



# COOPERATIVE DEVELOPMENT AUTHORITY

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## MINUTES OF MEETING CDA Bids and Awards Committee (BAC) - Head Office October 23, 2023 Via Google Meet

<b>TYPE OF MEETING</b>	VIDEO CONFERENCE
<b>PROJECTS</b>	PROCUREMENT OF SECURITY MANPOWER SERVICES AT CDA HEAD OFFICE FOR CY 2024 WITH CONTRACT NO. CDA-GOODS-2023-03
<b>ATTENDEES</b>	<p><b>BAC COMMITTEE:</b></p> <ol style="list-style-type: none"> <li>1. DA Ray R. Elevazo</li> <li>2. Atty. Ma. Lourdes P. Pacao</li> <li>3. Augusto Salvador Balles</li> <li>4. Mr. Inocencio M. Malapit</li> </ol> <p><b>BAC TWG:</b></p> <ol style="list-style-type: none"> <li>1. Ms. Doris T. Teodoro</li> <li>2. Atty. James B. Fernandez</li> <li>3. Mr. Angelo Bugarin</li> <li>4. Mr. Julio E. Casilan, Jr.</li> <li>5. Ms. Marygarce Jaquilmac</li> </ol> <p><b>BAC SECRETARIAT:</b></p> <ol style="list-style-type: none"> <li>1. Atty. August Owen P. Magdato</li> <li>2. Ms. Mae Joi Pia Santos</li> <li>3. Ms. Josie L. Villaver</li> <li>4. Mr. Benjie R. Magdayo</li> <li>5. Mr. Elmer A. Bajado</li> <li>6. Ms. Ma. Antonette A. Pimentel</li> </ol> <p><b>IT SUPPORT:</b></p> <ol style="list-style-type: none"> <li>1. Ronaldo Rivera</li> </ol> <p><b>BIDDERS:</b></p> <ol style="list-style-type: none"> <li>1. Marban Agency</li> <li>2. Raptor agency</li> <li>3. Circa</li> </ol>
<b>CALL TO ORDER</b>	The Pre-bid Conference commenced at 2:26 p.m. and was presided over by the BAC Chairperson, Mr. RAY R. ELEVAZO.
<b>Declaration of Quorum</b>	Mr. Bajado, a member of the BAC Secretariat, confirmed that the BIDS and Awards Committee has a Quorum for the said activity.



<b>AGENDA</b>	<p>DA Ray Elevazo presented the agenda item for this pre-bid conference. This is the presentation of the bid documents for the procurement of Security Manpower Services.</p> <p>Consequently, DA Ma. Lourdes Pacao moved for the approval of the only agendum for this meeting seconded by Mr. Inocencio Malapit. The BAC chairman then proceeded to approve the adoption of the sole agendum.</p>
<b>PRESENTATION OF THE BID DOCUMENTS</b>	<p>DA Elevazo called the secretariat for the start of the presentation and discussion of the context of these documents.</p>
<b>SECTION I. INVITATION TO BID</b>	<p>Mr. Elmer Bajado started to discuss and present the documents. He emphasized that the opening shall be on November 9, 2023 at 10 am by video conferencing, and the bids shall be opened in the presence of the bidders.</p> <p>No Discussions.</p>
<b>SECTION II. INSTRUCTIONS TO BIDDERS</b>	<p>The description of eligible bidders is contained in Section 2 of the Bidding Documents Instruction to Bidders was presented and discussed.</p> <p>No discussions.</p>
<b>SECTION III. BID DATASHEET</b>	<p>Presented the contents of the Bid Datasheet.</p> <p>No discussions.</p>
<b>SECTION IV. GENERAL CONDITIONS OF THE CONTRACT</b>	<p>Presented the General Conditions of the Contract. This includes the number one scope of the contract. Number two, Advance payment in terms of payment. Number three is performance and security, and number four is inspection and tests.</p> <p>No discussions.</p>
<b>SECTION V. SPECIAL CONDITIONS OF CONTRACT</b>	<p>Presented the contents of the Special Conditions of Contract.</p> <p>No discussions.</p>
<b>SECTION VI. SCHEDULE OF REQUIREMENTS</b>	<p>Presented the contents of the Schedule of Requirements.</p> <p>No discussions.</p>

<p><b>SECTION VII. TECHNICAL SPECIFICATIONS</b></p>	<p>Presented the contents of the Technical Specifications.  No discussions.</p>
<p><b>SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</b></p>	<p>Presented the contents of the Checklist of Technical and Financial Documents.  No discussions.</p>
<p><b>SECTION IX. BIDDING FORMS</b></p>	<p>Presented the contents of the Bidding Forms.  Some comments and discussions were raised.  Angelo Bugarin: from my end similar to the janitorial services regarding the PhilGeps Platinum Certificate  Ray Elevazo: Yes, and Secreatriat please take note of this PhilGeps Platinum Certificate.  Then question from the chatbox was raised regarding the LSCC of one of the bidders if possible from the private since they have engaged with private clients before. As per Ray Elevazo, this matter will be referred to the secretariat for their comments.  Jonal Delos Reyes: With government and private contracts, however, with ongoing contracts, it was not stated there is government or private in a single largest contract. So private LSCC is allowed.  Another question was raised regarding the admin fee if GPPB or DOLE, standard 20%?  Jonal Delos Reyes: This was resolved already before it should have been GPPB. That DOLE DO 150-16 was acknowledged for the 20% admin fee.  Rommel Jhay Lagadan (Circa): question if the existing statement will be attached by contracts or only the statements?  Jonal Delos Reyes: only statements must be verified by the TWG.  Rommel Jhay Lagadan (Circa): if the number of days to be used is 395 from 394.4? and if the COLA is still applicable. And if the 610 daily wage?  Jonal Delos Reyes: noted on this. Regarding the daily wage what is the DW for the NCR. And the Omnibus is until number 10.</p>

	<p>Clarifications also about the SSS premiums were also to be discussed further and to be clarified. But considerations are to be taken if what is the latest SSS requirement.</p> <p>DA Ray Elevazo also mentioned that as per the TWG Atty. Owen stressed that the Wish of SSS is voluntary but it was emphasized by the one raising the question that it is mandatory.</p> <p>DA Elevazo asked for the executive session to tackle some points to be discussed by the BAC Members and the bidders can log out for this purpose.</p>
<p><b>DISCUSSIONS DURING THE EXECUTIVE SESSION</b></p>	<p>During the executive session, queries raised during the conference were discussed and should have been clarified especially concerning the mandatory SSS contributions.</p>
<p><b>ADJOURNMENT</b></p>	<p>The meeting was adjourned at 2:11 PM</p>
<p><b>PREPARED BY</b></p>	<p>  <b>BENJIE R. MAGDAYO</b>  BAC Secretariat</p>
<p><b>CERTIFIED CORRECT</b></p>	<p>  <b>ATTY. AUGUST OWEN P. MAGDATO</b>  Head, BAC Secretariat</p>

**APPROVED**



**INOCENCIO M. MALAPIT**  
BAC Member



**AUGUSTO SALVADOR P. BALLE**  
BAC Member



**ATTY. MA. LOURDES P. PACAO**  
BAC Vice-Chairperson



**RAY R. ELEVAZO**  
BAC Chairman