



REPUBLIC OF THE PHILIPPINES  
Sandiganbayan  
Quezon City

MA. TERESA S. PABULAYAN  
Executive Clerk of Court IV

**BIDS AND AWARDS COMMITTEE**

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**MINUTES OF THE MEETING**

Date: August 16, 2019  
Time: 10:00 A.M.  
Venue: Budget and Finance Conference Room

**Attendance**

- Refer to attached Attendance Sheet.

**Purpose/s**

- **Pre-Bid Conference for the Procurement of Security Services for the Sandiganbayan Centennial Building for One (1) Year**

**Minutes**

- Upon determination of a quorum, the Chairperson called the meeting to order.
- Atty. Pabulayan inquired from BAC Secretariat whether notices were sent to the observers. Ms. Chamagne Guerrero replied that the observers were duly notified of today's pre-bid opening but none of them appeared.
- Atty. Pabulayan acknowledged the presence of the prospective bidders and requested them to state their names and the names of the company they are representing, to wit:
  - (1) Allien Marilao of North Pacific Investigation and Security Agency ("North Pacific");
  - (2) Alva L. De Guzman, Fernando P. Boni, and Shaira Mae Rodriguez of Maximum Security ("Maximum Security");
  - (3) Jerald B. Tabuzo and Ma. Ardelinda U. Rosales of Northern Star MV and Security Agency ("Northern Star").
- Atty. Pabulayan inquired from the prospective bidders if they have questions/clarifications about the Bidding Documents of the subject procurement.
- Maximum Security sought clarification regarding page 58(J) of the Bidding Documents which pertains to the copy of the bidding documents. Maximum

Security mentioned that the Bidding Documents are composed of the Technical and Financial Components of the Bid. Maximum Security inquired whether the separate envelope for the client satisfaction rating is also required. Atty. Lorenzo replied that the Committee only required two (2) copies, original and one (1) extra copy.

- Northern Star sought clarification as to the number of days per year. Northern Star inquired the number of days applied for purposes of determining the number of duty from Monday to Sunday. Mr. Albert Dela Cruz replied that the end-user provided a table in the Terms of Reference (TOR). Northern Star clarified its question by inquiring as to the required number of days per year. Atty. Lorenzo inquired from Northern Pacific its reason for asking the required number of days per year. Northern Pacific replied that the standard number of days used previously is 393.5 days. However, based on 2019 Edition of Handbook for Workers Statutory Monetary Benefits issued by Department of Labor and Employment (DOLE), the standard number of days was increased to 393.8 days. Atty. Lorenzo inquired the basis for the increase in the number of days. Northern Star replied that previously, there are three (3) special non-working holidays. Presently, there are four (4) special non-working holidays, including December 8 (Feast of Immaculate of Mary Conception). Atty. Lorenzo stated that the increase in the number of the special non-working holidays may affect the computation of the salary of the security guards. Atty. Lorenzo stated that the Committee will discuss the matter, and if necessary, the Committee will issue a Supplemental Bid Bulletin.
- Maximum Security sought clarification regarding the imposition of agency fee. Maximum Security inquired whether the SB followed the agency fee of not less than 10% or 20% provided for under DOLE Department Order No. 150-16. Atty. Lorenzo inquired as to the agency fee imposed by other government agencies. Maximum Security replied that other government agencies imposed the one provided for by DOLE. Atty. Lorenzo stated that per Government Procurement Policy Board (GPBB), said DOLE's issuance should not be imposed for being violative of procurement laws. Atty. Pabulayan stated that the Committee will issue a Supplemental Bid Bulletin regarding the matter, if necessary.
- Northern Star sought clarification regarding Statement of All-On-Going Contracts. Northern Star inquired whether the contract should be attached or only the matrix of the contract is required. Atty. Lorenzo replied that only the matrix is required. Atty. Buenviaje advised Northern Star to fill up the details required in the Form indicated in the Bidding Documents.
- There being no other clarifications, Atty. Pabulayan declared that the Pre-Bid Conference is now terminated. The Bid Opening is set on August 30, 2019 at 2:00 p.m.

#### **Discussion of BAC Members with End-user:**

- Atty. Lorenzo clarified from Mr. Dela Cruz the required qualification of security guards appearing in page 56 (B) of the Bidding Documents. He stated that "the Shift-in-Charge must have an extensive work experience in security operations as an Officer." The Committee inquired as to what constitutes extensive work experience in relation to the number of years. Mr. Dela Cruz replied that the same would be determined during the interview. Atty. Lorenzo suggested to

indicate the number of years required and include the same in the Supplemental Bid Bulletin. Mr. Dela Cruz stated that requiring the number of years might limit the capacity but the Sheriff and Security Services are looking for a person who is responsible to take charge of the group. Atty. Lorenzo suggested "at least two (2) years." Mr. Dela Cruz replied that "at least two (2) years is included in the relevant experience." Atty. Buenviaje suggested to adopt the qualifications required by the security agency as Shift-in-Charge. The Committee agreed to set a minimum number of years. Atty. Lorenzo stated that "the Shift-in-Charge must have at least one (1) year relevant experience as Security Operations Officer."

- Atty. Buenviaje clarified whether the Committee required that the one (1) K-9 should have vaccine. Atty. Lorenzo inquired from Mr. Dela Cruz whether the vaccine is included in the license to operate to which the latter replied in the affirmative. The Committee and Mr. Dela Cruz agreed not to include the term "friendly" in the qualification of K-9 in the Terms of Reference (TOR).

The pre-bid conference adjourned at 10:45 in the morning.

Prepared by:

  
**MS. EMELITA A. CARAIG**  
*Member, BAC Secretariat*