



# COOPERATIVE DEVELOPMENT AUTHORITY

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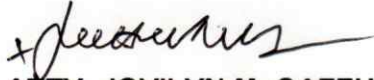


## MINUTES OF MEETING CDA Bids and Awards Committee (Central Office) November 14, 2019, 10:00AM CDA Conference Room (Ground Floor)

TYPE OF MEETING	PRE-BID CONFERENCE																				
PROJECT	SUPPLY OF SECURITY SERVICES FOR CDA – CENTRAL OFFICE FOR CY 2020 IN THE AMOUNT OF P2,910,000.00																				
ATTENDEES	<p><u>BAC Members</u></p> <table border="0"> <tr> <td>1. DED Giovanni T. Platero</td> <td>BAC Chairman</td> </tr> <tr> <td>2. Director Pedro T. Defensor, Jr.</td> <td>BAC Member</td> </tr> <tr> <td>3. Chief Melissa C. Santos</td> <td>BAC Member</td> </tr> </table> <p><u>BAC Secretariat</u></p> <table border="0"> <tr> <td>1. Mr. Jonal A. De Los Reyes</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>2. Mr. Elmer A. Bajado</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>3. Ms. Marygrace C. Jaquilmac</td> <td>Member, BAC Secretariat</td> </tr> </table> <p><u>Technical Working Group</u></p> <table border="0"> <tr> <td>1. Chief Doris D. Teodoro</td> <td>Member, TWG</td> </tr> <tr> <td>2. Mr. Romeo A. Concepcion</td> <td>Member, TWG</td> </tr> <tr> <td>3. Julio E. Casilan, Jr.</td> <td>Member, TWG</td> </tr> </table> <p><u>Observers</u></p> <table border="0"> <tr> <td>1. Jenelyn Maga</td> <td>Representative from COA</td> </tr> </table>	1. DED Giovanni T. Platero	BAC Chairman	2. Director Pedro T. Defensor, Jr.	BAC Member	3. Chief Melissa C. Santos	BAC Member	1. Mr. Jonal A. De Los Reyes	Member, BAC Secretariat	2. Mr. Elmer A. Bajado	Member, BAC Secretariat	3. Ms. Marygrace C. Jaquilmac	Member, BAC Secretariat	1. Chief Doris D. Teodoro	Member, TWG	2. Mr. Romeo A. Concepcion	Member, TWG	3. Julio E. Casilan, Jr.	Member, TWG	1. Jenelyn Maga	Representative from COA
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CALL TO ORDER	<p>The Pre-Bid Conference was started at 10:34 AM and presided by the BAC Chairman. Thereafter, DED Platero instructed the BAC Secretariat to acknowledge the presence of the attendees.</p> <p>Having established the required quorum, DED Platero proceeded with the pre-bid conference proper.</p> <p>DED Platero also discussed the Agency's compliance to invite representatives from COA, Philippine Chamber of Commerce &amp; Industry</p>																				




	and Philippine Cooperative Center as Observers to the Pre-Bid Conference.						
SECTION I. INVITATION TO BID	<p>The BAC Secretariat presented the procurement timelines. DED Platero including the other members of the BAC agreed to the following schedules:</p> <table> <tr> <td>Advertisement</td> <td>November 6, 2019</td> </tr> <tr> <td>Pre-Bid Conference</td> <td>November 14, 2019 at 10:00AM</td> </tr> <tr> <td>Submission &amp; Opening of Bids</td> <td>November 26, 2019 at 10:00AM</td> </tr> </table>	Advertisement	November 6, 2019	Pre-Bid Conference	November 14, 2019 at 10:00AM	Submission & Opening of Bids	November 26, 2019 at 10:00AM
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SECTION II. INSTRUCTIONS TO BIDDERS	<p>The BAC Chairman advised the bidders who availed the Certificate of PhilGEPS Registration (<b>Platinum Membership</b>) that they are <b>exempted</b> from the submission of the following documents during the Opening of Bids:</p> <ol style="list-style-type: none"> <li>1. Registration Documents from DTI, SEC and CDA;</li> <li>2. Copy of Mayor's Permit for 2019;</li> <li>3. Copy of Audited Financial Statement, stamped "received" by the BIR; and</li> <li>4. Valid and current Tax Clearance.</li> </ol> <p>Further, the above-mentioned requirements shall be readily available during the conduct of the <b>post-qualification</b> by the BAC Technical Working Group (TWG).</p>						
SECTION III. BID DATA SHEET	<ol style="list-style-type: none"> <li>1. As unanimously agreed by the BAC Members, be it <b>RESOLVED</b> as it is hereby <b>RESOLVED</b>, to issue a <b>Supplemental Bid Bulletin</b> on the 2<sup>nd</sup> paragraph of <b>Item 5.4</b> to rephrase the sentence from "<i>For this purpose, similar contracts shall refer to any contract for SUPPLY OF SECURITY SERVICES FOR THE CDA CENTRAL OFFICE FOR CY 2020</i>" to "<b>For this purpose, similar contracts shall refer to any contract for SUPPLY OF SECURITY SERVICES</b>";</li> <li>2. On <b>Item 13.2</b>, the BAC Members unanimously agreed to issue a <b>Supplemental Bid Bulletin</b> to amend "<i>c) Administrative Overhead and Profit Margin</i>" to <b>c) Administrative Overhead and Profit Margin Compliant with Department Order No. 150-16 (Revised Guidelines Governing the Employment and Working Conditions of Security Guards and Other Private Security Personnel in the Private Security Industry)</b>;</li> <li>3. On <b>Item 29.2(b)</b>, the BAC Members unanimously agreed to issue a <b>Supplemental Bid Bulletin</b> to amend the latest income and business tax returns within the last six (6) months preceding the date of bid submission from "<i>(April, May, June, July, August, September 2019)</i>" to "<b>(May, June, July, August, September, October 2019)</b>";</li> <li>4. On <b>Item 29.2(d)</b>, the BAC Members unanimously agreed to issue a <b>Supplemental Bid Bulletin</b> to amend the validity of submission of</li> </ol>						

