (b) Registration certificate from Securities and Exchange Commission (SEC) [Certificate of Incorporation, Articles of Incorporation and By-Laws], 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; and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### Technical Documents

- (e) 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
- (f) 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; and

Single Largest Contract is fifty percent (50%) of the Approved Budget for the Contract or Php24,630,740.22. The similar contract as stated in ITB Clause 5.3 is Procurement of Security Services and must have been completed within three (3) years prior to the deadline for the submission and receipt of bids.

- (g) 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; and

The Bid Security may be in the following forms:

- g.1. Cash, Check, Cashier's Check, Manager's Check – 2% of the ABC or Php985,229.60;
- g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php985,229.60;
- g.3. Surety Bond – 5% of the ABC or Php2,463,074.02, must be valid 120 days from the date of the Opening of Bids, stating therein the company, its telephone number, Official Receipt Number, validity period, callable upon demand and accompanied by an Insurance Commission Certificate stating that the surety and/or insurance company is authorized to issue such security.
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- (i) Original duly signed Omnibus Sworn Statement (OSS);

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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.

**Financial Documents**

- (j) 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; and
- (k) 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.

Net Financial Contracting Capacity (NFCC) must be at least equal to the ABC. The Committed Line of Credit must be at least equal to ten percent (10%) of the ABC or Php4,926,148.04.

**Class "B" Documents**

- (l) 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.

**Other documentary requirements under RA No. 9184 (as applicable)**

- (m) [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.
- (n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

The Technical Specifications and Schedule of Requirements were discussed.

**Technical Specifications—**

Item	Specification
1	Minimum Qualifications of Security Guards – Annex A
2	Minimum Security Equipment Required by PSC – Annex B
3	Security Plan of the Philippine Sport Commission – Annex C
4	Organizational Structure of the Security Force Per Venue – Annex D
5	Security Guards Assignments / Tour of Duties / Manpower Deployment – Annex E
6	Operating Policies and Procedures – Annex F
7	Uniform – Annex G
8	PSC Performance Criteria – Annex H

The bidders must state the statement of either "Comply" or "Not Comply" against each of the individual parameters including its Annexes to manifest their compliance with the requirements.

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The BAC Chairman reminded the prospective bidders to carefully read and study the Security Deployment Schedule and other requirements stated in the Bidding Documents.

The BAC Secretary emphasized the requirement in the Bidding Documents that in case of pandemic, the security agency shall be responsible to provide assistance to its assigned security guards in case of quarantine, lock down and similar circumstances.

The BAC Secretary likewise underscored the requirement in the Bidding Documents that in case of pandemic, the Security agency shall comply with the health protocol being imposed by the National Government, local government and/or PSC, such as wearing of face mask, face shield and observing social distancing.

The BAC Secretary stressed the requirements of minimum 6 supervisors, 100 security guards, and 16 relievers to be deployed at RMSC, Philsports Complex, Muntinlupa, Velodrome Fort Bonifacio, Taytay, La Mesa Dam and Baguio by rotation 24 hours a day from Monday to Sunday (subject to adjustment of deployment are).

The BAC Chairman reminded the prospective bidders that the PADPAO rates for Baguio and Taytay are different from NCR.

The BAC Chairman stated that the DOLE Order No. 150-16 requires agencies to allot 20% Administrative Fee, however, the GPPB issued a resolution pursuant to Section 31 of R.A. No. 9184 that non-observance of the said DOLE Order does not disqualify bidders, though, reminded the bidders to strictly comply with the relevant labor rules and regulations. Hence, the BAC Chairman encouraged the prospective bidders to harmonize the requirements of the GPPB and DOLE to avoid the revocation of their licenses.

The BAC Chairman likewise urged the prospective bidders to compete in fair competition during the Opening of Bids.

The BAC Chairman stated that the contract of the subject project will be submitted before the DOLE to evaluate whether the winning bidder complies with the DOLE requirements.

**Schedule of Requirements—**

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Procurement of Security Services	Refer to the Terms of Reference	Refer to the Terms of Reference	The Contract shall be for a period of 3 years from receipt of the Notice to Proceed

**B.2. Financial Component Envelope**

- (a) Original of duly signed and accomplished Financial Bid Form; and
- (b) Original of duly signed and accomplished Price Schedule(s).

The templates of Financial Bid Form and Price Schedule are provided in the bidding documents

**B.3. Additional Requirements**

- (a) Certificate of Site Inspection for RMSC, Philsports, Baguio and other venues issued by the Chief of Sports Facilities Division.
- (b) Certificate of Registration issued by DOLE.
- (c) Certificate of Compliance issued by DOLE:

9.

