



Republic of the Philippines
Department of Education



PROCUREMENT MANAGEMENT SERVICE

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Bids and Awards Committee I

Minutes of Pre-Bid Conference

Project No. : **2021-CSSO(001)-BI-CB-001a**
Project : **Procurement of Security Services for DepEd Central Office, DepEd Baguio Teacher's Camp, DepEd Bagabag, DepEd Taguig Facilities, and DepEd NEAP**

ABC : **Php 53,224,716.60**
End-User : **Central Security and Safety Office**

Date & Time : **April 8, 2021; 10:00 A.M.**
Venue : **Videoconferencing using the Microsoft Teams**

Present:

Bids and Awards Committee (BAC): Usec. Alain Del B. Pascua, Chairperson; Dir. Rhoan G.L. Orebia, Vice-Chairperson; Dir. Samuel R. Soliven, Regular Member; Mr. Adolf P. Aguilar and Ms. Sonia R. de Leon, Provisional Members

Procurement Management Service: Mr. James Ronald G. Ybiernas, Supervising Administrative Officer; Ms. Christa O. Nicolas, Senior Technical Assistant II; Ms. Ruby Anna G. Balaoro, Technical Assistant II; Mr. Homer A. Silva, Administrative Support II (BAC Secretariat Division)

Technical Working Group: Mr. Michael Marviedel A. Huelar; Ms. Maria Karen Pahayahay; Mr. Noel G. De Vera; Ms. Lavinia D. Simpson and Ms. Jemalyn V. Beatriz Aceveda

Prospective Bidder(s): (1) Ms. Jin Lin (Weidong Cloud Education Group); (2) Atty. Maricar P. Pacio (Lockheed Global Security and Investigation Services Inc.); and (3) Mr. Dennis R. Mescallado (Grand Meritus Security Agency, Inc.)

I. CALL TO ORDER

With the authority of the BAC I Chairperson, Usec. Alain Del B. Pascua, Dir. Rhoan G.L. Orebia, BAC I Vice-Chairperson, presided and called the pre-bid conference to order at 10:00 A.M. The BAC Secretariat documented the minutes of meeting.

59 II. CERTIFICATION OF QUORUM

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61 The BAC I Vice-Chairperson certified that the quorum of the BAC was
 62 present to transact business. She acknowledged the presence of the BAC
 63 members, BAC Secretariat, Technical Working Group, and prospective
 64 bidders.

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66 III. HIGHLIGHTS OF DISCUSSION

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68 The BAC I Vice-Chairperson welcomed everyone to the pre-bid conference.

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70 The BAC I Vice-Chairperson asked Ms. Ruby Anna Balaoro, BAC Secetariat,
 71 to introduce the BAC members, BAC Secretariat Division, TWG and
 72 prospective bidders and the company they represent. Moreover, the BAC I
 73 Vice-Chairperson announced that the floor was open to queries, information,
 74 proposals or other concerns coming from the prospective bidders or
 75 suppliers on the assumption that the prospective bidders have downloaded
 76 bidding documents from the PhilGEPS, requested from the BAC Secretariat
 77 for copies of the same, or bought copies of the same. The floor was open to
 78 all and the BAC Secretariat moderated the discussion.

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80 Ms. Balaoro proceeded with the presentation of the project information and
 81 focused on the salient features of the Bidding Documents and opened the
 82 floor for queries as follows:

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<i>Bidding Forms/ Price Schedule Form/ Detailed Computation/ Cost Distribution of the Minimum Monthly Contract</i>			
<i>Provision</i>	<i>Questions/ Queries/ Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
Bidding Forms Price Schedule Form/ Detailed Computation/ Cost Distribution of the Minimum Monthly Contract, Rate Per Guard Per Location The DepEd estimate which is based on the minimum wage and allowance benefits required by law, shall be the major basis for determining the responsiveness of the bid of qualified bidders.	Mr. Dennis R. Mescallado (Grand Meritus Security Agency, Inc.) ➤ Mr. Mescallado asked whether they are required to follow the agency fee of not less than twenty percent (20%) as stated in DOLE Order 150-16. ➤ He also added a follow-up question that although the pre-bid conference is not mandatory, in case a bidder who did not attend the pre-bid conference and submitted a bid below 20%, will it be a ground for an outright disqualification/rejection of bids.	The BAC I stated that the said requirement is already incorporated in the bidding documents and asked the end-user/TWG to provide clarification. The TWG responded that the agency fee stated in the said DOLE	N

