

Minutes of the BAC Meeting
Kapayapaan Conference Room
23 September 2020, 1:30pm

A. In Attendance

- 1) *Bids & Awards Committee*
Asec. Agripino G. Javier
Dir. Carissa D. Cruz
Ms. Melody Grace I. Orendain
- 2) *Secretariat*
Rahnee Cheysson H. Estrada
Paulmark R. Martinez
- 3) *TWG*
Veron Gay Asis
Atty. Florebeth O. Bautista-Mendioro
Josie Ann Manatan
- 4) *Prospective Bidder/s (in-attendance via VTC)*
RedBid Security Agency

B. Determination of Quorum

Asec. Javier asked the Secretariat if the BAC has a quorum to transact business.

The Secretariat replied that with three members of the BAC present the BAC has a quorum.

C. Approval of the minutes of the previous meeting

After the determination of quorum, Asec. Javier asked the BAC members present to review the minutes of the previous meeting, and, if they have comments/suggestions they may raise it now.

Having no comments from any of the BAC members, Ms. Orendain moved for its approval.

With the motion, Dir. Javier declared that the minutes of the previous meeting has been approved and adopted.

D. Discussion on the matter/s arising from the previous meeting

Asec. Javier raised the following concerns:

- 1) *Training on the Government Procurement Reform Act or RA9184.*
Atty. Mendioro replied that the office of Dir. Cortes is now facilitating/organizing the training.
- 2) *Hiring of Staff for the BAC Secretariat.*

The last time that the HRMD provided update to Usec. Diciano as regards this matter (when he was still the BAC Chaiperson), they manifested that there were at least two (2) staff that will be assigned to the BAC Secretariat but due to the need of staff at Swabbing Centers, they have been temporarily assigned therein, the Secretariat explained.

We will coordinate with the HRMD and inquired as to the status of those staff that will be assigned with the BAC Secretariat's Office, the Secretariat further explained.

3) *Honorarium for the BAC, Secretariat, & TWG.*

The Secretariat explained that, based on the existing DBM guidelines, the BAC, Secretariat and TWG is qualified for honorarium on the awarded contract for the procurement of multi-layer gigabit switches.

Asec. Javier asked the Secretariat to process it now because the BAC, Secretariat, and TWG are entitled to it under the law.

E. Discussion of the agenda

a) *Pre-Bid Conference for the Procurement of Security Services for the OPAPP.*

The Secretariat informed the BAC of the following:

- 1) The representative of the Red Bird Security Agency is in attendance via Virtual Telecommunications (VTC), for the Pre-Bid Conference.
- 2) There is no observer/s present despite invitation.

The presentation for the Pre-Bid Conference has been attached herein as annex "A" for reference.

After the presentation, Asec. Javier asked the prospective bidder present via VTC if they have clarifications/questions. But, hearing none from them, the BAC proceeded with the next agenda for the meeting.

b) *Discussion on the Technical requirements and Terms and Conditions for the Rental of Vehicles for OPAPP Ortigas and Cotabato Offices.*

Before the presentation of the newly approved Terms and Conditions, the Secretariat reminded the BAC that the Terms and Conditions have been presented already last meeting, 9 September 2020.

The Secretariat highlighted only the new provisions added to the Terms and Conditions, which applies to both rental for vehicles in OPAPP Ortigas and Cotabato:

- 1) The lessor shall cover repairs and other key preventive and regular maintenance to keep the vehicle road worthy.
- 2) Vehicle insurance must be shouldered by the lessor.

Complete copy of the presentation has been attached herein as annex "B".

Asec. Javier asked for the timetable for this procurement project.

The Secretariat replied that if the BAC approves today the calendar presented earlier, procurement process may commence on 28 September 2020, by the publication of the Invitation to Bid.

Asec. Javier approved the Invitation to Bid for both rental of vehicles in OPAPP Ortigas and OPAPP Cotabato and asked the Secretariat to proceed with the publication of the Invitation to Bid on 28 September 2020.

F. Deliberation/Approval of BAC Resolutions

- 1) 110-2020: Reconstitution of the TWG for the Procurement of Human Resource Integration System.
- 2) 115-2020: Recommending to the HoPE the approval on the procurement of catering services for the NIC-EOC conducted by the Office of the Secretary.
- 3) 121-2020: Reconstitution of the TWG for the procurement of Security Services.
- 4) 127-2020: Recommending to the HoPE the conduct of Small Value Procurement for the Peace Materials and Collaterals.

