



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

EXCERPTS FROM THE MINUTES OF THE PRE-BID CONFERENCE FOR PURCHASE REQUISITION NO. 19-0027 – SECURITY SERVICES FOR SEVENTY-FIVE (75) SECURITY GUARDS FOR A PERIOD OF ONE (1) YEAR FOR WATER TREATMENT PLANT, RESERVOIR, PRODUCTION WELLS AND BOOSTER STATIONS HELD AT THE 3<sup>RD</sup> FLOOR, BAC ROOM, MAIN BUILDING, PILAR STREET, THIS CITY ON SEPTEMBER 5, 2019

---

---

Present were:

Louella A. Aguilera	-	Vice-Chairperson
Atty. Vincent F. Fernandez	-	Regular Member
David C. Capopez	-	Regular Member
Efren C. Salvacion	-	Regular Member
Jennifer P. Sison	-	Head, BAC Secretariat

Bidder Representatives:

George F. Ursua, Jr.	-	representing PRAC Security Agency
Reynaldo Doroteo	-	representing Aloha Security and Investigation Agency Co.
Chelsea Sy	-	representing Aloha Security and Investigation Agency Co.
Evelyn Catingub	-	representing Aloha Security and Investigation Agency Co.

---

---

**Minutes Meeting No. 2019-09-05-19-0227**  
**Series of 2019**

**Part I. Call to Order**

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

**Part II. Business Matters**

**A. Pre-Bid Conference for Purchase Requisition No. 19-0227 – Security Services for Seventy-Five (75) Security Guards for a period of one (1) year for Water Treatment Plant, Reservoir, Production Wells and Booster Stations**

Minutes of Pre-Bid Conference dated September 5, 2019 for Purchase Requisition No. 19-0227 – Security Services for Seventy-Five (75) Security Guards for a period of one (1) year for WTP, Reservoir, Production Wells and Booster Stations


1. Vice-Chairperson Aguilera said that the Approved Budget Cost (ABC) is in the amount of Fifteen Million Six Hundred Seventy-Eight Thousand Nine Hundred Pesos (P 15,678,900.00/fiscal year).
2. Mr. Ursua, Jr., bidder representative from PRAC Security Agency inquired with regard to seventy-five (75) security guards, if 25 have night shift differential. Mr. Ursua, Jr. said that the computation of the procuring entity shows it already paid for all the night shift.
3. Vice-Chairperson Aguilera inquired if the computation for day shift is different from night shift, which Mr. Ursua from PRAC Security Agency answered in the affirmative. Mr. Ursua said, in DOLE computation, without night shift is separate from night shift and it is where the procuring entity saves.
4. Mr. Ursua from PRAC Security Agency said that the ABC of P 15,678,900.00 when divided to 75, shows a P 17,000 plus contract per guard and all is with night shift already.
5. Mr. Doroteo from Aloha Security Agency said that the computation is generalized, and only one computation based on night shift is presented in the Terms of Reference (TOR), there is no computation for day time. Supposedly, there should be two columns.
6. It was discussed that an Addendum will be issued with regard to the re-computation of wages with night shift differential and wages without night shift differential.
7. Vice-Chairperson Aguilera said that bidders are to submit one (1) original and one (2) copies of the first and second component of the bid. Checklist for Eligibility/Technical is separate from Financial.
8. Vice-Chairperson Aguilera said, bidders must submit its valid PhilGEPS Platinum Registration.
9. Bidders must submit Statement of all its On-Going Government and Private Contracts Awarded including contracts awarded but not yet started.
10. On Statement of Single Largest Completed Contract (SLCC) requirement, Vice-Chairperson Aguilera said that bidder must have completed, within five (5) years from the date of submission and receipt of bids, a single contract that is similar to the project equivalent to at least fifty percent (50%) of the approved budget cost. It must be supported with end-user's acceptance or official receipt(s) or sales/charge invoice issued for the contract. Collection receipt, delivery receipt will not be accepted.
11. The mandatory factor to be used in the computation of Net Financial Contracting Capacity (NFCC) must be 15 as stated in the current Philippine Bidding Documents (PBD) 5<sup>th</sup> Edition. The NFCC must be equal to or more than the Approved Budget Cost.

