



Republic of the Philippines
Department of Labor and Employment
NATIONAL LABOR RELATIONS COMMISSION
Quezon City



**BIDS AND AWARDS COMMITTEE
(A.O. 07-02, Series of 2020)**

SUMMARY OF THE MEETING

09 December 2021
via Zoom Platform

Procurement Project/ Agenda	PRE BID CONFERENCE: PROCUREMENT OF SECURITY SERVICES FY 2022
Attendance	<p>BAC Members: (attended via Zoom Platform)</p> <ul style="list-style-type: none">• PC Julia Cecily Coching-Sosito – Chairperson• LA Vilma Maria S. Plan-Barrera• ECC II Felicidad B. Ico• ECC II Purdey P. Perez• Atty. Sheryl E. Paquidao <p>BAC-TWG: (attended via Zoom Platform)</p> <ul style="list-style-type: none">• Atty. Tarcila B. Nepomuceno-Banda – Head• Atty. Mary Evangeline A. De Los Santos• Atty. Nikki Isabel G. Balanquit• Ms. Daisee A. Tismo <p>BAC-Secretariat: (attended via Zoom Platform)</p> <ul style="list-style-type: none">• Atty. Rachel Ann Katrina P. Abad-Fabe – Head• Ms. Alna E. Samontanez• Ms. Jennifer D. Canoy• Ms. Rachelle T. Penaranda• Mr. Marco Angelo L. Serra <p>Observer/s:</p> <ul style="list-style-type: none">• Mark Harold Butac, COA Representative <p>Bidders (Procurement of Security Services FY 2022):</p>

	<ul style="list-style-type: none">• 168 Security – Ms. Rosemarie Palec <p><i>NOTE: Observers were duly invited and notified of this meeting via e-mail and registered mail but no observers attended the meeting.</i></p>
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HIGHLIGHTS OF THE MEETING

CALL TO ORDER	There being a quorum, PC Julia Cecily Coching-Sosito, the BAC Chairperson, called to order the meeting at around 10:00 AM
PROCUREMENT OF SECURITY SERVICES FY 2022	<p>The BAC Secretariat discussed the important provisions and information in the bidding documents as follows:</p> <p>INVITATION TO BID</p> <ul style="list-style-type: none">• This procurement project is named as the Procurement of Security Services FY 2022 with an approved budget of the contract (ABC) amounting to Php 8,284,000.00 based on the National Expenditure Program;• The contract is for one (1) year, from January 1, 2022 to December 31, 2022. Delivery shall be made 15 days from the issuance of Notice to Proceed (NTP).• Bidding will be conducted through open competitive bidding procedures using a non-discretionary "<i>pass/fail</i>" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.• Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to

Filipino citizens, pursuant to RA No. 5183.

- Bidding documents are available **from November 29, 2021 to December 21, 2021** (8:00 AM to 1:00 PM) at the NLRC Administrative Office.
- A complete set of Bidding Documents may be acquired by interested Bidders in the amount of **Php 10,000.00**
- With respect to the documentary requirements, the Committee shall accept any of the following:
 - a. Original or certified true copies duly certified by the issuing agency; or
 - b. Photocopies subject to verification with the original copies during the post qualification process.

SCHEDULE OF PROCUREMENT ACTIVITIES

- Bids must be duly received by the BAC Secretariat through the following means: (i) manual submission at the office address indicated in the bidding documents and (ii) online or electronic submission to nlrcbacsec@gmail.com on or before **December 21, 2021 at 1pm.**
- Bid Opening shall be on **December 22, 2021 at 10:00am** at the given address in the bidding documents and through Zoom platform.

INSTRUCTIONS TO BIDDERS

In addition to the provisions under *II. Instruction to Bidders* in the Bidding Documents, the following requirements are expected from the prospective bidders:

- **ITB Clause 5.3: Eligibility of Bidders:** Contracts similar to the Project shall be contracts providing **security services** and must have been completed within **5 (five)**

years prior to the deadline for the submission of bids.

- **ITB Clause 7:** Subcontracting shall not be allowed for this project.
- **ITB Clause 12:** The price shall be based on the current market price.
- **ITB Clause 15: Sealing and Marking of Bids:** The bidder shall be required to submit seven (7) hard copies of the first and second components of its Bid. The hard copies must be in the following format:
 1. First and Second Component Envelopes must be placed in ONE MAIN ENVELOPE, addressed to NLRC BAC and properly sealed;
 2. Submit 7 "MAIN ENVELOPES" labelled Envelope 1,2,3, etc;
 3. Envelope 1 must contain Original Documents;
 4. Envelope 2 to 7 may contain the photocopies of documents contained in Envelope 1.

The bidder shall also be required to submit the first and second components of its Bid to **nlrcbacsec@gmail.com**. The electronic copy shall be a scanned copy in PDF format with encrypted password. First and Second Components of the Bid shall be submitted in separate files. The password of each file shall be submitted by the bidder's authorized representative during the opening of bids.

Soft copies must be submitted in PDF format and bidders must avoid submitting them in zip files. Huge files may be submitted/saved in separate files. Soft Copies shall be saved in this filename format **[name of bidder. kind of document]**.

The electronic copy that cannot be opened or is corrupted

shall not be considered as non-responsive thus, not a ground for disqualification. However, for convenience of viewing the Bids by all participants in the Zoom meeting, the bidder's' authorized representatives must present/share their respective electronic copies which should be the same documents that were submitted in the form of hard copies.

