



Republic of the Philippines
ZAMBOANGA CITY WATER DISTRICT
Pilar St., Zamboanga City

EXCERPTS FROM THE MINUTES OF THE PRE-BID CONFERENCE UNDER PUBLIC BIDDING FOR PURCHASE REQUISITION NO. 19-0181 – 77 PERSONS SECURITY GUARD FOR PROTECTION AND SECURITY OF PASONANCA NATURAL PARK HELD AT THE 3RD FLOOR, BAC ROOM, MAIN BUILDING, PILAR STREET, THIS CITY ON AUGUST 8, 2019

Present were:

Michael Angelo M. Carbon	-	Chairperson
Louella A. Aguilera	-	Vice-Chairperson
Efren C. Salvacion	-	Regular Member
David C. Capopez	-	Regular Member
Ryan Estrada	-	Representative of end-user
Jeanette B. Delos Santos	-	Member, BAC Secretariat

Bidder Representatives:

Joseph M. Zapanta	-	representing Renjamel Security Agency
Elmer L. Miravilla	-	representing Golden Buddha Security Agency

Minutes Meeting No. 2019-08-08-19-0181
Series of 2019

Part I. Call to Order

Upon determination of a quorum the meeting was called to order by the BAC Chairperson at 2:00 pm.

Part II. Business Matters

A. Pre-Bid Conference under Public Bidding for Purchase Requisition No. 19-0181 – 77 Persons Security Guard for protection and security of Pasonanca Natural Park

1. Chairperson Carbon said that the Approved Budget Cost (ABC) is in the amount of Fourteen Million Eight Hundred Eighty-Two Thousand Nine Hundred Twenty-Five and Thirty Centavos (P 14,882,925.30).

2. Chairperson Carbon said that Observers were invited including COA representatives, however from among those invited, none were present.
3. Chairperson Carbon informed that the Contract duration is one (1) year.
4. Chairperson Carbon said that ownership component is sixty percent (60%) for Filipino while forty percent (40%) for Foreign.
5. Chairperson Carbon advised to submit the Articles of Incorporation together with the SEC Registration so there will be no issues. The bidders can also submit only the PhilGEPS Platinum Membership or if it opts to submit also, in combination of the PhilGEPS, Class "A" - SEC Registration with Articles of Incorporation.
6. Bid document fee of twenty-five thousand pesos (P 25,000.00) must be paid prior to Bid opening at 2:00 PM, or else, bid will not be accepted.
7. Bid opening will be on August 20, 2019 at 2:00 PM, BAC Room, 3rd Floor, ZCWD Main Building, Pilar Street, Zamboanga City.
8. Chairperson Carbon said that the Zamboanga City Water District (ZCWD) is not strict in terms of the requirements and is just following R.A. 9184, what may apply to other agencies, may not apply to ZCWD.
9. Chairperson Carbon said that PhilGEPS must be Platinum Membership and it is a post qualification requirement. If there is no Platinum membership yet, it is post qualification requirement. Class "A" documents may be submitted during bid submission/opening but the Certificate of PhilGEPS Platinum Membership must be submitted during post qualification.
10. Statement of all its On-Going Government and Private Contracts Awarded including contracts awarded but not yet started, which is one of the GPPB form, must be followed.
11. Chairperson Carbon said, for Corporation, it must have Secretary's Certificate and the affiant as mentioned in said certificate will be the one to execute the Omnibus Sworn Statement (OSS) and must sign the bid documents. For Sole Proprietorship, it must have Special Power of Attorney (SPA).
12. For Single Largest Completed Contract (SLCC), Chairperson Carbon said that bidder must have completed, within five (5) years prior to bid opening, a single contract that is similar to the project equivalent to at least fifty percent (50%) of the approved budget cost. Similar contract shall refer to Security Services. It must be supported with letter of inspection or end-user's acceptance or official receipt(s) or sales/charge invoice issued for the contract. Secondary

supporting documents such as contracts, notice of award, notice to proceed, purchase order, and collection receipt will not be accepted. Chairperson Carbon said that the columns of this form must be filled out and signed.

