



SCHOOLS DIVISION OF SORSOGON
Sorsogon

MINUTES OF PRE-BID CONFERENCE MEETING
(April 10, 2019, 11:00AM)
Schools Division Office Conference Hall

Present:

BAC

- MA. JEANY T. POSTRADO – BAC Chairperson
- FLORENCIO P. BERMUNDO – BAC Vice Chairperson
- ROLANDO F. EMBILE – BAC Member
- ATTY. NOEL B. EVAN – BAC Member
- JOMAR E. ENGUERRA – BAC Member

BAC Secretariat

- JOHN REY J. PEREZ – BAC Secretariat Head
- ALBERT C. PEREZ – BAC Secretariat Member

INTERESTED BIDDER

- ELMER F. BASA – Owner, Marvelous Security Services
- CHATEMAE B. ARGOTE – Liason Officer, Hi-Tone Security Agency

Agenda:

1. Pre-Bid Conference of PROVISION OF SECURITY SERVICES FOR 2019

Business Matter

The Pre-Bid Conference started at 11:00am at the Division Office Conference Hall. The pre bid conference was presided by Dr. Ma. Jeany T. Postrado, BAC Chairperson.

The attendance was checked and quorum for the pre bid conference was declared by the BAC Chairperson. It was noted that there was no representative from the COA, General Manager of Water District and SPSTEMPC as observers despite the invitation sent to them.

The BAC Vice Chairperson informed the bidders that the Approved Budget for the Contract is Php 1,052,108.72 for Project 19-04-001, PROVISION OF SECURITY SERVICES FOR 2019. The BAC Vice Chairperson informed the bidders that requirement for morning shift is two (2) guards while three (3) guards will be assigned in night shift. It was noted that late bid will not be accepted.

The BAC Chairperson reiterated the procurement activities, to wit:

Activity	Date and Time	Venue
Issuance of Bidding Documents	April 2, 2019 – April 22, 2019 (8:00 am -5:00 pm)	BAC Secretariat Office

Pre-Bid Conference	April 10, 2019, 11:00 am	DepEd Sorsogon Province – Conference Hall, Capitol Compound, Sorsogon City
Submission of Bids/ Opening of Bids	April 22, 2019, 11:00am	DepEd Sorsogon Province – Conference Hall, Capitol Compound, Sorsogon City
Bid Evaluation	April 23, 2019, 8:00 am	DepEd SDO Sorsogon, Capitol Compound, Sorsogon City (c/o TWG for Goods)
Post Qualification	April 24, 2019, 8:00 am	Winning Bidder/Lowest Bidder
Notice of Award	April 25, 2019, 8:00 am	Office of the SDS, DepEd SDO Sorsogon, Capitol Compound, Sorsogon City
Contract Signing	April 26, 2019, 10:00 am	Office of the SDS, DepEd SDO Sorsogon, Capitol Compound, Sorsogon City
Notice to Proceed	April 29, 2019, 10:00 am	DepEd SDO Sorsogon, Capitol Compound, Sorsogon City

BAC Vice Chairperson reiterated the following specification of the contract:

“The contractor shall be responsible in providing security services for DepEd SDO Sorsogon, twelve (12) months, seven days a week, 24 hours a day, five (5) guards will render 8 hours’ work/shift. It is therefore the duty of the contractor to provide security guards with the following qualifications:

- a.) of good moral character and reputation, courteous, alert and without criminal or police record;*
- b.) physically and mentally fit and not less than 21 years of age or more than 40 years of age and at least 5 feet and 5 inches in height;*
- c.) duly licensed and properly screened and cleared by the PNP, SAGSD, NBI and other government offices issuing clearance for employment;*
- d.) In proper uniform and armed with complete firearms and ammunitions (revolver/pistol, 2-way radio/communication facilities, whistle, batuta, sticks, first-aid kit, flashlight)*
- e.) passed the neuro-exam and drug test exam*
- f.) possess other qualifications as required by Republic Act No. 5487, as amended*
- g.) knowledgeable in writing regular security reports*

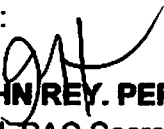
Other requirements:

- 1.) The number of contracted guards may be increased or decreased anytime upon written request from DepEd SDO Sorsogon.*
- 2.) The Contractor shall ensure that the guards are replaced after twelve (12) hours shift so that no security guard shall be compelled to render two (2) consecutive shifts at any given time”*

Ms Chatemae B. Argote of Hi-Tone Security Agency asked about list of technical and financial documents to be submitted and the envelop system. The BAC Chairperson informed Ms. Argote that the list of documents to be submitted is stated in page 20-23 and the 2 envelops will be submitted (1 original documents and 1 copy of the original documents). No additional questions was raised by the present bidders.

Pre Bid Conference was adjourned at 11:45 am by Dr. Ma. Jeany T. Postrado, BAC Chairperson.