- 1) Certificate of Compliance on General Labor Standards.
  - 2) Certificate of Compliance on Occupational Safety and Health standards valid as of opening of bids.
- (d)
- 1) Sworn /statement stating that the Company has not been finally adjudged by any court of competent jurisdiction or Government Agency (i.e. NLRC) to have violated any labor law or social legislation law.
  - 2) Sworn Statement that the Security guards have no pending Criminal and Administrative cases filed before any court of competent jurisdiction, any government Agency, Quasi-Judicial agency and no pending case within their Security Agency.
- (e) Certificate of Membership/Registration from Philippine Association of Detective and Protection Agency Operators (PADPAO), Inc.
- (f) Copy of Valid License to Operate (LTO) issued by PNP-Security Agencies and Guards Supervision Division (PNP-SAGSD).
- (g) NTC license for hand-held radios.
- (h) Certificate of Commendation of Satisfactory Performance issued by clients and/or END USER'S Certificate or Performance Evaluation issued by PSC for bidders who have contract/s with PSC to be issued by the Chief Sports Facilities Division.
- (i) Company Profile.
- (j) Organizational Chart.
- (k) Duly signed and notarized statement of availability of key personnel for RMSC, Philsports, Other Venues & Bagulo that may be used for the Contract, supported with a list (to include number of licensed security guard).
- (l) Duly signed and notarized statement of availability of equipment, owned, under lease; or a purchase agreement that may be used for the contract supported by a list of said equipment together with proof of ownership or contract of lease (to include number of licensed firearms, number & kind of communication devices, number of motor power vehicles and other equipment that may be used for the contract.

**Additional Requirements Pursuant to ITB Clause 21.2 of Bid Data Sheet**

1. The minimum number of years of experience of the bidder must be at least five (5) years.
2. Duly Signed and Notarized Statement of the prospective Bidder of all its ongoing and completed government and/or private contract awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the period for the last three (3) years prior to the deadline for the submission and receipt of bids.

The statement shall include all information required in the PBDs prescribed by the GPPB:

The list shall state the following for each contract:

- (a) Name of clients with contact numbers and addresses;
- (b) Date of award of contract; and
- (c) Total contract cost.

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3. All necessary documents pertaining to the security guards such as duty detail order, certified true copies of guard's license, certified true copy of firearms license, and individual company ID, original copy of PDS-Bio Data with original picture attached will be submitted during post-qualification.
4. The Security Agency must have a minimum number of five hundred (500) aggregate Security Guards deployed with proof of deployment such as contract. (Must be submitted during the Post Qualification).

### **C. Instruction to Bidders**

1. Bid should be properly marked, signed and sealed.
2. Bid should be in chronological order and signed by the authorized representative.
3. Request for clarifications on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC at least 10 calendar days before the deadline for submission and receipt of bids (Sec. 25.5.1, IRR, RA No. 9184; ITB Clause 9).
4. Supplemental Bid Bulletin will be issued to reflect the changes, if warranted.
5. All pages of the bid should be signed by the authorized representative.
6. All original copies of documents should be presented during the Opening of Bids.
7. Bidders shall put "Comply" or "Not Comply" in each of the technical specification to manifest that the same has been complied with.
8. A photocopy of the signatory's government issued ID must be attached to each notarized document.
9. Opening of Bids is on 14 December 2021, 10:00 AM at RMSC and MS Teams.
10. Bidders are required to use the envelope label to be provided by the BAC upon purchase and issuance of the bidding documents.
11. Envelopes must be brown in color. Bidders are free to improvise but must strictly comply with the color. All envelopes SHALL:
  - a. Contain the name of the contract to be bid in capital letters;
  - b. Bear the name of and address of the Biddiner in capital letters;
  - c. Be addressed to the Procuring Entity's BAC in accordance with ITB;
  - d. Bear the specific identification of this bidding process indicated in the ITB; and
  - e. Bear a warning "DO NOT OPEN ON OR BEFORE..." the date and time of the Opening of Bids, in accordance with ITB.

The actual sample of the envelopes was presented in the Pre-Bid Conference.

The BAC Secretary reminded the bidder to use the envelopes provided by the BAC Secretariat upon the purchase of Bidding Documents.

Bidders shall submit one original and one duplicate copy of the first and second components of its bid, both of which should be placed in one mother envelope, as indicated in ITB Clause 21.2

The bid submission shall be done in person on or before 14 December 2021, 10:00 AM at the Conference Room, RMSC. Bidders may attend onsite and online through MS Teams Videoconferencing. Only one (1) representative is allowed, must be fully vaccinated, present a negative RT-PCR Test result taken at least three (3) days prior to the opening of bids and shall submit a Health Declaration Form two (2) days before the opening of bids.