	<p>documentary requirements from “<i>within three (3) calendar days</i>” to <b>within five (5) calendar days</b>;</p> <p>5. On <b>Item 29.2(d)</b>, the BAC Members unanimously agreed to issue a <b><u>Supplemental Bid Bulletin</u></b> to amend “6. <i>DOLE-Department Order No. 18-A and updated revision (if any), Certificate of Registration</i>” to <b>6. DOLE-Department Order No. 174-17 and updated revision (if any), Certificate of Registration</b>;</p> <p>6. On <b>Item 29.2(d)</b>, the BAC Members unanimously agreed to issue a <b><u>Supplemental Bid Bulletin</u></b> to replace “7. <i>Certificate from NLRC stating that the bidder has not incurred any suspension, contract violation, disciplinary action or labor dispute that could be taken against them</i>” with <b>7. Certificate of No Pending Case from NLRC and DOLE</b>; and</p> <p>7. On <b>Item 29.2(d)</b> under <b>OTHER TECHNICAL REQUIREMENTS</b>, the BAC Members unanimously agreed to issue a <b><u>Supplemental Bid Bulletin</u></b> to <b>delete 4. Certificate of No Pending Case from NLRC/DOLE</b>.</p>
SECTION IV. GENERAL CONDITIONS OF CONTRACT	No discussion.
SECTION V. SPECIAL CONDITIONS OF CONTRACT	No discussion.
SECTION VI. SCHEDULE OF REQUIREMENTS	No discussion.
SECTION VII. MANPOWER REQUIREMENTS AND TECHNICAL SPECIFICATIONS	<p>1. On <b>Item II</b>, the BAC Members unanimously agreed to issue a <b><u>Supplemental Bid Bulletin</u></b> to amend the item title from “<i>QUALIFICATION REQUIREMENTS</i>” to <b>QUALIFICATION REQUIREMENTS OF SECURITY GUARDS</b>;</p> <p>2. On <b>Item III</b>, the BAC Members unanimously agreed to issue a <b><u>Supplemental Bid Bulletin</u></b> to amend the equipment requirements in number 5,6,7,8,9,10 as follows:</p> <p style="text-align: center;"><i>From</i></p> <p>5. <i>Seven (7) units Heavy Duty Two-Way radios (BRAND NEW), with charger and complete accessories</i>;</p> <p>6. <i>Seven (7) units Heavy Duty Emergency Lamps (BRAND NEW)</i>;</p> <p>7. <i>Seven (7) pcs. Rain Coats (BRAND NEW)</i>;</p> <p>8. <i>Seven (7) pairs Rain Boots (BRAND NEW)</i>;</p> <p>9. <i>Ten (10) pcs. Umbrella (Big) (BRAND NEW)</i>;</p>

	<p>10. Seven (7) units Heavy Duty Flashlights (BRAND NEW).</p> <p style="text-align: center;">To</p> <p>5. Seven (7) units Heavy Duty Two-Way radios (WELL-FUNCTIONING), with charger and complete accessories;</p> <p>6. Seven (7) units Heavy Duty Emergency Lamps (WELL-FUNCTIONING);</p> <p>7. Seven (7) pcs. Rain Coats (WELL-FUNCTIONING);</p> <p>8. Seven (7) pairs Rain Boots (WELL-FUNCTIONING);</p> <p>9. Ten (10) pcs. Umbrella (Big) (WELL-FUNCTIONING);</p> <p>10. Seven (7) units Heavy Duty Flashlights (WELL-FUNCTIONING).</p>
SECTION VIII. BIDDING FORMS	On the <b>Cost Proposal/ Distribution Rate</b> , the BAC Members unanimously agreed to issue a <b>Supplemental Bid Bulletin</b> to amend "7 Days a Week/ 5 Days a Week" to <b>7 Days a Week (393.8) / 5 Days a Week (261)</b> .
ADJOURMENT	Having no other matters for discussion, the meeting was adjourned at 12:27 PM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on November 14, 2019.
PREPARED BY	 <b>MARYGRACE C. JAQUILMAC</b> BAC Secretariat Date: <u>NOVEMBER 15, 2019</u>
CERTIFIED CORRECT	 <b>ATTY. JOVILYN M. GAFFUD-MARQUEZ</b> Head, BAC Secretariat
APPROVED	 <b>Director PEDRO T. DEFENSOR, JR.</b> BAC Member   <b>Chief, MELISSA C. SANTOS</b> BAC Member  <b>ATTY. MONA LIZA P. ARRIBA-JUAREZ</b> BAC Member

ATTY. ELIZABETH O. BATONAN  
BAC Vice-Chairman

  
DED GIOVANNI T. PLATERO  
BAC Chairman 