G. Adjournment

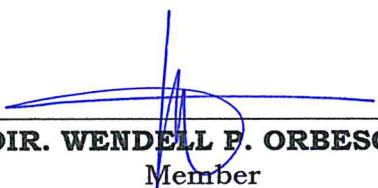
Having discussed all the agenda, Ms. Orendain moved for the adjournment of this meeting.

With the motion, Asec. Javier declared that the meeting has adjourned around 2:10pm

Prepared by:

Paulmark R. Martinez
BAC Secretariat

Approved by:


DIR. WENDELL F. ORBESO
Member


ASEC. ANDRES AGUINALDO, JR.
Member

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MELODY GRACE I. ORENDAIN
Member




DIR. CARISSA D. CRUZ
Member




ASEC. AGRIPINO G. JAVIER
Chairperson
Bids & Awards Committee


 <p>Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE</p>
<p align="center">Security Services Kapayapaan Conference Room 23 September 2020 1:30pm</p>

 <p>Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE</p>								
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 <p>Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE</p>													
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First Envelope		
Technical Documents	Bid Security in the prescribed form, amount, and validity.	Please take note of section 18 of the BDS.
	Conformity with Technical Specifications (Statement of Technical Compliance) as specified under Sections VI and VII of the Bidding Documents.	
	Omnibus Sworn Statement in accordance with section 25.3 of the IRR. (please take note of section 6.2(i) of the BDS.	Please take note of the form prescribed under Section VIII of the Bidding Documents.

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Second Envelope	
Financial Documents <i>(For the proper tabblings- see Annex "4")</i>	Financial Bid Form which includes bid prices and the applicable Price Schedules in accordance with ITB Clauses 15.1 and 15.4.
<p>Note Bids: Bids & Bid Security must be valid for 120 days.</p> <p>The First and Second Envelopes must be submitted in five (5) copies and each set of documents must be ringbinded and with proper tabblings as prescribed in the Bid Date Sheet. It must be sealed and marked according to the instructions in section 20 of the BDS.</p> <p>The original copy of the document must be brought during the bid opening and upon request of the procuring entity, the same must be submitted.</p>	

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Main Envelope	
SECURITY SERVICES FOR THE OPAPP	Technical Component
BIDDER Address Email Address Working Telephone Number and Mobile Number of the Contact Person	
Do not open before: 2 October 2020, 1:30pm	

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BIDS AND AWARDS COMMITTEE

Envelopes (Copy 1,2,3,4, & 5)

SECURITY SERVICES FOR THE OPAPP

Copy "1" - Technical Component

BIDDER
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Working Telephone Number and Mobile Number of the Contact Person

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BIDS AND AWARDS COMMITTEE

Main Envelope

SECURITY SERVICES FOR THE OPAPP

Financial Component

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BIDS AND AWARDS COMMITTEE


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Do not open before: 2 October 2020, 1:30pm

 Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE	
Technical Documents <i>(to be submitted within a non-extendible period of 5 calendar days from receipt of the notice from BAC that it submitted the LCB)</i>	Post-Qualification Documents Certificate of Membership issued by the Philippine Association of Detective and Protective Agency Operations, Inc. (PADPAO). Valid License to Operate Security Agency issued by the PNP-SOSIA per R.A. 5487, as amended. Appropriate Firearm's Licenses pursuant to R.A. 10591. A certificate of pending or no pending labor standards case/s issued by the NLRC and DOLE. <i>Requirements mentioned in Section VII of the Bidding Documents.</i>

 Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE
Address for Submission of Bids
BAC Secretariat's Office 3 rd Floor, Agustin I Bldg. F. Ortigas Jr. Road, Ortigas Center Pasig City

 Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE
Bid Security
The bid security shall be in the form of a Bid Securing Declaration, or any of the following amounts: 1) The amount of not less than 2% of the ABC (Php18,762,777), if bid security is in a cash, cashier's/ manager's check, bank draft/ guarantee or irrevocable letter of credit; or 2) The amount of not less than 5% of the ABC (Php46,906,931), if bid security is in Surety Bond. <i>The bid security must be valid for 120 calendar days.</i>



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BIDS AND AWARDS COMMITTEE

Performance Security

The performance security shall be denominated in Philippine Peso and in accordance with the following schedule:


- 1) The amount of not less than 5% of the total contract price, if it is in a form of cash, or cashier's/manager's check issued by a universal or commercial bank.
- 2) The amount of not less than 5% of the total contract price, if it is in a form of bank draft/guarantee or irrevocable letter of credit issued by a universal or commercial bank; provided, however, it shall be confirmed or authenticated by a universal or commercial bank, if issued by a foreign bank.
- 3) The amount of not less than 30% of the total contract price, if it is Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.

