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8 **Minutes of Pre-Bid Conference**
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10 **Procurement of Security Services for Agus 4 Hydroelectric Power Plant**
11 **(Project Reference No. 2021-PB-SS-AGUS4-003-01)**
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13 Present:

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

15 Atty. Maria Ilyn G. Albito Chairperson
16 Mr. Abner B. Tolentino Vice-Chairperson
17 Mr. Ronald V. Siquioco Member
18 Ms. Rowena M. Tolentino Member
19 Ms. Madelyn Esperanza N. Solito Member
20

21 **Technical Working Group (TWG)**

22 Mr. Rey Evince R. Valencia Chairperson
23 Mr. Rommel R. Oira Member
24 Ms. Katherine Zugie C. de Leon Member
25 Atty. Graciela Mona L. Gutierrez Member
26

27 **BAC Secretariat**

28 Mr. Leonard E. Marquez Head-BAC Sec
29 Ms. Annaliza C. Lopez-Cruz Member
30 Ms. Mary Grace E. Catarin Member
31 Ms. Maria Anna R. dela Cruz Member
32 Ms. Aya N. Jacildo Member
33 Mr. Caesar R. Antonio Member
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35 **Bidders**

36 Mr. Erico Marc James V. Laya Double Tap Security & Detective
37 Agency, Inc.
38 Mr. Kristine Mae L. Mora Green Leaf Security Services Co.
39 Mr. Tito Alex Besinga Brave Knights Security Agency, Inc.
40 Mr. Rommel Lucman Brave Knights Security Agency, Inc.
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42 **Observer**

43 Atty. Glenda Leah A. Caringal OPCEO Representative
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45 The pre-bid conference for the Procurement of Security Services for Agus 4
46 Hydroelectric Power Plant (the “Project”), held through ZOOM Cloud Meetings
47 App, was called to order at 10:20 AM on 08 March 2021, and was presided by the
48 BAC Chairperson, Atty. Maria Ilyn G. Albito.
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50 **1. Business Matters:**

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52 The BAC Chairperson introduced the members of the BAC, TWG and BAC
53 Secretariat. The BAC Chairperson also acknowledged the presence of the
54 representatives from the prospective bidders from Double Tap Security and
55 Detective Agency, Inc., (Double Tap), Green Leaf Security Services Co. (Green
56 Leaf) and Brave Knights Security Agency, Inc. (Brave Knights).

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58 The BAC Chairperson asked the BAC Secretariat if there is a quorum, to
59 which the BAC Secretariat replied in the affirmative.

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61 The BAC Chairperson asked the BAC Secretariat if observers were invited.
62 The BAC Secretariat replied that invitations to observe the proceedings and the
63 Zoom meeting details were sent to the Commission on Audit and other observers
64 from the private sector and non-government organization but only the
65 representative from the PSALM OPCEO attended the proceedings.

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67 The BAC Chairperson asked the prospective bidders if they have already
68 participated in other government procurement and if they are familiar with the
69 Bidding Documents. All the Bidders replied in the affirmative.

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71 The BAC then proceeded with the pre-bid conference.

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73 **2. Presentation of the Bidding Document and Clarification from the Bidders**

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75 ○ The TWG presented and discussed the Bidding Documents.

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77 ○ Mr. Laya of Double Tap asked the number of copies of the bid to be
78 submitted for online submission and whether the documents should be
79 digitally signed.

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81 The TWG stated that the bidders should submit one (1) copy of the first and
82 second components of its bid. On the signing of the documents, the TWG
83 clarified that the documents may be digitally signed or the documents with
84 original signatures may be scanned. This will be checked upon presentation
85 of the original documents during post-qualification.

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87 The TWG also emphasized that if a bidder will participate for both projects,
88 i.e., for Security Services for Agus 4 HEPP and Mindanao Generation
89 Complex, the bidder should submit separate sets of documents for each
90 project and that its NFCC should be sufficient for both projects.

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92 ○ Ms. Mora of Green Leaf asked if the documents listed in the ITB Clause 20.1,
93 Section III. Bid Data Sheet are to be submitted in the post-qualification.

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95 The TWG replied in the affirmative.

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97 ○ Ms. Mora of Green Leaf asked if there is a lower limit or floor on the amount
98 of the agency fee.

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The BAC replied that there is no floor price on the agency fee in accordance with GPPB Resolutions, Circulars and NPMs on the matter.

- Mr. Laya of Double Tap asked whether manual submission is allowed.

The BAC replied that pursuant to the Invitation to Bid, manual submission is not allowed and explained that the BAC resorted to electronic/online bidding to ensure the safety of PSALM personnel and the bidders in view of the COVID-19 pandemic.

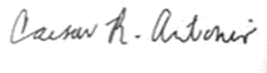
- The TWG informed the bidders that a Supplemental Bid Bulletin will be issued should there be a need to correct certain items/provisions on the Bidding Documents.
- The BAC stated that should any of the prospective bidders have further questions or clarifications, it may email the BAC at least ten (10) days before the bid submission deadline. The BAC reminded the bidders to read thoroughly the Bidding Documents and the guidelines for electronic/online bid submission.

3. Adjournment:

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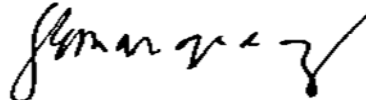
There, having no further clarifications from the prospective bidders and other matters to be discussed, the pre-bid conference was adjourned at 11:49 AM.

Prepared by:



CAESAR R. ANTONIO
BAC Secretariat Member

Reviewed by:



LEONARD E. MARQUEZ
BAC Secretariat Head

Approved by:



MARIA ILYN G. ALBITO
BAC Chairperson

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