

# MINUTES OF MEETING

Thursday, August 16, 2018	2:00 PM	CONFERENCE ROOM C
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<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE 4</b>																																					
<b>TYPE OF MEETING</b>	<b>Prebid Conference</b>																																					
<b>PROJECT</b>	Provision of Security Personnel for Manila International Airport Authority (MIAA)																																					
<b>REFERENCE NO.</b>	<b>PB 18-232-4</b>																																					
<b>ATTENDEES</b>	<p><b>BIDS AND AWARDS COMMITTEE 4</b></p> <table border="0"> <tr> <td>Engr. Ian T. Fajarito</td> <td>Vice Chairperson</td> </tr> <tr> <td>Atty. Divina Gracia A. Bacal</td> <td>Regular Member</td> </tr> <tr> <td>Ms. Karen Anne F. Requintina</td> <td>Provisional Member</td> </tr> <tr> <td>Mr. Roberto Bernal</td> <td>Alternate AdHoc Representative</td> </tr> </table> <p><b>Procurement Division 4</b></p> <table border="0"> <tr> <td>Ms. Rose Alvidale G. Ladlad</td> <td>Secretariat</td> </tr> <tr> <td>Mr. Nikko C. Valenzona</td> <td>Secretariat</td> </tr> </table> <p><b>Procurement Group I</b></p> <table border="0"> <tr> <td>Mr. Virgilio O. Suarez</td> <td>Member</td> </tr> </table> <p><b>End-User Agency(ies)</b></p> <table border="0"> <tr> <td>Capt Dominador Vergara</td> <td>MIAA, End-user Representative</td> </tr> <tr> <td>Mr. Bernard Viola</td> <td>MIAA, End-user Representative</td> </tr> <tr> <td>Ms. Rochelle Cabrera</td> <td>MIAA, End-user Representative</td> </tr> </table> <p><b>Bidder(s):</b></p> <table border="0"> <tr> <td>Mr. Paul Jade Mabilog</td> <td>NC Lanting Security Specialist Agency</td> </tr> <tr> <td>Ms. Elvira A. Reinante</td> <td>NC Lanting Security Specialist Agency</td> </tr> <tr> <td>Mr. Guillermo Tabaldo</td> <td>ICT Security and Investigative Agency, Inc</td> </tr> <tr> <td>Ms. Marife Pangilinan</td> <td>Variance Security Agency Corporation</td> </tr> <tr> <td>Ms. Merly Manadong</td> <td>Naprossi Security Services, Inc.</td> </tr> <tr> <td>Ms. Marilyn Salaysay</td> <td>Naprossi Security Services, Inc.</td> </tr> <tr> <td>Mr. Jamil Estorninos</td> <td>Advance Forces Security</td> </tr> <tr> <td>Ms. Rhenelle Mae Operario</td> <td>Lockheed Federal Security Agency, Inc..</td> </tr> </table>		Engr. Ian T. Fajarito	Vice Chairperson	Atty. Divina Gracia A. Bacal	Regular Member	Ms. Karen Anne F. Requintina	Provisional Member	Mr. Roberto Bernal	Alternate AdHoc Representative	Ms. Rose Alvidale G. Ladlad	Secretariat	Mr. Nikko C. Valenzona	Secretariat	Mr. Virgilio O. Suarez	Member	Capt Dominador Vergara	MIAA, End-user Representative	Mr. Bernard Viola	MIAA, End-user Representative	Ms. Rochelle Cabrera	MIAA, End-user Representative	Mr. Paul Jade Mabilog	NC Lanting Security Specialist Agency	Ms. Elvira A. Reinante	NC Lanting Security Specialist Agency	Mr. Guillermo Tabaldo	ICT Security and Investigative Agency, Inc	Ms. Marife Pangilinan	Variance Security Agency Corporation	Ms. Merly Manadong	Naprossi Security Services, Inc.	Ms. Marilyn Salaysay	Naprossi Security Services, Inc.	Mr. Jamil Estorninos	Advance Forces Security	Ms. Rhenelle Mae Operario	Lockheed Federal Security Agency, Inc..
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	<p>Ms. Rodora M. Dela Cruz  Ms. Jonalyn S. Ganoyo  Mr. Jason G. Grona  Mr. Ramonito R. Retiban  Mr. Mariano A. Liwag  Mr. Angelo M. Salmeron  Mr. Dennis Mescaraldo  Ms. Henry G. Sabarre</p>	<p>Lockheed Federal Security Agency, Inc.  Eastern Force Security Agency Corporation  888 Gallant Security Services Corporation  888 Gallant Security Services Corporation  888 Gallant Security Services Corporation  Matrix Corp. Security Services, Inc.  Grand Meritus Security Agency, Inc.  Matrix Corp. Security Services, Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none"> <li>1. The scheduled <b>Prebid Conference</b> started at <b>2:15 PM</b> with the Vice Chairperson presiding.</li> <li>2. The Chairperson acknowledged the presence of the attendees.</li> <li>3. Having established the required quorum, the PMO-in-charge proceeded with the presentation of the project.</li> </ol>	

