

1 Republic of the Philippines  
2 Power Sector Assets and Liabilities Management Corporation  
3 24th Floor Vertis North Corporate Center 1  
4 Astra corner Lux Drives, North Avenue, Quezon City  
5 Telephone No. (632) 902-9000  
6 <https://www.psalm.gov.ph>  
7

8 **Minutes of Pre-bid Conference**  
9 **Procurement of Security Services for Pulangi IV Hydroelectric Power Plant**  
10 **in Maramag, Bukidnon**  
11 **(Project Reference No. 2019-PB-SS-P4HPP-009-02)**  
12

13 Present:

14 **Bids and Awards Committee (BAC)**

15 Atty. Maria Ilyn G. Albito Chairperson  
16 Ms. Amelita G. Zarate Vice-Chairperson  
17 Atty. Peter Guan S. Espiritu Member  
18 Mr. Rene A. Francisco Member  
19 Mr. Gian Karlo F. Abella Member

20 **Technical Working Group (TWG)**

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

25 **BAC Secretariat**

26 Mr. Rommel R. Oira Head  
27 Ms. Maria Anna R. dela Cruz Member  
28 Ms. Grace G. Evangelista Member  
29 Ms. Annaliza C. Lopez-Cruz Member  
30 Ms. Mary Grace E. Catarin Member

31 **Bidders**

32 Mr. Reynaldo Linaac Superb Security and Investigation  
33 Agency, Inc. ("Superb")

34 **Observer**

35 Atty. Lorenzo Jared J. Briones Office of the President-PSALM  
36

37 The pre-bid conference for the Procurement of Security Services for Pulangi IV  
38 Hydroelectric Power Plant in Maramag, Bukidnon (the "Project"), held at the PSALM  
39 Chairman's Room, 24th Floor Vertis North Corporate Center 1, Astra corner Lux  
40 Drives, North Avenue, Quezon City, was called to order at 10:25 AM on 28 March  
41 2019, and was presided by the BAC Chairperson, Atty. Maria Ilyn G. Albito.  
42

43 **1. Business Matters:**  
44

45 The BAC Chairperson asked the BAC Secretariat if there is a quorum which the  
46 BAC Secretariat replied affirmatively.  
47

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

51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99

The BAC Chairperson introduced the members of the BAC and TWG and acknowledged the presence of the representative of the Bidder, Superb Security Agency.

The BAC Chairperson asked if the Bidder has already participated in other government procurement activities and if it is familiar with the Bidding Documents. The Bidder replied affirmatively.

The BAC then proceeded with the pre-bid conference.

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

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

- The TWG presented and discussed the Bidding Documents.
- Mr. Linaac inquired whether the rates of guards are based on DOLE or PADPAO.

The BAC replied that the Bidder must comply with the minimum wage and statutory benefits prescribed by DOLE. With regard to the agency fee, there is a GPPB Circular prescribing a minimum agency fee since government procurement is governed by RA 9184 which provides that there should be no bid floor.

- Mr. Linaac asked if they can submit USB instead of a CD for the electronic copy.

The BAC replied that pursuant to the Bidding Documents, the Bidder may submit either CD or USB.

- Mr. Linaac asked whether PSALM has a pre-registration system wherein prior to the bidding date, the Bidder may submit its documents for checking.

The BAC replied that the GPPB already stopped the pre-qualification of Bidders. All required documents should be submitted on the scheduled bid submission date. Nevertheless, the Bidding Documents has a checklist of all the required documents as well as copies of the prescribed forms for easy reference.

- Mr. Linaac then asked if they can submit their bid a day before the bid submission deadline.

The BAC answered in the affirmative.

- Mr. Linaac inquired whether the security plan is part of the bid submission?

100 The BAC answered in the negative and stated that the security plan is part of  
101 the post-qualification documents.

102  
103 ○ Mr. Linaac asked how they can request for ocular inspection?  
104

105 The BAC replied that they may write a request through the BAC Secretariat  
106 for PSALM to make the necessary coordination with the plant personnel.

