



Republic of the Philippines  
Department of Environment and Natural Resources  
**ENVIRONMENTAL MANAGEMENT BUREAU**  
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**PRE-BID CONFERENCE**  
**MINUTES OF THE MEETING**

PPPDD Conference Room  
March 25, 2019, 9:00 AM – 2:00 PM

**I. Attendance**

**BAC Members**

Consolacion P. Crisostomo  
Atty. Carmelo R. Segui  
Ma. Fatima Anneglo R. Molina  
Marcelino Rivera

**BAC Provisional Members**

Luis Ortega  
Menard Mindoro

Solon Rativo

**BAC TWG Members**

Robert L. Co  
Nicanor Mendoza

**BAC Secretariat**

Nelly P. Barizo  
Ernald Hernandez  
Julie Ann T. Turqueza  
Jo-Ann V. Mindanao  
Ma. Thelma S. Capistrano  
Arniel Abellonar

**Prospective Bidder**

MASADA Security Agency, Inc.

**II. Call to Order**

The meeting was called to order at the above-cited time and date, as presided over by Bids and Awards Committee (BAC) Chairperson, Consolacion P. Crisostomo.

The agenda was approved as presented.

**III. Highlights of the Meeting**

**1. Pre-bid Conference for the following projects:**

- (a) **1 Lot Security Service for EMB Central Office, San Mateo, Rizal and Bataan Facilities from July 1, 2019 to December 31, 2019, ABC: Php 5,356,553.00, End-user: AFMD**

**Discussion:** The BAC Chairperson recognized the presence of the lone prospective bidder, MASADA Security Agency, Inc. represented by Ms. Anne A. Badenas.

For information and guidance of the body, the BAC Secretariat presented the house rules and regulations that governs the conduct of Pre-Bid Conference.

The following were the issues and concerns raised by the prospective bidder:

*Protect the environment... Protect life...*

ISSUES/CONCERNS	REPLY
<p>Financial Specifications:</p> <ul style="list-style-type: none"> <li>➤ Clarification on the documents to be presented as the Single Largest Completed Contract (SLCC) - (On-going and Perfected Contract.</li> </ul>	<p>The BAC Secretariat clarified that the documents to be attached as SLCC is the signed and notarized contract while on the on-going projects are the Notice of Award.</p>
<p>Technical Specifications:</p> <ul style="list-style-type: none"> <li>➤ Are the additional requirements as stated in page 72 of Bidding Documents be all attached?</li> <li>➤ Clarification on the rate of Administrative Fee (DOLE DO NO. 150-16 or the GPPB Non-Policy Opinion No. 117-2016).</li> <li>➤ SSS New Premium Rates to be effective on April 1, 2019.</li> </ul>	<ul style="list-style-type: none"> <li>➤ The Committee stated it should be attached.</li> <li>➤ The Committee clarified that the GPPB Non-policy opinion of 10% Administrative Fee shall be observed considering its basis is a jurisprudence decided by the Supreme Court. However, in this particular project considering that the 20% Admin Fee is already included in the ABC the prospective bidder should comply with the 20%.</li> <li>➤ The Committee stated that the bidder should comply with the new rates of the Social Security Service.</li> </ul>

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**Action Taken:** The Committee informed the prospective bidder that a Supplemental Bid Bulletin shall be issued.

The BAC Secretariat reminded the prospective bidder that the date of Bid Opening is on April 8, 2019. The BAC Secretariat will only receive bidding documents until 9:00 AM on April 8, 2019.


**3. Adjournment**

Having no more matters for discussion, the meeting was adjourned at 2:00 pm.


Prepared by:

  
**JULIE ANN T. TURQUEZA**  
Member, BAC Secretariat

Noted by:

  
**NELLY P. BARIZO**  
Head, BAC-Secretariat

Approved by:

  
**CONSOLACION P. CRISOSTOMO**  
Chairperson, Bids and Awards Committee