- **ITB Clause 14.1:** The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:
 - a. The amount of not less than **Php 165,680.00**, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
 - b. The amount of not less than **Php 414, 200.00** if the bid is in Surety Bond.
- **ITB Clause 19.3:** The project shall be awarded in one (1) lot.
- **ITB Clause 20.1: Post Qualification Requirements:** The Bidder shall be required to submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

The Bidder shall also be required to submit their Deed of Undertaking of their Compliance with OSH and Labor Standard Laws.

Nevertheless, non-submission of the said documents at the time of presentation of bids shall not render the Bid non-responsive and will not be a ground for disqualification, provided, the requisite documents will be submitted during the post-qualification process.

QUESTION AND ANSWER PART 1:

(For the reason that no bidders raised questions in relation to the invitation to bid and other instructions, the BAC Secretariat proceeded to discuss-Part 2 of the presentation)

SPECIAL CONDITIONS OF CONTRACT

- **TERMS OF PAYMENT:** Payments shall be made on a monthly basis upon the issuance of a Certificate of Inspection. The Service Provider's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the services performed.

- **INSPECTION AND TEST BY THE BAC TWG:** The inspections and tests that will be conducted are:
 1. Examination of documents to verify the validity of the submitted Technical Documents;
 2. Others matters/official papers that may be considered necessary by the BAC-TWG in its preparation of the Post Qualification Report; and
 3. BAC-TWG shall coordinate with the winning bidder with respect to the other requirements and procedures on inspection and tests.

SCHEDULE OF REQUIREMENTS:

- Security Services shall be delivered 5 days from the receipt of the Notice to Proceed.

TECHNICAL SPECIFICATIONS:

(Salient portions were read briefly by the BAC Secretariat. The bidder were provided a copy of the bidding documents prior to the meeting hence, they were given the chance to ask questions and clarifications right away)

Ms. Rosemarie Palec, 168 Security Inc. representative, asked if there will be additional number of security guards to be assigned at NLRC's RABs (Naga, Iloilo and Calamba Offices) since the

current contract for FY 2021 have at least one security guard assigned per offices.

The BAC Secretariat explained that the requirements of the end-users stated in the Terms of Reference for FY 2022 is binding to this procurement process. However, the BAC Secretariat informed Ms. Palec that they will refer her question to end-user (Dir. Cruz). In case that there will be additional requirements, the BAC will issue a supplemental bid.

CHECKLIST OF DOCUMENTS:

**TECHNICAL COMPONENT ENVELOPE: LEGAL
DOCUMENTS**

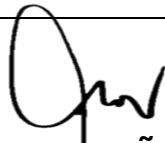
1. Valid PhilGEPS Registration Certificate (Platinum Membership);
2. Mayor's or Business permit; and
3. Tax Clearance.

**TECHNICAL COMPONENT ENVELOPE: TECHNICAL
DOCUMENTS**

1. Statement of the prospective bidder of all its ongoing government and private contracts;
2. Statement of bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid;
3. Original copy of the Bid Security (Surety Bid or Original copy of Notarized Bid Securing Declaration);
4. Conformity with the Technical Specifications (attached is the required certification from DICT); and
5. Original copy of the duly signed Omnibus Sworn Statement or Original Secretary's Certificate.

**TECHNICAL COMPONENT ENVELOPE: FINANCIAL
DOCUMENT**

1. Audited Financial Statements (FYs 2019 and 2020); and
2. Bidder's computation of Net Financial Contracting Capacity (NFCC) or Committed Line of Credit. (equivalent to 10% of the ABC and must be available at the time of the opening of bids.

	<p>FINANCIAL COMPONENT ENVELOPE:</p> <ol style="list-style-type: none">1. Financial Bid Form; and2. Price Schedule/s. <p>The BAC Secretariat reminded the bidder to fill out all the boxes in the Price Schedule to avoid submitting an unresponsive bid.</p> <p>QUESTION AND ANSWER PART 3: <i>(No questions were raised by the bidder in relation to the checklist of documents)</i></p> <p>FINAL REMINDERS:</p> <p>Bidders may still submit their written queries through the BAC Secretariat on or before December 12, 2021. The BAC Secretariat shall, in turn, forward to the end-users the questions related to the technical specifications of the Project. Bidders may choose to directly get in touch with the end-users for any request of information or clarification. All contact details are provided in the bidding documents.</p> <p>Expect the bid bulletin on December 14, 2021.</p> <p>SCHEDULE OF NEXT ACTIVITY FOR THE PROJECT:</p> <ul style="list-style-type: none">• December 22, 2021 10:00 AM
	<p>Pre Bid Conference ended at 10:26 AM.</p>
<p>CERTIFICATION</p>	<p>We certify that the foregoing is true account of the Meeting conducted on Thursday, 09 December 2021.</p>
<p>PREPARED BY:</p>	<p> RACHELLE T. PEÑARANDA Member, BAC Secretariat</p>
<p>REVIEWED BY:</p>	


ATTY. RACHEL ANN KATRINA P. ABAD-FABE
Head, BAC Secretariat

**CERTIFIED
CORRECT**

Bids and Awards Committee (FY 2021-2022):


PC JULIA CECILY CONCHING-SOSITO
Chairperson, BAC


LA VILMA MARIA S. PLAN-BARRERA
Member, BAC


ECC II PURDEY P. PEREZ
Member, BAC


ECC II FELICIDAD B. ICO
Member, BAC


ATTY. SHERLY E. PAQUIDAO
Member, BAC