The purchase of bidding documents will be done in person at the Rizal Memorial Sports Complex. Bidders will inform the guard at the gate that they will purchase bidding documents and the latter will coordinate to the BAC Secretariat. The BAC Secretariat will get the payment for the bidding documents from the bidder and forward the same to the Cashier's Office. The Official Receipt and the bidding documents will be issued to the bidder at the gate by the BAC Secretariat. The BAC Secretariat will guide bidders on the proper marking and sealing of bid proposal upon the purchase of the bid documents.

The BAC Secretary reminded the prospective bidders to submit their bids early on the Opening of Bids to allow the BAC Secretariat to check the RT-PCR Test result and Health Declaration Form.

The bids shall be received by the BAC Secretariat at 10:00AM in the same venue, where the Opening of Bids will be conducted.

The BAC Chairman reminded the prospective bidders to read the Philippine Bidding Documents, to use the forms indicated therein, to indicate "comply" or "not comply" in each parameter of the technical specification to manifest that the same has been complied with, and that all pages of the bid should be duly signed by the authorized representative.

The BAC Chairman likewise reminded the prospective bidders that any clarification after the Pre-Bid Conference shall be in writing, within 10 calendar days prior the deadline of the receipt and opening of bids.

Mr. Bernandino inquired on the attachments to the Statement of SLCC and Statement of Ongoing Contracts. The BAC Chairman responded that the NOA, Contract, NTP, and Certificate of Completion shall be attached to the SLCC. All public and private ongoing contracts, whether awarded or not yet started, shall be declared in the Statement of Ongoing Contracts.

Mr. Bernandino inquired whether the LCRB will be the basis of the awarding of the contract of the subject project. The BAC Chairman affirmed the same and stated further that while the GPPB Resolution pursuant to Section 31 of R.A. No. 9184 is properly observed, prospective bidders should be cautious of the DOLE requirements.

Ms. Malano inquired whether the submission of additional requirements will be on the Post-Qualification Evaluation. The BAC Chairman responded that there are documents stipulated in the additional requirements that will be submitted on the Opening of Bids and Post-Qualification Evaluation, hence, prospective bidders are required to thoroughly read and study the bidding documents.

Ms. Malano stated that the DOLE no longer issue the Certificates of Compliance namely (1) Certificate of Compliance on General Labor Standards, and (2) Certificate of Compliance on Occupational Safety and Health standards valid as of opening of bids. The BAC Chairman responded that the said concern will be coordinated with DOLE and a Supplemental Bid Bulletin will be issued to address the same.

Mr. Sabaricos suggested for the site inspection to be conducted by the winning bidder in order to lessen the expenses and due to time constraint prior the opening of bids. The BAC Chairman responded that site inspection is necessary requirement of the PSC prior the opening of bids because there are requirements to be submitted with respect to the site inspection.

Mr. Bernandino inquired whether the site inspection certificate will be issued after the site inspection, or it will be a part of the bidding documents. The BAC Chairman responded that the site inspection certificate will be issued right after the site inspection and stated further that the said certificate is part of the submission of bids.

Mr. Bernandino inquired on how they will go through with the Price Schedule for Goods Offered from Abroad. The BAC Chairman responded that the said requirement is not applicable for the subject project.

The BAC Chairman informed the prospective bidders that the site inspection will be scheduled after the Pre-Bid Conference.

The BAC Chairman directed the BAC Secretary to issue a Notice to the prospective bidders for the site inspection. The BAC Secretary noted the same.

The BAC Chairman directed the presence of the head of the SFD, or his representative to facilitate conduct of the site inspection. The head of the SFD noted the same.

The BAC Chairman reminded all the attendees that the no-contact rule will be fully implemented after the Pre-Bid Conference, hence, all queries from the prospective bidders shall be in writing.

Site inspection will be scheduled by Engr. Clariza after the pre-bid conference, it doesn't matter if you send a representative for as long as the agency send a representative to have site inspection for this procurement activity.

The Pre-Bid Conference was adjourned at 11:00 AM.

Prepared by:

8 | Minutes of the Pre-Bid Conference  
Procurement of Security Services for the Philippine Sports Commission  
2 December 2021

9



  
**MA. LUISA CARMELA D. BERGUIA**  
*BAC Support Staff*

Reviewed by:

  
**ATTY. MICHELLE C. LABAJANAN**  
*BAC Secretary*

Noted by:

  
Digitally signed by Iroy  
Guillermo Berbosidad Jr  
Date: 2021.12.06  
15:16:15 +08'00'  
**ATTY. GUILLERMO B. IROY, JR.**  
*BAC Chairman*