**DISCUSSION**

**I. BID DOCUMENTS**

INSTRUCTION TO BIDDERS	<p><b>XXX</b>  <i>Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project.</i>  <b>XXX</b></p> <p><i>The representative from Advance Forces manifested their observation and suggested to the BAC, to reword the terms to specify the period of 2013-2018.</i></p> <p><b><i>The BAC took note of the observation and any changes will be reflected on the Bid Bulletin to be issued for the Project.</i></b></p>
BID DATA SHEET	<p>BDS Clause No. 29.2  Page No. 43</p> <p><b>XXX</b>  3. <i>Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall be copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion;</i>  <b>XXX</b></p> <p><b><i>The representative from Lockheed Federal inquired if they are required to submit the actual contract during Post Qualification.</i></b></p> <p><b><i>The Vice Chairperson clarified that they are not prohibited to submit the actual contract but only required to submit proofs of completion of the declared single largest contract.</i></b></p>

	<p>BDS Clause No. 29.2 Page No. 44 <b>XXX</b> <i>11. d. Additional Security Plan</i> <b>XXX</b></p> <p><b><i>The representative from Advance Forces Security Corp inquired on the definition of the requirement.</i></b></p> <p><b><i>The BAC took note of the concern raised and will be clarified on the Bid Bulletin to be issued for the Project.</i></b></p>
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>NO DISCUSSION</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>NO DISCUSSION</p>
<p><u>SCHEDULE OF DEPLOYMENT</u></p>	<p>SECTION VI Page No. 70</p> <p><b>XXX</b></p> <p><i>Within seven (7) calendar days from the receipt of Notice to Proceed</i></p> <p><b>XXX</b></p> <p><b><i>The Vice Chairperson inquired if the bidders can comply with the said requirement.</i></b></p> <p><i>The representative from Naprossi Security Services, Inc. inquired if the requirement can be revised to Thirty (30) Calendar Days.</i></p> <p><i>The Vice Chairperson inquired if there are other bidders who share the same concern with Naprossi Security Services, Inc. The representatives from Advance Forces Security and Grand Meritus signified their agreement</i></p> <p><i>The representatives from ICT Security and Investigative Agency, Inc and Lockheed Federal suggested a fifteen (15) day period while NC Lanting and 888 Gallant proposed to maintain the requirement of seven (7) calendar days.</i></p> <p><b><i>The BAC took note of the feedbacks from the bidders and that any changes will be reflected on a Bid Bulletin to be issued for the Project.</i></b></p>

<p>TECHNICAL SPECIFICATIONS</p>	<p>SECTION VII Page No. 72</p> <p><b><i>The Provisional Member emphasized that the Reference Column will be omitted and the changes will be reflected on the Bid Bulletin to be issued for the Project.</i></b></p>
<p>TERMS OF REFERENCE</p>	<p><b>XXX</b> D. Must be able to submit latest Certification of Satisfactory Performance from previous and existing clients during post qualification evaluation stage of the bidding.</p> <p><b>XXX</b></p> <p>The representative from Advance Forces inquired if there is a specific timeline for this requirement similar to the requirement of the SLCC which requires declaring/submitting details for the last five (5) years.</p> <p><b>The End User representatives from MIAA replied to the inquiry that they must submit all certifications of Satisfactory Performance but clarified that this will be reviewed, and the final changes will be reflected on the Bid Bulletin for the Project.</b></p> <p><b>XXX</b> E. Must have no pending case against the government or any of its' agencies including government owned and controlled corporation.</p> <p><b>XXX</b></p> <p>The representative from Variance Security Agency Corporation inquired if it's allowed if an agency has been cleared of its pending cases a day before the opening of bids.</p> <p><b>The Vice-Chairperson answered in the affirmative, provided that the bidder will submit proof that they have been cleared of any cases.</b></p> <p><b>XXX</b> A total of sixteen (16) hours training on the following:</p> <ol style="list-style-type: none"> <li>1. Emergency</li> <li>2. First Aid</li> <li>3. Disaster</li> </ol> <p><b>XXX</b></p> <p>The representative from Advance Forces inquired if the training of 16 hours is an aggregate number of training hours of the three.</p> <p>Capt Vergara answered in the affirmative.</p> <p>The representative from Advance Forces asked for a follow up clarification, if the</p>

