



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 REGIONAL STATISTICAL SERVICES OFFICE - DAVAO

Minutes of the Meeting

TITLE
Title/Description: Pre-Bid Conference on the Procurement of Security Services for PSA Davao Region Field Statistical Services Office

Date:	Time Started:	Time Adjourned:	Venue
23 September 2020	1:30 PM	3:00 PM	4 <sup>th</sup> Floor, Training Room, PSA RSSO – Davao Region

Meeting Presider:
1. Rosendo M. Aya-ay, Chairperson

Meeting Attended by:
<b>ROBAC Members</b> 2. Imelda A. Agustin, Vice-Chairperson 3. Perlita D. Armas, Member 4. Eva B. Sevilla, Member 5. Lilia A. Talarde, Member  <b>ROBAC Secretariat</b> 6. Adeline G. Batucan, Secretariat, Head 7. Christelle Angela S. Durano, Secretariat, Member  <b>Head of Procuring Entity</b> 8. OIC-RD Pepito D. Amoyen  <b>Technical Working Group (TWG) for Security Services</b> 9. CSS Abraham Enrico E. Gulay Jr., Davao de Oro 10. CSS Randolph Anthony B. Gales, Davao del Sur 11. CSS Rogelio T. Lebria, Davao Oriental 12. CSS Jessie A. Madulin, Davao Occidental 13. SSS Danilo A. Gonzales, Davao del Norte  <b>Support Staff:</b> 14. Steven Ryan C. Albasin  <b>Observers:</b> 15. Ms. Mary Juliet U. Lim, Commission on Audit 16. PSSG Geoffrey Gelbore, Regional Civil Security Unit – Philippine National Police  <b>Prospective Bidders:</b> 17. Mr. Freddie C. Negro, Minsas Inc. 18. Mr. Rodolfo B. Malingit, GreenGold Security Agency Inc. 19. Mr. Jee Lopez, GreenGold Security Agency Inc. 20. Ms. Azenith Cenojas, Axzeen Security Agency



On Official Travel/Leave
1. None

PRELIMINARIES/AGENDA	TOPICS/DISCUSSION/ACTION
Preliminaries	<ul style="list-style-type: none"> <li>Upon the determination of quorum, Chairperson Aya-ay called the meeting to order at 1:30 PM. He requested Member Sevilla to lead the opening prayer.</li> <li>Chairperson Aya-ay introduced the ROBAC Members, Secretariat, TWG for Security Services, and HoPE Amoyen. Then, he</li> </ul>

