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**Republic of the Philippines**  
**Power Sector Assets and Liabilities Management Corporation**  
24th Floor Vertis North Corporate Center 1  
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**Minutes of Pre-bid Conference**

Procurement of Security Services for Manila Thermal Power Plant and Port  
Area  
(Project Reference No. 2019-PB-SS-MTPP/PA-006-02)

Present:

**Bids and Awards Committee (BAC)**

Ms. Amelita G. Zarate	Vice-Chairperson
Atty. Peter Guan S. Espiritu	Member
Mr. Gian Karlo F. Abella	Member

**Technical Working Group (TWG)**

Mr. Rey Evince R. Valencia	Chairperson
Atty. Cecille Catherine A. Bautista	Member
Mr. Jon Romer G. Gervacio	Member
Mr. Donnie A. Diño	Member

**BAC Secretariat**

Mr. Rommel R. Oira	Head
Ms. Grace G. Evangelista	Member
Ms. Annaliza C. Lopez-Cruz	Member
Ms. Mary Grace E. Catarin	Member

**Bidders**

Mr. Nelio V. Balcueva	Sunnybelle Security Agency (SSA)
Mr. Manuel V. Cabrera	Sunnybelle Security Agency (SSA)

The pre-bid conference for the Procurement of Security Services for Manila Thermal Power Plant and Port Area (the "Project"), held at the PSALM Conference Rooms A and B, 24<sup>th</sup> Floor Vertis North Corporate Center 1, Astra corner Lux Drives, North Avenue, Quezon City, was called to order at 1:31 PM on 21 March 2019, and was presided by the BAC Vice-Chairperson, Ms. Amelita G. Zarate.

**1. Business Matters:**

The BAC Vice-Chairperson asked the BAC Secretariat if there is a quorum which the BAC Secretariat replied affirmatively.

The BAC Vice-Chairperson asked the BAC Secretariat if observers were invited which the BAC Secretariat replied in the affirmative but stated that though there were invites, no observers attended the pre-bid conference.

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The BAC Vice-Chairperson introduced the members of the BAC and TWG and acknowledged the presence of the representatives of the Bidders.

The BAC then proceeded with the pre-bid conference.

## 2. Presentation of the Bidding Document and Clarification from the Bidder

- The TWG presented and discussed the Bidding Documents.
- The Bidder inquired if they can prepare the documents earlier especially those that need to be notarized. The BAC replied affirmatively. The BAC reminded the Bidder to check the project references and requirements in preparing their bid.
- The Bidder inquired further if the documents i.e. financial statement, PhilGEPS, etc. that are already certified can be used. The BAC replied affirmatively.
- For the Security Plan, the Bidder was informed to write a letter or through email addressed to the BAC, if they wish to conduct ocular inspection.
- The BAC reiterated that at any given point in time, there shall be guard on duty on the required posts.
- The Bidder asked if they can absorb guards from the previous agency. The BAC replied affirmatively.
- The TWG informed the Bidder that the number of guards will be reduced once the facility has been privatized.
- The BAC clarified that the requirement for submission are (1) ongoing projects; and (2) completed projects. The TWG discussed the forms in detail.
- The BAC advised the Bidder that when buying the Bidding Documents, they must first get an 'Order Form' from the BAC Secretariat. They must also provide their Certificate of Registration (if first time to bid with PSALM Corp.) then pay the corresponding fee with the Cashier's Office. Upon presentation to the BAC Secretariat of the official receipt issued by the Cashier, they can now get the Bidding Documents.
- The BAC Secretariat reiterated the deadline for request for clarification is until 24 March 2019.

The BAC reiterated that "no contact rule" is strictly implemented between the members of the BAC, BAC Secretariat, TWG and the Bidders.

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**3. Adjournment:**

There having no further clarifications from the Bidder and other matters to be discussed, the pre-bid conference was adjourned at 2:35 PM.

Prepared by:

Approved by:

  
**ROMMEL R. OIRA**  
BAC Secretariat Head

  
**AMELITA G. ZARATE**  
BAC Vice-Chairperson

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