



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines

http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPhils PH Cooperatives



MINUTES OF MEETING

CDA – Head Office Bids and Awards Committee (BAC)

November 8, 2021 at 10:13AM to 11:31PM

Via Google Meet







TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE																																													
PROJECT	PROCUREMENT OF SECURITY MANPOWER SERVICES AT CDA HEAD OFFICE FOR CY 2022 WITH CONTRACT NO. CDA-2021-06																																													
APPROVED BUDGET FOR THE CONTRACT (ABC)	THREE MILLION ONE HUNDRED SIXTY THOUSAND PESOS (P3,160,000.00)																																													
ATTENDEES	<table border="1"> <tr> <td>BIDS AND AWARDS COMMITTEE</td> <td></td> </tr> <tr> <td>1. Atty. Elizabeth O. Batonan</td> <td>Vice Chairperson, BAC</td> </tr> <tr> <td>2. Atty. Mona Liza P. Arriba-Juarez</td> <td>Member, BAC</td> </tr> <tr> <td>3. Atty. Joanne N. Limpin</td> <td>Member, BAC</td> </tr> <tr> <td>4. Chief Monatao Honeya R. Alawi</td> <td>Member, BAC</td> </tr> <tr> <td>5. Chief Melissa C. Santos</td> <td>Member, BAC</td> </tr> <tr> <td>BAC SECRETARIAT</td> <td></td> </tr> <tr> <td>1. Atty. Jovilyn M. Gaffud-Marquez</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>2. Mr. Jonal A. De Los Reyes</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>3. Mr. Elmer A. Bajado</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>4. Mr. Ronaldo G. Rivera</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>5. Mr. Romaine Niño P. Talucod</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>6. Ma. Antonette A. Pimentel</td> <td>Member, BAC Secretariat</td> </tr> <tr> <td>TECHNICAL WORKING GROUP</td> <td></td> </tr> <tr> <td>1. Mr. Romeo A. Concepcion</td> <td>Member, BAC TWG</td> </tr> <tr> <td>2. Mr. Bonifacio D. Garcia</td> <td>Member, BAC TWG</td> </tr> <tr> <td>3. Atty. James Fernandez</td> <td>Member, BAC TWG</td> </tr> <tr> <td>4. (not present)</td> <td>Member, BAC TWG</td> </tr> <tr> <td>5. Mr. Carlito V. Buan</td> <td>Member, BAC TWG</td> </tr> <tr> <td>6. Mr. Julio E. Casilan, Jr.</td> <td>Member, BAC TWG</td> </tr> <tr> <td>END-USER</td> <td></td> </tr> <tr> <td>1. Elmer A. Bajado</td> <td>Administrative Officer V, GSS, Administrative Division</td> </tr> </table>		BIDS AND AWARDS COMMITTEE		1. Atty. Elizabeth O. Batonan	Vice Chairperson, BAC	2. Atty. Mona Liza P. Arriba-Juarez	Member, BAC	3. Atty. Joanne N. Limpin	Member, BAC	4. Chief Monatao Honeya R. Alawi	Member, BAC	5. Chief Melissa C. Santos	Member, BAC	BAC SECRETARIAT		1. Atty. Jovilyn M. Gaffud-Marquez	Member, BAC Secretariat	2. Mr. Jonal A. De Los Reyes	Member, BAC Secretariat	3. Mr. Elmer A. Bajado	Member, BAC Secretariat	4. Mr. Ronaldo G. Rivera	Member, BAC Secretariat	5. Mr. Romaine Niño P. Talucod	Member, BAC Secretariat	6. Ma. Antonette A. Pimentel	Member, BAC Secretariat	TECHNICAL WORKING GROUP		1. Mr. Romeo A. Concepcion	Member, BAC TWG	2. Mr. Bonifacio D. Garcia	Member, BAC TWG	3. Atty. James Fernandez	Member, BAC TWG	4. (not present)	Member, BAC TWG	5. Mr. Carlito V. Buan	Member, BAC TWG	6. Mr. Julio E. Casilan, Jr.	Member, BAC TWG	END-USER		1. Elmer A. Bajado	Administrative Officer V, GSS, Administrative Division
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	5. Oakwood Security & Investigation Agency, Inc.	Rosario Buenaobra-Lipata						
CALL TO ORDER	<p>The Pre-Bid Conference started at 10:13AM and was presided by the BAC Vice Chairperson, Atty. Elizabeth O. Batonan. Thereafter, she instructed the BAC Secretariat to acknowledge the presence of all the attendees.</p> <p>Having established the required quorum, Atty. Batonan proceeded with the Pre-Bid Conference Proper.</p>							
SECTION I. INVITATION TO BID	<p>The BAC Secretariat presented the procurement timelines for the project, as follows:</p> <table border="1" data-bbox="552 797 1426 974"> <thead> <tr> <th>Procurement Activities</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Submission of Bids</td> <td>on or before 9:00AM of November 22, 2021</td> </tr> <tr> <td>Opening of Bids</td> <td>November 22, 2021 at 10:00AM</td> </tr> </tbody> </table>		Procurement Activities	Date	Submission of Bids	on or before 9:00AM of November 22, 2021	Opening of Bids	November 22, 2021 at 10:00AM
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Submission of Bids	on or before 9:00AM of November 22, 2021							
Opening of Bids	November 22, 2021 at 10:00AM							
SECTION II. INSTRUCTIONS TO BIDDERS	<p>Presented the contents of Section II. Instructions to Bidders.</p> <p>No discussion.</p>							
SECTION III. BID DATA SHEET	<p>Presented the contents of the Bid Data Sheet.</p> <p>Atty. Beth reminded the bidders to be conscious of the time of submission of bid proposals on or before 9:00AM of November 22, 2021, late bids shall not be accepted.</p>							
SECTION IV. GENERAL CONDITIONS OF CONTRACT	<p>Presented the contents of the General Conditions of Contract.</p> <p>No discussion.</p>							
SECTION V. SPECIAL CONDITIONS OF CONTRACT	<p>Presented the contents of the Special Conditions of Contract.</p> <p>No discussion.</p>							
SECTION VI. SCHEDULE OF REQUIREMENTS	<p>Presented the contents of the Schedule of Requirements.</p> <p>No discussion.</p>							
SECTION VII. TECHNICAL SPECIFICATIONS	<p>Presented the contents of the Technical Specification.</p>							
SECTION VIII. CHECKLIST OF TECHNICAL AND	<p>Presented the contents of the Checklist of Technical and Financial Documents.</p>							

