

1 Republic of the Philippines  
2 **METROPOLITAN NAGA WATER DISTRICT**  
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8 **MINUTES OF MEETING OF THE PRE-BID CONFERENCE FOR THE PROJECT**  
9 **PROCUREMENT OF SECURITY SERVICES (GOODS 2020-008)**  
10 HELD AT THE MNWD MULTI-PURPOSE HALL ON NOVEMBER 13, 2020  
11

12 Attendance:

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14 **BIDS AND AWARDS COMMITTEE:**

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16 Mr. Jon Louie A. Sanchez  - Chairperson  
17 Engr. Noel A. Martinez, Jr.  - Vice-Chairperson  
18 Engr. Sonjun O. Millaras - Member (On Official Business)  
19 Mr. Arturo M. Marco  - Member  
20 Mr. Edgardo A. Ayao - Member (Absent)  
21 Mr. Jose Ma. O. Basa  - Provisional Member  
22

23 **BAC SECRETARIAT/TECHNICAL WORKING GROUP (TWG):**

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25 Ms. Venus C. Solano - TWG Head (Absent)  
26 Mr. Teejay Altair A. Tormes  - TWG Vice-Head  
27 Ms. Sharmaine E. Bracia  - TWG Member  
28 Ms. Sheila C. Esquejo  - TWG Member  
29 Mr. Mark Anthony B. Oliva  - BAC Secretariat  
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31 **BIDDERS' AUTHORIZED REPRESENTATIVE:**

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33 P/Col. Rolando A. Dorero (Retired) - Magiting Security and Allied Services  
34 P/Cap. Marcelo S. Dereit, Jr. (Retired) - Magiting Security and Allied Services  
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36 **OBSERVERS' AUTHORIZED REPRESENTATIVE:**

37 None  
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41 There being a quorum, the meeting was called to order by the BAC Chairperson, Mr. Jon Louie A.  
42 Sanchez, at exactly 2:00 PM.  
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44 **BUSINESS OF THE MEETING**

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47 The BAC Chairperson requested the BAC Secretariat to read the attendance and welcomed the  
48 Committee Members and bidder's authorized representatives in the Pre-Bid Conference for the project  
49 Procurement of Security Services (GOODS 2020-008) with an Approved Budget for the Contract (ABC) of  
50 **THREE MILLION SEVEN HUNDRED SEVENTY-EIGHT THOUSAND FOUR HUNDRED TWENTY-TWO**  
51 **PESOS AND 24/100 (Php 3,778,422.24) for the first year** Only. Delivery of goods is required within  
52 **THREE (3) YEAR SERVICE AGREEMENT**. He further stated that the Invitation to Bid (ITB) was posted in the  
53 Philippine Government Electronic Procurement System (PhilGEPS), MNWD Website, and Bulletin Board from  
54 November 6 to November 27, 2020. An invitation was also served to the observers, namely: Commission on  
55 Audit (COA), Metro Naga Chamber of Commerce and Industry (MNCCI), and Naga City People's Council  
56 (NCPC), however, no observers attended said scheduled Pre-Bid Conference.  
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58 The BAC Chairperson thereafter informed the body that there was only one (1) prospective bidder  
59 who signified its intention to participate in the scheduled bidding and participated in the scheduled Pre-  
60 Bid Conference, namely: (1) Magiting Security and Allied Services Multi-Purpose Cooperative. The BAC

61 Chairperson thereafter acknowledged the presence of prospective bidders' authorized representatives,  
62 P/Col. Rolando A. Dorero (Retired), and P/Cap. Marcelo S. Dereit, Jr. (Retired).  
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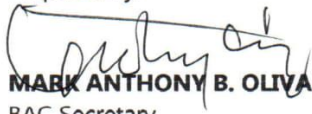
64 The BAC Chairperson then proceeded and gave the table to Mr. Jose Ma. O. Basa, Jr., BAC  
65 Provisional Member to discuss the technical aspects of the project. Mr. Basa then discussed all aspects of  
66 the project, Procurement of Security of Services (GOODS 2020-008), as well as the following additional  
67 requirements, to wit:  
68