13. The Net Financial Contracting Capacity (NFCC) should be at least equal to or more than the Approved Budget Cost. Credit Line Certificate is also acceptable. The mandatory factor to be used in the computation of NFCC must be 15.
14. Different forms of bid security and the required percentages were discussed. For Bid Securing Declaration (BSD), it must be executed for the particular procuring entity and procurement/purchase requisition number, and must be filled-out properly, signed and notarized. Forms as per Philippine Bidding Documents must be notarized. For Surety Bond, there are three (3) requirements: 1) the policy itself in the required amount; 2) the license of the insuring company; and 3) certification from the Insurance Commission that the surety company is authorized to issue that bond for this particular bidding.
15. Chairperson Carbon said, if long, make sure to use long bond paper because if it is in short, the bottom part might not be printed and it will be disqualified, same thing for OSS, BSD and all others.
16. Technical Specifications is specified in the Terms of Reference (TOR).
17. On submission of Omnibus Sworn Statement, Chairperson Carbon reminded that it must be the latest format which contains nine (9) paragraphs and must be notarized and duly signed by the Attorney.
18. Chairperson Carbon mentioned on the requirement for Financial Bid Form which must be filled-out properly. "For Goods Offered From Within The Philippines Form" and "For Goods Offered From Abroad", each column should be filled-out. Zero (0) or a dash (-) is acceptable. Blank will be a ground for disqualification
19. Bidders are to submit One (1) original and Two (2) copies of the first and second component of its bid. Chairperson Carbon said that it will not be ground for disqualification if only one (1) copy is submitted and it will be appreciated if it is tabbed.
20. Chairperson Carbon said that the Eligibility, Technical and Financial requirements must be contained in the Original copy. There can never be a copy without the original.
21. Schedule of Requirements must be filled-out and signed, same with Technical Specifications. Chairperson Carbon advised not to merge the rows and state only one "Comply" for all. Statement of "Comply" must be per requirement in the Technical Specifications.

22. Chairperson Carbon said that one of the requirements is Firearm Cabinet. Chairperson Carbon inquired if the firearm cabinet requirement is set by FESAGS and what is the quality of the cabinet, to which Mr. Elmer Miravilla, bidder representative from Golden Buddha Security Agency answered that in Security Agency, it is firearms vault and it has specification while for firearm cabinet, there is no specification indicated.
23. Mr. Miravilla from Golden Buddha Security Agency said that there is no firearm vault in the site, it is in the office since it is part of the requirement when renewing its License to Operate (LTO) and it will be inspected.
24. It is always said that the level of security threat in Zamboanga City is high and there are bad elements reported. If the armory/firearms were raided/taken by those elements, it is because it is only made of plywood. It might be used then the serial number will be traced that it is the security agency contracted by ZCWD. That is why it should have specifications that could deter or prevent the firearms from being taken, Chairperson Carbon said.
25. Chairperson Carbon inquired from the bidders if its vault/cabinet is made of plywood, to which Mr. Joseph Zapanta bidder representative from Renjamel Security Agency said that safety vault should be made of steel.
26. Chairperson Carbon inquired if the current cabinet of the procuring entity is made of plywood and how many firearms are stored at one time including the long firearms. Mr. Ryan Estrada, representative of end-user said, maximum of three (3), and there is no specific dimension because it depends on the situation, like for us, only 3 firearms are stored.
27. Chairperson Carbon said that real threat can happen. It then inquired if end-user will compel the bidders to provide a steel cabinet, since the specification was not indicated in the TOR.
28. Mr. Estrada, representative of end-user said that the current cabinet is made of plywood, measuring 3 ft. and nailed to the Bio Monitoring Stations (BMS) wall.
29. Chairperson Carbon inquired as to the time firearms were inside the cabinet, like during shifting, to which Mr. Estrada representative of end-user said, there is none during shifting but during salary day. If there are three (3) guards, one (1) guard will be left while the two (2) guards will head home.
30. Chairperson Carbon said that an Addendum can be issued until August 13, 2019.
31. Chairperson Carbon said that specification requirement for the firearms cabinet was discussed during the pre-procurement and reminded through email. Bidder representatives have said that there is no FESAGS requirement as to firearms cabinet/vault on site of the client, but it has in its

office. Chairperson Carbon inquired if the procuring entity will not specify and then mentioned to Mr. Estrada to raise this concern to his Superior.