Prepared by:


JOHN REY. PEREZ
Head, BAC Secretariat

Certified Correct:


MA. JEANY T. POSTRADO, Ed. D.
BAC Chairperson



Republic of the Philippines
 Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON
 Capitol Compound, Sorsogon City



ATTENDANCE SHEET

Pre Bid Conference

Date: April 10, 2019 – Time 11:00 am

Project Title: PROVISION OF SECURITY SERVICES FOR 2019

PROJECT NO.: 19-04-001

BAC	Name	Position	Signature
1	MA. JEANY T. POSTRADO	Chairperson	
2	FLORENCIO P. BERMUNDO	Vice Chairperson	
3	ROLANDO F. EMBILE	Member	
4	ATTY. NOEL EVAN	Member	
5	JOMAR E. ENGUERRA	Member	
BACS	Name	Position	Signature
1	JOHN REY J. PEREZ	Head, Sec	
2	RODEL E. PANCHO	Member	
3	ALBERT C. PEREZ	Member	
Observers	Name	Organization/Position	Signature
1			
2			
3			
End User	Name	Position	Signature
1			
2			
TWG	Name	Position	Signature
1	GILBERT APOSTOL	TWG - Goods	
Bidder	Name	Company/Position	Signature
1	ELMER F. BASA, CSP	MARVELOUS/OPER. MGR.	
2	Chattermar B. Argote	Hi-Tone Security Agency/Admin	
3			
4			
5			
6			
7			
8			



Republic of the Philippines
 Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON
 Sorsogon



MINUTES OF BID OPENING MEETING

(April 22, 2019, 11:00 AM)

Schools Division Office Conference Hall, Capitol Compound, Sorsogon City

Present:

BAC

MA. JEANY T. POSTRADO - BAC Chairperson
 ATTY. NOEL B. EVAN - BAC Member
 JOMAR E. ENGUERRA - BAC Member

BAC Secretariat

JOHN REY J. PEREZ - Head, BAC Secretariat
 ALBERT C. PEREZ - Member, BAC Secretariat

Bidder

DIANITA S. ALMEDILLA - D.C., LTBSS Agency
 DOMINIC DOMASIG - Inspector, LTBSS Agency
 JOSELITO B. DELGADO - Inspector, Marvelous Agency
 CHATEMAE B. ARGOTE - Representative, Hi-Tone Security Services

Agenda:

1. Bid Opening of PROVISION OF SECURITY SERVICES FOR 2019 (LOT 1)

Business Matter

The Bid Opening started at 11:00am at the Division Office Conference Hall. The bid opening was presided by Dr. Ma. Jeany T. Postrado, BAC Chairperson.

The attendance was checked and quorum for the bid opening was declared by the BAC Chairperson. It was noted that there was no representative from the COA, General Manager of Water District and SPSTEMPC as observers despite the invitation sent to them. It was noted that (3) three bidders submitted bid proposal.

The BAC checked the bid proposals submitted for Lot 1, to wit:


Name of Bidders	LOT	Total Amount of Bid	Form of Bid Security	Required Bid Security	Sufficient/Insufficient	Remarks
HI-TONE SECURITY AGENCY, INC.	1	991,955.64	Bid Securing Declaration		Sufficient	Technical and Financial Docs (Complying)
MARVELOUS SECURITY AND INVESTIGATION AGENCY	1	1,040,430.96	Bid Securing Declaration		Sufficient	Technical and Financial Docs (Complying)
LT. BLASZCZYK & PARTNERS SECURITY SERVICES CO LTD	1	1,049,338.00	Bid Securing Declaration		Sufficient	Technical and Financial Docs (Complying)

The bid opening was adjourned by 12:00 am by Dr. Ma. Jeany T. Postrado, BAC Chairperson.

Prepared by:


 JOHN REY J. PEREZ
 Head, BAC Secretariat

Certified Correct:


 MA. JEANY T. POSTRADO, Ed. D.
 Asst. Schools Division Superintendent
 BAC Chairperson



Republic of the Philippines
 Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON
 Capitol Compound, Sorsogon City



ATTENDANCE SHEET

Bid Opening

Date: April 22, 2019 – Time 11:00 Am

Project Title: PROVISION OF SECURITY SERVICES FOR 2019

PROJECT NO.: 19-04-001

BAC	Name	Position	Signature
1	MA. JEANY T. POSTRADO	Chairperson	<i>[Signature]</i>
2	FLORENCIO P. BERMUNDO	Vice Chairperson	<i>[Signature]</i>
3	ROLANDO F. EMBILE	Member	<i>[Signature]</i>
4	ATTY. NOEL EVAN	Member	<i>[Signature]</i>
5	JOMAR E. ENGUERRA	Member	<i>[Signature]</i>
BACS	Name	Position	Signature
1	JOHN REY J. PEREZ	Head, Sec	<i>[Signature]</i>
2	RODEL E. PANCHO	Member	<i>[Signature]</i>
3	ALBERT C. PEREZ	Member	<i>[Signature]</i>
End User	Name	Position	Signature
1			
2			
3			
Observer	Name	Organization/Position	Signature
1			
2			
3			
TWG	Name	Position	Signature
1	GILBERT APOSTOL	TWG - Goods	
Bidder	Name	Company/Position	Signature
1	<i>Rianita S. Almedilla</i>	<i>DC LTBS</i>	<i>[Signature]</i>
2	<i>Dominic Domsig</i>	<i>Inspector / LTBS AGENCY</i>	<i>[Signature]</i>
3	<i>JOSEITO R. DELGADO</i>	<i>MADRENS AGENCY</i>	<i>[Signature]</i>
4	<i>Charmac B. Argote</i>	<i>Hi-Tech Security Agency</i>	<i>[Signature]</i>
5			