107  
108 ○ Mr. Linaac asked the requirement for AUV.  
109

110 The BAC replied that the Bidding Documents discusses the specification of the  
111 AUV. The TWG thereafter showed Section VI. of the Bidding Documents.

112  
113 ○ Mr. Linaac inquired if lady guards maybe hired, specially for lobby areas.  
114

115 The BAC replied that lady guards maybe hired and the winning Bidder may  
116 choose their area of assignment.

117  
118 ○ Mr. Linaac proposed a 12-hour shift of guards considering that the salary is  
119 provincial rate but the cost of living in Maramag, Bukidnon is the same as in  
120 Cagayan de Oro City.

121  
122 The BAC replied that the shift schedule of guards is in compliance with Labor  
123 Code where the regular hours is only 8 hours.

124  
125 ○ Mr. Linaac asked the specification for the CCTV cameras.  
126

127 The BAC replied that the Bidding Documents discusses the specification of the  
128 CCTV cameras. The TWG thereafter showed Section VI. of the Bidding  
129 Documents.

130  
131 ○ Mr. Linaac inquired if the guards are stay-in or stay-out and if there are  
132 barracks for the guards  
133

134 The BAC summoned Mr. Jesus L. Formento, PSALM Security Officer, who  
135 stated that there is a small rooms allotted for the guards but they are  
136 discouraged to stay overnight.

137  
138 ○ Mr. Linaac asked whether they can employ the existing guards should they  
139 win in the bidding.  
140

141 The BAC replied that the hiring of guards depends on the winning bidder.  
142

143 ○ Mr. Linaac stated that the permit to transport firearms may take one (1)  
144 month to be approved considering the election ban.

145  
146 The BAC suggested that the permit be processed as soon as the NOA is  
147 received.  
148

- 149       ○ The BAC informed the Bidder to take special note of the Billing Requirements  
150       as stated in Item F of Section VII. Technical Specifications. Further, the BAC  
151       advised the Bidder to submit complete attachments of the Bidding Documents  
152       for the billing so as not to cause any delay on the payment. The Billing  
153       Requirements Checklist is attached to the Contract as Annex "A".  
154
- 155       ○ The BAC advised the Bidder on the procedure in purchasing the Bidding  
156       Documents:  
157       1) Get an 'Order Form' from the BAC Secretariat;  
158       2) Provide Bidder's Certificate of Registration (If first time to bid with  
159       PSALM)  
160       3) Pay the corresponding fee with the Cashier;  
161       4) Present the Official Receipt to the BAC Secretariat; and  
162       5) Issuance of the Bidding Documents.  
163
- 164       ○ The BAC reiterated that Bidders may submit either their Class "A" Documents  
165       in accordance with Section 23.1(a) of the IRR or the PhilGEPS Certificate of  
166       Registration and Membership under Platinum Category, or a combination  
167       thereof.  
168
- 169       ○ The BAC replied that the issuing office or their agency's authorized signatory  
170       who has custody of the original documents should certify their submitted  
171       documents.  
172


173       Moreover, the BAC provided the contact number and e-mail address of the  
174       BAC Secretariat for queries and clarifications.  
175

176       The BAC Chairperson reiterated the deadline for request for clarification is  
177       on 01 April 2019.  
178

### 179       3. Adjournment:

180       There having no clarifications from the Bidders and other matters to be discussed,  
181       the pre-bid conference was adjourned at 11:35 AM.  
182

183       Prepared by:

184  
185  
186         
187  
188       **MARIA ANNA R. DELA CRUZ**  
189       BAC Secretariat  
190

183       Reviewed by:

184  
185  
186         
187  
188       **ROMMEL R. OIRA**  
189       BAC Secretariat Head  
190

191       Approved by:

192  
193  
194  
195         
196       **MARIA ILYN G. ALBITO**  
197       BAC Chairperson