

**Republic of the Philippines
Department of Foreign Affairs
Bids and Awards Committee (BAC)**

MINUTES OF THE MEETING

Procurement Project: 2019 Security Services
Activity Conducted: Pre-Bid Conference
Date and Time: 15 May 2019; 10:00 A.M.
Venue: BAC Conference Room, 12th Floor, DFA Main Bldg.

I. ATTENDEES

BAC MEMBERS

Ms. Imelda M. Panolong	Chairperson
Ms. Grace Anne G. Bulos	BAC Member
Ms. Leslie C. Escosura- Bustamante	Alternate BAC Member
Mr. Rizza Sheila Cuarter	End-user Representative (ISU)

TWG MEMBERS

Ms. Grace C. Fernandez	Member
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BAC SECRETARIAT

Mr. Teddy Edmund T. Pavon	Head
Mr. Linoernbar D. Blanco	Member
Ms. Micaella J. Tobias	Member

BIDDER/S

Mr. Warren Lee Dagupon	NC Lanting
Mr. Regino S. Orteza	NC Lanting
Mr. Jade Mabilog	NC Lanting
Mr. Alejandro P. Dellula	Care Best Int'l., Security Service, Inc.

II. CALL TO ORDER

The meeting was called to order at 10:28 a.m. upon confirmation of a quorum by the BAC Secretariat.

III. POINTS DISCUSSED / ACTIONS TAKEN

- The Chairperson introduced the attendees and two (2) potential bidders namely, NC Lanting and Care Best Int'l., Security Service Inc.
- The Committee went through the Terms of Reference (ToR) for the Procurement of 2019 Security Services with an Approved Budget for the Contract of eighty-two million four hundred seventy-eight thousand two hundred seventy-six pesos and ninety-two centavos (PhP 82,478,276.92) only.
- The bidder namely, NC Lanting asked for consideration to reevaluate the Approved Budget of Contract (ABC) due to the increase of personnel, wage and SSS contribution.
- The Committee informed the bidder that the end-user will evaluate their queries on whether they will adjust the number of personnel or there will be changes on the ABC. The appropriate actions shall be made upon the evaluation of the end-user
- NC Lanting asked for clarification if Sole Proprietorship businesses will be required to submit a Secretary's Certificate. The Committee clarified that a Special Power of Attorney (SPA) will suffice for Sole Proprietorship businesses.
- The schedule of activities will be as follows:
 - a. Submission and Receipt of Bids – 28 May 2019, 12:00 noon
 - b. Bid Opening – 28 May 2019, 2:00 p.m.
 - c. Post-Qualification – 30 May 2019, 10:00 a.m.

IV. ADJOURNMENT

There having been no other remaining matters to be discussed, the Chairperson thanked everyone and adjourned the meeting at 11:34 a.m.

Minutes taker: **Ms. Micaella J. Tobias**
BAC Secretariat Member

Noted by: **Mr. Teddy Edmund T. Pavon**
BAC Secretariat Head