	<p><i>training requirement needs to be complied during the Opening/Awarding or during the issuance of Notice to Proceed.</i></p> <p><i>Mr. Viola replied that it must be complied during the Opening of Bids.</i></p>
<p><b>BIDDING FORMS</b></p>	<p>Annex No. A Page No. 78</p> <p><i>The representative from Variance inquired regarding the computation, if it will be based at 20% and it was their observation that the admin cost is not indicated in the Terms of Reference.</i></p> <p><b><i>The TWG from MIAA answered that it is 20% due to the budget for terminal 2 (lot 2).</i></b></p> <p><b><i>The BAC took note and will review the bidder’s concern.</i></b></p> <p><b><i>Mr. Viola from MIAA added that the computations are already included, and the computations are in accordance with the Wage Order No. 21 issued by DOLE.</i></b></p> <p>Annex No. B Page No. 82</p> <p><b><i>The Secretariat presented the form for the Omnibus Sworn Statement, instructing the Bidders to use the provided form due to cases of bidders using other forms that lack the 10<sup>th</sup> declaration.</i></b></p> <p><i>The Representative from Advance Force Security Corp. inquired if since they intend to participate in only one lot, the Bid Bulletins specified per lot.</i></p> <p><b><i>The Vice Chairperson replied to the inquiry, stating that all Bid Bulletins will be applicable for both lots unless it is specified in the Bid Bulletin.</i></b></p> <p>Annex No. C-1 Page No. 86</p> <p><b><i>The Vice Chairperson reiterated that the bidders must declare all ongoing contracts to avoid Blacklisting.</i></b></p> <p>Annex No. H Page No. 96</p> <p><b><i>The secretariat presented the forms of Bid Security and their Respective amounts. The Vice – Chairperson further explained the</i></b></p>

	<p><b><i>Mechanics of the submission of the Bid Securing Declaration.</i></b></p> <p><b><i>The Vice Chairperson emphasized on the Reference Number to be used for the Bid Securing Declaration and directed the Bidders to the cover page of the Bidding Documents for the correct reference to be used for the Bid Securing Declaration.</i></b></p> <p><i>The representative from NC Lanting inquired if its possible to refund the payment for the bidding documents for a specific lot in the case that they have decided not to participate on the bidding process.</i></p> <p><b><i>The Vice Chairperson clarified to the bidder that refunds are not allowed.</i></b></p> <p><b><i>The Vice Chairperson reiterated that all discussions are not final unless it is reflected on the Bid Bulletin to be issued for the Project.</i></b></p> <p><i>It was observed that Annex I of the Bidding Forms is missing from the Bidding Documents.</i></p> <p><b><i>The Provisional Member gave that attending bidders who purchased the Bidding Documents the form to be used for Annex I.</i></b></p> <p><b><i>Mr. Viola further emphasized that bidders must not falsify any of their details and it will be subjected to an extensive validation and checking. Those who are found to have falsified their respective details will be disqualified as well as Blacklisted.</i></b></p> <p><b><i>The Vice Chairperson reminded the bidders that Annex I will be submitted during the Opening of Bids as part of the eligibility documents.</i></b></p> <p><b><i>The Alternate AdHoc Representative reminded the Bidders, if they have their own training institution/facilities it must be duly accredited by OTS.</i></b></p>
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**II. OTHER DISCUSSIONS**

<b>OTHER MATTERS</b>	<b><i>The Secretariat emphasized on the Rules of Notarial Practice, specifically that the BAC will not accept Community Tax Certificate (CTC) as a competent evidence of Identity.</i></b>
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>3:50 PM</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of <b>Prebid Conference</b> conducted on Thursday, August 16, 2018.

<p><b>PREPARED BY</b></p>	<p>Procurement Division 4:</p> <p style="text-align: center;"><b>MS. ROSE ALVIDALE G. LADLAD</b> Secretariat</p> <p style="text-align: center;"><b>MR. NIKKO C. VALENZONA</b> Secretariat</p>
<p><b>CERTIFIED CORRECT</b></p>	<p style="text-align: center;"><b>MR. ROBERTO BERNAL</b> Alternate AdHoc Representative, MIAA</p> <p style="text-align: center;"><b>MS. KAREN ANNE F. REQUINTINA</b> Provisional Member, Bids and Awards Committee 4</p> <p style="text-align: center;"><b>ATTY. DIVINA GRACIA A. BACAL</b> Regular Member, Bids and Awards Committee 4</p> <p style="text-align: center;"><b>ENGR. IAN T. FAJARITO</b> Vice Chairperson, Bids and Awards Committee 4</p>