	<p>subsequently acknowledged the presence of the Observers and the prospective bidders.</p> <ul style="list-style-type: none"> <li>As an opening message, HoPE Amoyen welcomed the Observers as well as the prospective bidders to the procurement activity. He thanked the Committee for facilitating the procurement and encouraged the prospective bidders to raise their concerns/queries/clarifications during the open forum. After his message, he excused himself.</li> <li>Chairperson Aya-ay proceeded in presenting the pre-bid's objectives and house rules.</li> </ul>														
<p>Agenda Item No. 1: Pre-Bid Proper</p>	<ul style="list-style-type: none"> <li>Chairperson Aya-ay presented the background of the project activity.</li> <li>After which, the topics below were presented and discussed by the Members:</li> </ul> <table border="1" data-bbox="571 680 1439 965"> <thead> <tr> <th>Topics in the Bidding Document</th> <th>Presenter</th> </tr> </thead> <tbody> <tr> <td>Invitation to Bid</td> <td>ROBAC Chairperson Aya-ay</td> </tr> <tr> <td>Schedule of Requirements</td> <td>ROBAC Chairperson Aya-ay</td> </tr> <tr> <td>Technical Specifications</td> <td>ROBAC Vice-Chairperson Agustin</td> </tr> <tr> <td>Sealing and Marking of Bids</td> <td>ROBAC Member Sevilla</td> </tr> <tr> <td>Eligibility and Technical Components</td> <td>ROBAC Member Armas</td> </tr> <tr> <td>Financial Component</td> <td>ROBAC Member Talarde</td> </tr> </tbody> </table>	Topics in the Bidding Document	Presenter	Invitation to Bid	ROBAC Chairperson Aya-ay	Schedule of Requirements	ROBAC Chairperson Aya-ay	Technical Specifications	ROBAC Vice-Chairperson Agustin	Sealing and Marking of Bids	ROBAC Member Sevilla	Eligibility and Technical Components	ROBAC Member Armas	Financial Component	ROBAC Member Talarde
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<p>Agenda Item No. 2: Open Forum</p>	<ul style="list-style-type: none"> <li>Chairperson Aya-ay opened the floor for comments and questions from prospective bidders.</li> <li>The following were the issues/questions/clarifications raised by the prospective bidder and opposite to it is response/action taken.</li> </ul> <table border="1" data-bbox="550 1169 1439 2060"> <thead> <tr> <th>No.</th> <th>Comments/ Questions</th> <th>Response / Action Taken</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Mr. Malingit of GreenGold Security Agency Inc:  Instead of NFCC, is it okay to use bank credit line?</td> <td>Chairperson Aya-ay replied yes as indicated in Item VII of Checklist for Eligibility and Technical Components.</td> </tr> <tr> <td>2</td> <td>Mr. Negro, Minsas Inc.:  Clarified on the computation of PhilHealth premium used in the Approved Budget for the Contract (ABC) because every year it increases annually as per PhilHealth Memo Circular 2020-005, the PhilHealth premium for the year 2021 will be 3.5 percent compared to 3.0 percent in 2020, considering that the contract will start on January 1, 2021?</td> <td>Chairperson Aya-ay replied that the computation was based on the latest rate provided by the PADPAO in which PhilHealth premium was based on Memo Circular 2019-009.  He further added that the Committee will review and revisit the computation of the ABC, and advised the bidders to wait for supplemental bid bulletin.</td> </tr> <tr> <td>3</td> <td>Ms. Cenojas, Axzeen Security Agency:  For administrative fee, what was the basis for computation, the 20 percent of DOLE or 24 percent of PADPAO?</td> <td>Chairperson Aya-ay replied that the Committee will verify and advised the bidders to wait for supplemental bid bulletin.</td> </tr> </tbody> </table>	No.	Comments/ Questions	Response / Action Taken	1	Mr. Malingit of GreenGold Security Agency Inc:  Instead of NFCC, is it okay to use bank credit line?	Chairperson Aya-ay replied yes as indicated in Item VII of Checklist for Eligibility and Technical Components.	2	Mr. Negro, Minsas Inc.:  Clarified on the computation of PhilHealth premium used in the Approved Budget for the Contract (ABC) because every year it increases annually as per PhilHealth Memo Circular 2020-005, the PhilHealth premium for the year 2021 will be 3.5 percent compared to 3.0 percent in 2020, considering that the contract will start on January 1, 2021?	Chairperson Aya-ay replied that the computation was based on the latest rate provided by the PADPAO in which PhilHealth premium was based on Memo Circular 2019-009.  He further added that the Committee will review and revisit the computation of the ABC, and advised the bidders to wait for supplemental bid bulletin.	3	Ms. Cenojas, Axzeen Security Agency:  For administrative fee, what was the basis for computation, the 20 percent of DOLE or 24 percent of PADPAO?	Chairperson Aya-ay replied that the Committee will verify and advised the bidders to wait for supplemental bid bulletin.		
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	<p>4 Ms. Cenojas, Axzeen Security Agency:</p> <p>Are they required to attach the Income Tax Return (ITR) and submit during the Bid Opening?</p>	<p>Member Talarde said that it is clearly stated in Item II of the Financial Component Checklist that it is the Audited Financial Statement stamped "received" by the BIR that is required.</p> <p>Chairperson Aya-ay replied that ITR is not required during the submission of bid, but it is one of the additional requirements to be submitted by the Lowest Calculated Bidder (LCB) during Post Qualification evaluation (indicated in page 34 of the Bidding Document).</p> <p>Additionally, Vice-Chairperson Agustin said that it is specified in Item 29.2 Bid Data Sheet, in which she read out the additional requirements to be submitted by the LCB.</p> <p>Chairperson Aya-ay said that a supplemental bid will be issued to answer clearly the question.</p>
	<p>5 Mr. Negro, Minsas Inc.:</p> <p>Is the Audited Financial Statement (more or less 29 pages and prepared annually) to be submitted?</p>	<p>Member Talarde replied yes, the one which is stamped received by BIR Central Office.</p>
	<p>6 Ms. Cenojas, Axzeen Security Agency:</p> <p>For the technical component, are they required to submit remittances?</p>	<p>Chairperson Aya-ay responded that remittances are not required during the Bid Opening, but as part of the Post Qualification evaluation.</p>
	<p>7 Mr. Negro, Minsas Inc.:</p> <p>Are they required to attach the hardcopy of the all on-going contracts as indicated in the Statement of On-going contracts?</p>	<p>Chairperson Aya-ay said that they do not need to attach the contracts, only the list of all on-going contracts.</p>
	<p>8 Ms. Cenojas, Axzeen Security Agency:</p> <p>Are they required to attach the Single Largest Completed Contract (SLCC)?</p>	<p>Chairperson Aya-ay said that they do not need to attach the contract, only statement of the SLCC.</p>
	<p>9 Ms. Cenojas, Axzeen Security Agency:</p> <p>Are they going to show proof of evidence in the Technical</p>	<p>Vice-Chairperson Agustin said that they will only indicate "Comply" under the Statement of Compliance in the Technical Specifications.</p>

	Specifications?	
	10 Mr. Negro, Minsas Inc.: Could they request to send through email the supplemental bid bulletin because they cannot access the PhilGEPs?	Chairperson Aya-ay requested the prospective bidders to provide the Secretariat of their email addresses so that the latter can email to them.
Adjournment	<ul style="list-style-type: none"> <li>Finally, Chairperson Aya-ay thanked the prospective bidders and Observers for participating in the Pre-Bid Conference. He reminded the deadline of submission of bids and schedule of the Bid Opening.</li> <li>With no other matters to discuss, the Pre-Bid Conference was adjourned at 3:00 PM.</li> </ul>	
<b>HIGHLIGHTS</b>		
1.	Presentation of the Bidding Documents for the Procurement of Security Services for PSA Davao Region Field Statistical Services Office	
2.		

SUMMARY OF ACTION MATTERS		
Issue/s	Action Matters/Updates	Responsibility Center
Supplemental Bid Bulletin	<ul style="list-style-type: none"> <li>For draft and preparation</li> </ul>	ROBAC
Provide Supplemental Bid Bulletin to Prospective Bidders	<ul style="list-style-type: none"> <li>For email to prospective bidders</li> </ul>	Secretariat
<b>Prepared by:</b>		
 <b>ADELINE G. BATUCAN</b> Secretariat		
<b>Approved by:</b>		
 <b>ROSENDO M. AYA-AY</b> Chairperson		