<p>Strictly follow the PADPAO computed rates Due the Guards and to the Government in the computation of the bid offers, while the bid offers on the Agency Fee (Administrative and Overhead Margin) shall be left to the decision of the bidder, subject to DOLE ORDER NO. 150-16</p>		<p>Order should be followed.</p> <p>On the issue on the non-mandatory nature of pre-bid conference, the BAC I stated that bidders are still required to follow the bidding documents and all the requirements stated therein should be complied with regardless of their presence during the pre-bid conference.</p> <p>On the issue on the non-compliance with the agency fee requirements based on DOLE Order No. 150-16, the TWG stated that it is a ground for disqualification.</p> <p>The BAC I also added that the requirements during the opening of bids, are those mentioned in the earlier presentation such as the technical and</p>
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	<p>➤ Still on the issue of the agency fee, he further asked if it is possible to identify during the bid opening the non-compliance with the required agency fee percentage and automatically not be ranked.</p>	<p>financial proposal and the checklist of which is also indicated in the bidding documents. These are generally the documents being checked for presence or absence and will be the basis of the declaration of “pass” or “fail” mark. The detailed computation is outside of what was indicated to be checked and will be reviewed during the detailed bid evaluation and post-qualification stage. She advised the prospective bidders to follow and completely comply with the specified requirements during the opening of bids.</p> <p>The BAC I stated that essentially or substantially it will have the same effect because it will not pass eventually if</p>	
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	<p>➤ He also asked on how the bidders will be ranked in case the financial proposals of the bidders are the same or tie.</p>	<p>the bidder did not comply with the requirements. Findings during the opening of bids will be subject to detailed evaluation. It will be fairly applied to all bidders.</p> <p>The BAC I asked the BAC Secretariat to flash the specific provision or requirement stated in the bidding documents.</p> <p>The BAC I stated that in case of tie based on the computation of the financial proposal, post-qualification will be conducted. In case after the post-qualification, all the bidders complied with the requirements, the evaluation will still be non-discretionary and the rules stated in RA 9184 and its IRR, “draw</p>	
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		lots” or similar methods of chance will be implemented as a tie-breaking method.	
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<i>Other Matters</i>			
<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC’s Response</i>	<i>For Bid Bulletin (Y/N)</i>
	<p>Atty. Maricar P. Pacio (Lockheed Global Security and Investigation Services Inc.)</p> <ul style="list-style-type: none"> ➤ Atty. Pacio requested, if possible, to attend the opening of bids through MS Teams as well. 	<p>The BAC I stated that based on the information by the BAC Secretariat as the matter of standards, bid opening is done physically. Only members of the Bids and Awards Committee are allowed to attend online if unable to attend physically but other BAC members will be present physically/personally . The bidders are required to be physically present.</p>	N

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The BAC I Chairperson announced that having exhausted most of the bidders’ queries and issues, the prospective bidders may write a clarification which may be sent via the BAC Secretariat e-mail address on or before April 10, 2021, 12:00 NN. Furthermore, the BAC I Chairperson stated that the clarification/questions that have been raised are all noted and will be taken up by the BAC, Technical Working Group and end-user, and should there be changes or amendments in the bidding documents, the BAC will issue a Bid Bulletin, otherwise, the existing provisions or matters under the current bidding documents will remain as is.

Having no other matters to discuss, the pre-bid conference was adjourned at 11:50 A.M.

Prepared by:



Ruby Anna G. Balaoro
 Technical Assistant I
 BAC Secretariat Division

Reviewed by:



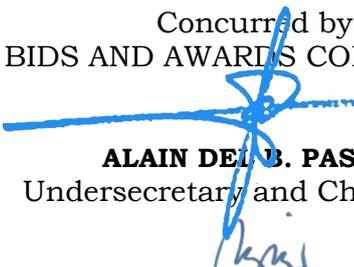
Christa O. Nicolas
 Senior Technical Assistant II
 BAC Secretariat Division

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Concurred by:
BIDS AND AWARDS COMMITTEE I



ALAIN DEL B. PASCUA
Undersecretary and Chairperson



RHOAN G. I. OREBIAS
Director IV and Vice-Chairperson



SAMUEL R. SOLIVEN
Director III and Regular Member



ADOLF P. AGUILAR
Provisional Member



SONIA R. DE LEON
Provisional Member