32. Chairperson Carbon inquired from the bidders if cabinets will add to the cost substantially or does it have experience where it provided cabinet aside from mere plywood. Mr. Miravilla, from Golden Buddha Security Agency said that in their experience, cabinets are usually made from plywood with lock. Mr. Zapanta, from Renjamel Security Agency said that in their place in Butuan, it will make for safety in their office, for the clients, it will make a main office detachment, if ever, reserved firearms will be placed there.
33. Chairperson Carbon said that the set-up of the procuring entity is, there is BMS where changing of shift takes place and it serve as repository for firearms when it is not in used.
34. Chairperson Carbon inquired from the bidders if it has questions, to which Mr. Miravilla from Golden Buddha Security Agency answered in the negative.
35. Chairperson Carbon inquired if computations, SSS contribution, DOLE is clear already, to which Mr. Miravilla from Golden Buddha Security Agency answered it is already detailed.
36. Chairperson Carbon inquired if it is still Martial Law, to which Mr. Miravilla from Golden Buddha Security Agency answered in the affirmative. Chairperson Carbon inquired if Security Agencies has a Memorandum from FESAGS/PADPAO that it is still martial law and the restrictions are stipulated on it, to which both bidders answered in the affirmative. Mr. Miravilla from Golden Buddha Security Agency said that their high-powered firearms are deposited with them.
37. Chairperson Carbon inquired if it can possibly ask for a copy of Memo from FESAGS to security agencies, to which to which Mr. Miravilla from Golden Buddha Security Agency answered in the affirmative. Chairperson Carbon instructed the BAC Secretariat to provide the e-mail address to the bidder so it can already e-mail and the procuring entity will have guidance, although, it is already considered and stipulated in the Terms of Reference – with or without Martial Law.
38. Chairperson Carbon inquired from the bidders if it already conducted the site visit, to which Mr. Zapanta from Renjamel Security Agency answered that it is in Watershed.
39. Chairperson Carbon inquired from the bidders if all the equipment as stipulated will be present during post qualification, to which Mr. Miravilla from Golden Buddha Security said, it should be.
40. Chairperson Carbon instructed Ms. Delos Santos, member of BAC Secretariat to inquire with Ms. Sol Kanindot as to the basis of 50% requirement during post-qualification since based from the experience of the security agencies, all the required items must be present.

41. Chairperson Carbon inquired if all will be presented including the umbrellas, to which Mr. Miravilla from Golden Buddha Security Agency said that in their experience, only firearms, radio, ammunitions, vehicle, and motorcycle.
42. Chairperson Carbon said that firearms, ammunition and accessories must be present, including the communication equipment, also, the two (2) units 4x4 pick-up vehicle, 2 units motorcycle with monthly gasoline allowance.
43. Chairperson Carbon inquired if not all the miscellaneous requirements such as binoculars, smartphone will be present, to which Mr. Estrada representative of end-user said that the miscellaneous requirements are needed especially for documentation in the area, the guards should be ready even during rainy days.
44. Chairperson Carbon inquired if during the post qualification, all of these equipment miscellaneous requirements must be present, to which Mr. Estrada, representative of end-user answered, "I think so".
45. Chairperson Carbon said all, including firearms, binoculars, raincoats and rain boots, rechargeable flashlight must be present.
46. Chairperson Carbon instructed Ms. Delos Santos, member of BAC Secretariat to inquire from the end-user as to the basis of 50% requirement during post-qualification.
47. Chairperson Carbon reiterated that bid opening will be on August 20, 2019 at 2PM, BAC Room, ZCWD Office. Late bids will not be accepted.
48. Chairperson Carbon said, there is a provision in the contract that if there is a need from the ZCWD to reduce the number of guards, it may exercise such provision. Like before, it was 119 guards but now, 77, but it will be subject to the recommendation. Such reduction will not compromise the Watershed, also, if there are reduction of guards in the offices, that provision will be exercised. Chairperson Carbon said that if that situation will present itself, it will be discussed between the procuring entity and the security agency as it is stipulated in the contract.
49. There having no other remaining topics for discussion relating to the procurement at hand, BAC proceeded with other matters on the agenda.

Prepared by:


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Noted by:


MICHAEL ANGELO M. CARBON
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