



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region IX, Zamboanga Peninsula
ZAMBOANGA SIBUGAY POLYTECHNIC INSTITUTE
(formerly *Kabasalan Institute of Technology*)
Kabasalan, Zamboanga Sibugay

**MINUTES OF THE PRE-BID CONFERENCE FOR THE PUBLIC BIDDING
FOR THE PROVISION OF SECURITY SERVICES FOR EIGHT (8) MONTHS
MAY 01, 2023- DECEMBER 31, 2023**

**APPROVED BUDGET FOR THE CONTRACT:
EIGHT HUNDRED SEVENTY-EIGHT THOUSAND
NINE HUNDRED SIXTY-EIGHT PESOS
(Php 878, 968.00)
11 April 2023, FBS Room, 9:00 A.M.**

The Pre-Bid Conference started at 10:00 A.M. with a prayer by Mr. Orlando B. Tomas, BAC Member followed by the introduction of parties in attendance by Ms. Analyn J. Ellorin, BAC Chairperson, to wit:

The Bids and Awards Committee:

Ms. ANALYN J. ELLORIN	- BAC Chairperson
Mr. PEPITO B. PAGAYON	- Member
Mr. ORLANDO B. TOMAS	- Member
Ms. JOSEPHINE Z. BACUDAN	- Member

The Technical Working Group:

Ms. NORINA B. HULAGNO	- Chairperson
Mr. LYNDRE G. BAYOTAS	- Member
Mr. RONEYRICK ELLOREG	- Member

BAC Secretariat:

Mr. RAY VIRGIL J. LAGUNAY	- Member
Ms. RHEA D. BULALAJOS	- Member

With the presence of three (3) Members of Bids and Awards Committee (BAC) and the three (3) Members of Technical Working Group (TWG) with the Chairperson in attendance, a required quorum to transact business was established.

The BAC Chairperson likewise acknowledge the presence of one of the prospective bidders, Double Dragon Security Forces Agency represented by: Ms. Marie Cris D. Vivares. Invitation to observe the Pre-Bid Conference was sent to Commission on Audit (COA). However, the invited observer was not able to attend the Pre-Bid Conference despite such notice.



The Pre-Bid Conference was called to order by Ms. Analyn J. Ellorin, BAC Chairperson. She presented the Invitation to Bid which was also posted at the PhilGEPS, on 04 April 2023, Instruction to Bidders, General Conditions of Contract, Special Condition of Contract, Schedule of Requirements, Technical Specifications, Checklist on Technical and Financial Component Document for Bidder.

The BAC Chairperson discussed the following timeline: a.) deadline for the manual submission of Bids at ZSPI Library is on 20 April 2023 at nine o'clock in the morning (9:00 A.M.); b.) opening of Bids is on the same day at ten o'clock (10:00 A.M.) at FBS Room. Failure to submit on time will not be accepted. After the presentation the BAC Chairperson asked the prospective bidder questions or any clarifications.

The following were the issue/questions raised and the corresponding reply/ comments of the BAC and TWG:

PARTICULARS	ISSUES/QUESTIONS RAISED	REPLY/ ADDITIONAL COMMENTS
SECURITY SERVICES COST BREAKDOWN	DOUBLE DRAGON SECURITY FORCES (Ms. Marie Cris D. VIVARES: on Cost Breakdown p. 30 Where did you get the 395.10 Factor Days? When the updated Factor Days given to us by DOLE R9 was 396.5 inclusive of Holiday pay.	BAC: It was the school accountant who made the cost breakdown with all the bases. TWG: Since our accountant is not with us today, we will just look on the template given by him. Based on the Processes in the derivation of Estimated Equivalent Monthly Rates (EEMRs) for Region 9 state that the 395.10 Factor Days is equal to 288 Working days, 52 Rest Days, 10 Regular Holidays and in 15 Special Holiday included the Local Holidays. BAC: It was found out that there was Local Holidays included in the Factor Days which was not included by the given Factor Days of DOLE Region 9.



SECURITY SERVICES COST BREAKDOWN	Page 30 letter D. Agency's Administrative Overhead Margin (20%) Does all Bidders will have uniform/ fix 20% Overhead Margin? Can we Bid less than 20% but not lower than 10%?	BAC: As we have previously stated, this public bidding process is quite competitive, thus we will abide by the GPPB's decision. That there is no real ceiling on the amount of the administrative fee that will be necessary. We won't set an administrative fee minimum or administrative fee cost at this time since we will respect the GPPB's directive in that regard.
SECURITY SERVICES COST BREAKDOWN	Page 30 letter B. Employer's Contribution to Gov't in Favor of Guard: query regarding SSS Contribution (RA 8282) and Pag-ibig contribution (RA 9679) Since it was change to 2% based on the basic monthly rate and you remain to Php 100.00 contribution. Are we going to follow the 2% or Php100.00?	<p>TWG: If 2 % of basic pay will be implemented, we will just have attached guidelines.</p> <p>BAC: Consider Php 100.00 Contribution for Pag-ibig and guidelines will be attached if in case the 2% will be adopted.</p>

Mr. ORLANDO B. TOMAS, BAC Member, added that the winning Security Agency will discipline and settle any problem occur within the security guards and during the opening of bids online participation will not be allowed.

The BAC Chairperson also reminded the prospective bidders that if they have any clarifications/questions on this procurement after the Pre-Bid Conference it should be conveyed in writing within 10 days before the opening of bids submitted to BAC Secretariat.

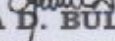


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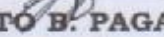
Lastly, the BAC Chairperson reiterated the request to bring the original copies of the documents for comparison during the Opening of Bids to expedite the process.

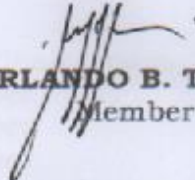
There being no further queries, the Pre-Bid Conference for the Public Bidding for the Provision of Security Services for Eight (8) months was adjourned at 11:15 A.M.

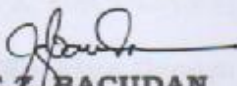
Prepared and attested by:


RHEA D. BULALAJOS
BAC Secretariat

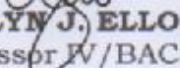
BIDS AND AWARD COMMITTEE


PEPITO B. PAGAYON
Member


ORLANDO B. TOMAS
Member


JOSEPHINE Z. BACUDAN
Member

On leave
JUVELYN M. JAUKAL
Vice-Chairperson


ANALYN J. ELLORIN
Assistant Professor IV/BAC- Chairperson