FINANCIAL DOCUMENTS	No discussion.			
SECTION IX. BIDDING FORMS	Presented the prescribed Bidding Forms.			
DISCUSSIONS	The following items were discussed for clarifications:			
		Items for Discussion	Questions/ Issues	Clarification
		Submission of technical documents	Jerald Tabuzo	Section 15 – instructions on the submission of both legal, technical documents and financial requirements Mr. Jonal De Los Reyes explained the process of submission of bids and also mentioned that the MIS could provide assistance
		Early submission of the required documents	Jerald Tabuzo	Mr. Ronaldo Rivera answered “yes”. In addition, he mentioned that submission should be in one continuous PDF file format
		Admin fee not less than 20% RA 9184, Rule IX, 32.2.1 Bid Evaluation	Willy Adriano	Atty. Batonan explained that it should be compliant with DOLE Department Order No. 150-16, Series of 2016 and non-compliance will be considered as not responsive bid
	Same item (Admin fee not less than 20%)	Marilyn Bernal	Atty. Batonan reiterates that non-compliance with the required Admin Fee of not less than 20% shall be considered as not responsive bid	

	Inspection/Survey of CDA premises for submission of Security Plan	Willy Adriano	Mr. de los Reyes explained that there is no requirement in the Bidding Documents however, Security plans shall be presented by the winning bidder for implementation.
	Application in the Cost Proposal Distribution Rate if new rate on SSS and PhilHealth is approved	Willy Adriano	Atty. Beth replied that if there are new approved rates on the required contribution rate on SSS and PhilHealth, approved new rates shall be the basis and the said requirements shall be applied in their proposals.
	DO 174	Marilyn Bernal	No such requirement has been presented in the bidding documents
	Submission of Statement of Single Largest Completed Contract which is Similar in Nature	Willy Adriano	Atty. Beth replied that only list of project -SLCC shall be submitted but supporting documents shall be presented during post qualification (if found to be the lowest calculated bidder)
	After addressing all inquiries of the prospective Bidders, Atty. Beth reminded the bidders to review and purchase the bidding documents in the amount of P3,000.00 if wanted to join the bidding the submission and opening of bids.		
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned by Atty. Beth at 11:31 AM.		
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on November 8, 2021 .		

<p>PREPARED BY</p>	 <p>MA. ANTONETTE A. PIMENTEL BAC Secretariat Date: <u>November 8, 2021</u></p>
<p>CERTIFIED CORRECT</p>	 <p>ATTY. JOVILYN M. GAFFUD-MARQUEZ Head, BAC Secretariat <i>for</i></p>
<p>APPROVED</p>	 <p>ATTY. JOANNE N. LIMPIN BAC Member</p>  <p>Chief MONATAO HONEYA R. ALAWI BAC Member</p>  <p>Chief MELISSA C. SANTOS BAC Member</p> <p>ATTY. MONALIZA P. ARRIBA-JUAREZ BAC Member</p>  <p>ATTY. ELIZABETH C. BATONAN BAC Vice-Chairperson Presiding</p> <p>Not Present DED GIOVANNI T. PLATERO BAC Chairman BAC Chairman</p>