



# Santa Maria

WATER DISTRICT

## MINUTES OF THE PRE-BID CONFERENCE

**PROJECT: "SUPPLY OF SECURITY SERVICES IN VARIOUS SMWD OFFICES FOR A PERIOD OF ONE (1) YEAR".**

**Venue: SMWD Operation Department's Office, Farmacia Emilia, J.P. Rizal St., Poblacion, Santa Maria, Bulacan**

**Date & Time: January 6, 2021 at 10:00 A.M.**

### ATTENDEES:

#### 1. BAC MEMBERS:

Ms. MARIA LEONORA S. ROMARATE - CHAIRMAN  
ENGR. GERSON L. FRANCISCO - ADMIN  
Ms. MARY DIANA S. DELA CRUZ - CPA - LEGAL  
ENGR. EDGARDO E. DELA TORRE, JR. - TECHNICAL

#### 2. BAC SECRETARIAT:

Ms. MARICHU Y. FERRER  
Ms. CHARITO S. FERNANDO

#### 3. PROSPECTIVE BIDDERS:

Mr. LEO ABRERA – Omnichron Security Agency, Inc.  
Mr. MARJORIS NOGRALES - Yourguard Security & Investigation Agency, Inc.

The Pre-Bid started at 10:15 in the morning. The BAC Chairman started the conference by mentioning the name of the project which is "Supply of Security Services in Various SMWD Offices for a Period of One (1) Year". The BAC Chairman acknowledged the presence of the prospective bidders.

Before the meeting starts, Ma'am Malou Romarate, BAC Chairman introduced herself as well as the Bids and Awards Committee (BAC) Members and BAC Secretariat. The BAC Chairman stated that this Pre-bid conference is more on clarifying matters about the project and bidding documents. The Chairman assumed bidding documents have already been read by the prospective bidders.

### QUERIES AND CLARIFICATIONS:

The Chairman asked the prospective bidders if they have any queries or clarifications about the bidding documents. Mr. Leo Abrera from Omnichron Security Agency, Inc. asked if there are changes so far. The Chairman said, there is no major changes except for the number of guards that will be needed. The Chairman asked Mr. Marjoris Nograles, one of the bidders from Yourguard Security & Investigation Agency, Inc. agency if he had read the bidding docs and to raise his questions if there is any.

The Chairman started with the random since there are no questions being raised. The Chairman started discussing about the ABC which has a total of 2,713,200, this covers the eight (8) guards from the three (3) office locations, these are (1) SMWD Main Office (2) Farmacia Emilia & (3) Admin Office.

The Chairman explained that out of the eight (8) guards, six (6) of them will report on duty by 7 days, two (2) will have a six (6) days contract rendering 12 hrs. In the absence of one, there should always be a reliever and always inform the office prior to the event. The Chairman also said that all conditions

*Malou Romarate*  
*mferrera*  
*W*  
*+*



# Santa Maria

WATER DISTRICT

required can be found in the Terms of Reference (TOR) including the qualifications needed. There will be no problem regarding the wage increase as mentioned by the Chairman whenever the DOLE will issue guidelines about this. The bidders were reminded to strictly comply with the legal documents included in the lists like license to operate issued by the PNP, Certification from PNP-SOSIA that the agency has no derogatory record etc. including the additional documents like Valid DOLE Registration, membership of the bidder, SSS and Philhealth. The Chairman said that annual contract should be followed.

Mr. Nograles stated that their DO174 has expired but they managed to renew last October prior to the expiration date, due to skeletal system in DOLE, no new contract has been released yet. The Chairman clarified that they could still use their old certification provided that proof of renewal will be attached in the documents to be submitted.


The BAC Chairman added that bidding docs should be in two (2) copies, one original and one copy. The BAC Secretariat will issue a bid supplement stating the number of copies to be submitted. The Chairman also required the attachment of Mayor's Permit when already processed this year, 50% of single largest contract or at least 50% of ABC within 5 years, audited financial statement submitted in the year 2018 and 2019 and the tax clearance. The Chairman said that the locations of the offices should be stated in the documents following the number of guards as stated above.

Mr. Nograles again asked the BAC if they could still call the office for further questions. The Chairman said that they will still entertain questions through call but they prefer writing in order to seal the letter not later than 5 days before the bid opening. The Chairman advised the bidders to read the bidding docs as early as possible so they could ask questions now. The Chairman clarified the typo error in the TOR article 3 stating the annual budget, it should be January – December 2021. The Chairman added that after the awarding, list of tasks will be given to the guards already. The BAC Secretariat also reminded the bidders that submission of bid docs will be on January 18, 2021 not later than 10am and Official receipt should be attached in the docs otherwise it will not be accepted.


The BAC Chairman asked if there are still other queries they would like to discuss, and there are no other queries, the Pre-bid conference was put to a close at 10:35AM.

*"The minutes of the pre-bid conference shall be prepared not later than five (5) calendar days after the pre-bid conference, and shall be made available to a prospective bidder not later than five (5) days upon written request of the bidder".*

**Prepared by:**

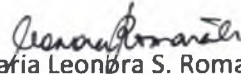
  
Mariolu Y. Ferrer  
BAC Secretariat-Assistant

**Attested by:**

  
Engr. Gerson L. Francisco  
BAC Member-Admin

  
Engr. Edgardo E. Dela Torre, Jr. 11 Jan 2021  
BAC Member-Technical

  
Mary Diana S. Dela Cruz, CPA  
BAC Member-Legal

  
Maria Leonora S. Romarate  
BAC Chairman