69 Additional Technical Specification:

- 70
- 71 1. License to Operate Security Agencies issued by the Philippine National Police;
- 72 2. Original copies and photocopies of licenses of service firearms proposed to be issued to
- 73 security guards who will be assigned (original copies for validation against photocopies as
- 74 presented;
- 75 3. Statement of Key Staff and Fifteen (15) Security Guards Proposed for Detail.
- 76 a. Curriculum Vitae for Key Personnel;
- 77 b. Personal Data Sheet of fifteen (15) Security Guards proposed for Detail;
- 78 c. Copies of Security Guards' valid and current Licenses;
- 79 d. Copies of Security Guards' Latest Neuro Test not more than one (1) year; and,
- 80 e. Copies of Trainings attended by Security Guards, if available.
- 81 4. Security Agency's sworn statement of its existence for at least five (5) years;
- 82 5. Computation of Liquidity Ratio;
- 83 6. Organizational Chart;
- 84 7. List of licensed firearms including its serial numbers and proof of ownership and other relevant
- 85 documents;
- 86 8. List of metal detector and other devices/facilities and other paraphernalia and proof of
- 87 ownership and relevant documents;
- 88 9. List of duly licensed security guards;
- 89 10. Detailed Security Plan;
- 90 11. National Labor Relations Commission (NLRC) Clearance with no pending case as of October 31,
- 91 2020;
- 92 12. Certificate of Latest Compliance from the Social Security System as of October 31, 2020;
- 93 13. Certificate of PhilHealth Premium Payments as of October 31, 2020;
- 94 14. Certificate of HDMF Premium Payments as of October 31, 2020;
- 95 15. BIR Tax Clearance-within the 6-months validity period prior to the date of opening bids;
- 96 16. List of equipment owned;
- 97 17. List of equipment/device/vehicle that may be offered for use by the guards on duty over and
- 98 above the usual gears for security guards to enhance delivery of security services (if any);  
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100 The BAC Chairperson then asked the bidder's authorized representatives if there are any further  
101 clarification they would like to clarify. P/Col. Dorero then asked about the requirement on the Technical  
102 Specification, and Checklist of Technical and Financial Documents items no. 15, and (w), respectively, to  
103 which pertains to the required BIR Tax Clearance. He said that their Tax Clearance will be expiring on  
104 December 31, 2020. If said requirement is required within six (6) months validity period prior to the date of  
105 opening of bids, their Tax Clearance will no longer be valid. The BAC Chairperson noted and said that his  
106 query will be verified with Ms. Venus C. Solano, BAC TWG/Secretariat Head, and schedule a Special Meeting  
107 for the same. He added that the BAC will issue a Supplemental/Bid Bulletin, on whatever will transpire on  
108 the meeting, and P/Col. Dorero concurred. He then asked the bidder's authorized representatives if there  
109 are any clarifications they would like to ask, and the latter answered in the negative.  
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111 With no further changes or modifications in the Technical Specifications of the project, the BAC  
112 Chairperson temporarily adjourned the meeting at exactly 2:15 PM.  
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114 Prepared by:  
115   
116 **MARK ANTHONY B. OLIVA**  
117 BAC Secretary  
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Certified correct:  
  
(ABSENT)  
**VENUS C. SOLANO**  
Head  
BAC TWG/Secretariat  
  
**TEEJAY ALTAIR A. TORMES**  
Vice-Head  
BAC TWG/Secretariat



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Minutes approved by:

  
**JON LOUIE A. SANCHEZ**  
BAC Chairperson

  
**NOEL A. MARTINEZ, JR.**  
Vice-Chairperson

  
**ARTURO M. MARCO**  
Regular Member

  
**JOSE MA. O. BASA**  
Provisional Member

(ON OFFICIAL BUSINESS)  
**SONJUN O. MILLARES**  
Regular Member

(ABSENT)  
**EDGARDO A. AYAO**  
Regular Member