The bid security must be valid for 120 calendar days.


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Start of the Contract

The date indicated in the Notice to Proceed or 15-days from receipt of the Notice to Proceed.


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BIDS AND AWARDS COMMITTEE

Deployment of Guards: Day Shift

AOR (Agustin I Bldg. F. Ortigas Jr. Road Ortigas Center, Pasig City)	Number of Guards	Schedule of Duty
10 th Floor	1	7am to 7pm
7 th Floor	3 (including the OIC)	
6 th Floor	2	
4 th Floor	2	
TOTAL	8	

Deployment of Guards: Night Shift		
AOR (Agustin I Bldg. F. Ortigas Jr. Road Ortigas Center, Pasig City)	Number of Guards	Schedule of Duty
10 th Floor	1	7pm to 7am
7 th Floor	1	
6 th Floor	1	
4 th Floor	1	
TOTAL	4	

Qualifications for Security Guards
<ol style="list-style-type: none"> 1) Duly licensed under existing laws. 2) 3 years work experience as Security Guard in any government agency. 3) For the Officer-in-charge: (i) Must have at least 3-years working experience as an OIC; (ii) at least a graduate of two-year course or at least must have satisfactorily completed four (4) semesters in tertiary level for a four (4) year course.

Qualifications for Security Guards
<ol style="list-style-type: none"> 4) The following documents shall be submitted by the bidder, among other documents required, within a non-extendible period of five(5) calendar days from receipt by the bidder of the notice from BAC that it submitted the Lowest Calculated Bid: <ol style="list-style-type: none"> a) Licenses (Private Security License Card b) Personal Data Sheet c) NBI Clearances d) For the OIC, Diploma or any equivalent document as proof of completing the academic requirements. e) Appropriate Licenses of Security Guards from National Telecommunications Commission (NTC) to use/operate a two-way radio.



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BIDS AND AWARDS COMMITTEE

Security Equipment

- 1) Licensed Service Firearms: each Security Guard in each floor must have at least a cal. 38 with twelve (12) live ammunitions each or a higher caliber of firearm.
- 2) VHF Portable handheld radio with duty licenses. Each Security Guard on duty must have hand held radio with extra battery and a charger each.
- 3) Walk-through metal detector: 2 units to be installed at the main entrances of Agustin I Bldg. and operational at the time the contract takes effect.
- 4) Hand Held Metal Detector. Each Security Guard on duty must have a hand held metal detector.



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BIDS AND AWARDS COMMITTEE

Security Equipment

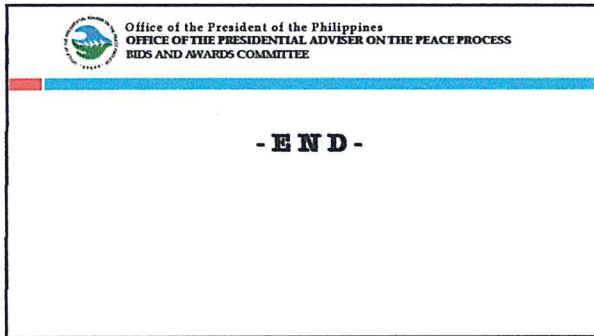
- 5) Install CCTV cameras in the following areas with at least one (1) TV monitor:
 - a) 10th Floor
 - b) 7th Floor: 2 cameras
 - c) 6th Floor
 - d) 5th Floor
 - e) 4th Floor
 - f) Building-ground floor: 2 cameras
 - g) Basement
- 6) Steel Firearm Box with lock: Capable of storing firearms and other security equipment, for use in the OPAPP.