12. Different forms of bid security were discussed. Submission of Bid Securing Declaration is easier, Vice-Chairperson Aguilera said.
13. PBD Section VII Technical Specifications Statement of Compliance was discussed wherein "Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Vice-Chairperson Aguilera also mentioned on the requirement for Schedule of Requirements.
14. Vice-Chairperson Aguilera reminded the bidders that each and every page of bidding documents particularly bid forms should be initialed by the owner or authorized representative. BAC Member Atty. Fernandez said, for Sole Proprietorship or registered with DTI, the proprietor or it must have Special Power of Attorney (SPA). For Corporation, it must have Secretary's Certificate, authorizing the signatory(ies) to sign in behalf of the Corporation.
15. Vice-Chairperson Aguilera said, the Omnibus Sworn Statement must be for the particular procuring entity and project description/purchase requisition number. Also, to check when printing in bond paper so that all the paragraphs will be printed.
16. Vice-Chairperson Aguilera mentioned on the requirements under Financial which include Financial Bid Form and Detailed Breakdown of Computation.
17. Mr. Ursua, Jr. from PRAC Security Agency inquired with regard to Agency Administrative Fee, whether the procuring entity allows to lower or stick with the twenty percent (20%).
18. Mr. Doroteo from Aloha Security Agency said, based on the DOLE requirements, maximum of 20%, but you can reduce.
19. Mr. Ursua, Jr. from PRAC Security Agency said, as stipulated in Labor Law Department Order No. 150, not less than 20% but not more than 20%, meaning, stick to 20%.
20. Vice-Chairperson Aguilera said, in our practice, minimum ten percent (10%), not below 10%. Agency Administrative Fee will be included in the Addendum to be issued.
21. With regard to the requirement under Terms of Reference xi. The Security Agency shall be required to submit the following documents during the post-qualification: 1) *Private Security Agency regular license to operate* and 2) *Certificate of Registration from DOLE*, Mr. Doroteo said that there are two certificate of registration from DOLE – Registration No. 1020, and Department Order No. 174 that is labor standard and safety. Vice-Chairperson Aguilera said that this will be included in the Addendum to be issued.
22. Mr. Doroteo from Aloha Security Agency inquired if Certificate of non-pending case would be required, to which Vice-Chairperson Aguilera said, actually, it is required. BAC Member Atty.

Fernandez said, it is not necessary, if you have pending case it does not mean your company is already disreputable.

23. Mr. Doroteo from Aloha Security Agency said there are pending cases in DOLE, especially labor standards. Vice-Chairperson Aguilera said this will be included in the Addendum to be issued.
24. Mr. Ursua, Jr. from PRAC Security Agency said, most of the government agencies ask not only for proof of payment but Certificate of no pending case from SSS, Philhealth, PAG-IBIG, NLRC and DOLE. Mr. Ursua, Jr. inquired if these will be submitted during bid opening or post-qualification, to which Vice-Chairperson Aguilera answered that it will be included in the Addendum.
25. Vice-Chairperson Aguilera said that bid opening will be on September 17, 2019. Also, it is suggested to properly label the bid documents.
26. Mr. Ursua, Jr. from PRAC Security Agency with regard to SLCC, inquired if sales invoice still need to be submitted aside from the Certificate of Acceptance. Vice-Chairperson Aguilera answered, only one will suffice, if government, certificate of inspection and acceptance report is accepted, and the amount and purchase requisition number must be stipulated.
27. Vice-Chairperson Aguilera suggested for the photocopies of bid documents to be clear.
28. There having no other remaining topics for discussion relating to the procurement at hand, BAC proceeded with other matters on the agenda.


Prepared by:

  
**AMOR E. CONSTANTINO**  
BAC Secretariat - Member

Reviewed by:

  
**JENNIFER P. SISON**  
BAC Secretariat – Head

Noted by:

  
**LOUELLA A. AGUILERA**  
BAC Vice-Chairperson