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BIDS AND AWARDS COMMITTEE


Security Equipment


- 7) All security/lady guards must have the following:
 - a. Handcuff
 - b. Medical kit (4pcs. Alcohol pad, 4pcs plaster strips, 1 pc. Elastic bandage, 1pc surgical tape, 1 pc. Antiseptic cleansing wipes, 2x2 gauze pad 2pcs., 1 small container of providine iodine, 1 small container ammonia)
 - c. Whistle
 - d. Flashlight with batteries
 - e. Night stick





 <p>Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE</p>
<p align="center">Vehicle Rental for OPAPP Ortigas Kapayapaan Conference Room 23 September 2020 1:30pm</p>


 <p>Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE</p>										
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 <p>Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE</p>			
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Technical Component Envelope		
Technical Documents	Original copy of the Bid Security. If in the form of Security Bond, submit also a certification issued by the Insurance Commission or Original copy of the Notarized Bid Securing Declaration.	Please take note of the pertinent forms required under the law and those forms prescribed in the BDS (Annexes).
	Conformity with Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable.	
	Original duly signed Omnibus Sworn Statement and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.	


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Technical Component Envelope		
Financial Documents	The Supplier's audited audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than 2 years from the date of bid submission.	
	The prospective bidder's computation of NFCC or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation	


 Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE		
Technical Component Envelope (Class "B" Documents)		
Financial Documents	If applicable, a duly signed JVA in case the joint venture is already existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.	


 Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE		
Financial Component Envelope		
a	Original of duly signed and accomplished Financial Bid Form.	
b	Original of duly signed and accomplished Price Schedules.	


 <p>Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE</p>
<p align="center">Address for Submission of Bids</p> <p align="center">BAC Secretariat's Office 3rd Floor, Agustin I Bldg. F. Ortigas Jr. Road, Ortigas Center Pasig City</p>


 <p>Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE</p>
<p align="center">Bid Security</p> <p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following amounts:</p> <ol style="list-style-type: none"> 1) The amount of not less than 2% of the ABC (Php68,000.00), if bid security is in a cash, cashier's/ manager's check, bank draft/ guarantee or irrevocable letter of credit; or 2) The amount of not less than 5% of the ABC (Php170,000.00), if bid security is in Surety Bond. <p>The bid security must be valid for 120 calendar days.</p>


 <p>Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE</p>
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 <p>Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE</p>
<p align="center">Start of the Contract</p> <p>The date indicated in the Notice to Proceed.</p>


 Office of the President of the Philippines OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS BIDS AND AWARDS COMMITTEE				
Technical Requirements				
Vehicle Type	Specifications	Quantity	Monthly Rental/Unit	Total Amount (Nov 2020 to Dec 2020)
AUV	2000cc for gasoline or 2500cc for diesel	5	PhP85,000.00	850,000.00
Passenger Van	2000cc for gasoline or 3000cc for diesel	5	85,000.00	850,000.00

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Technical Requirements				
Vehicle Type	Specifications	Quantity	Monthly Rental/Unit	Total Amount (Nov 2020 to Dec 2020)
Pick-Up 4x4	2500cc for gasoline or 3000cc for diesel	4	85,000.00	680,000.00
SUV	2700cc for gasoline or 3000cc for diesel	6	85,000.00	1,020,000.00
Total		20		3,400,000.00

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Terms & Conditions	
<ol style="list-style-type: none"> 1) The lessor for the rental of vehicles must be the absolute owner and shall provide the OPAPP with the list of vehicles with copy of the OR/CR, which shall form part of the Technical Documents. 2) The vehicles must be road-worthy for use Luzon-wide. 3) Vehicles shall be parked at the designated parking spaces of OPAPP except when it is an official travel. 4) Vehicle Van must have a seating capacity for at least 12 passengers. 	

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Terms & Conditions	
<ol style="list-style-type: none"> 5) That the requirement for pick-up vehicle is a 4x4 type. 6) The lessor shall cover repairs and other key preventive and regular maintenance to keep the vehicle road worthy. 7) Vehicle insurance must be shouldered by the lessor. 	

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Procurement Calendar of Activities		
Procurement Stage	Start Date	End Date
Advertisement	28 Sept 2020	5 Oct 2020
Pre-bid Conference	6 Oct 2020	6 Oct 2020
Submission of bids	19 Oct 2020	19 Oct 2020
Bid Opening	21 Oct 2020	21 Oct 2020
Bid Evaluation	23 Oct 2020	23 Oct 2020
Post-Qualification	26 Oct 2020	26 Oct 2020
Issuance of NoA	28 Oct 2020	28 Oct 2020
Contract Preparation & Signing	29 Oct 2020	29 Oct 2020
Issuance of NIP	30 Oct 2020	30 Oct 2020

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