



Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY
Villa de Bacolor, Pampanga

PRE-BID CONFERENCE

PROCUREMENT OF SECURITY SERVICES (REBIDDING)

ABC: P 3,100,000.00

MINUTES OF THE MEETING

October 22, 2020

BAC Office, University Food Center

Present:

| | |
|------------------------|---|
| VP Ranie B. Canlas | Chairman, BAC (Goods and Services) |
| VP Reden M. Hernandez | Vice-Chair, BAC (Goods & Services) |
| VP Reynaldo C. Nicdao | Member, BAC (Goods & Services) |
| Mr. Luisito B. Reyes | Member, BAC (Goods & Services) |
| Dr. Robin B. Dimla | Member, BAC (Goods & Services) |
| Mr. Joel C. Soto | Provisional Member, BAC (Goods & Services) |
| Ar. Alvin C. Abata | EUUR |
| Mr. Antonio B. Mercado | Head, BAC Secretariat (Goods and Services) |
| Dr. Juris C. Ponio | Member, BAC Secretariat (Goods and Services) |
| Ms. Rose Ann dela Cruz | Representative, Bestguards Security Services... |
| Mr. Dino Gumapos | Representative, Glocke Security Services, Inc. |

On Official Business/Absent:

| | |
|------------------------------|-------------|
| Mr. Juancho B. Honrade | Head, TWG |
| Mr. Mithridates T. Delos Ama | Member, TWG |

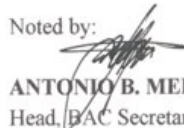
1. The conference was called to order at **10:00 a.m.** via Zoom, presided by the BAC Chairman and a quorum was determined by the Head, BAC Secretariat.
2. As confirmed by the Head, BAC Secretariat, one (1) supplier purchased bidding documents: St. Moritz Security Agency and Allied Services.
3. The BAC Chairman acknowledged the presence of the representatives of the prospective bidders: Bestguards Security Services Philippines, Inc. and Glocke Security Services, Inc.
4. The BAC Chair reminded BAC members that the purpose of conducting the Pre-Bid Conference is to discuss the nature of the project, technical specifications and other concerns that may arise during the procurement.
5. During the meeting, the following were raised by the representatives and were duly addressed by the Committee:
 - a. The format of the bidding forms (bid form, omnibus sworn statement, contract agreement, bid securing declaration) in the fifth edition of the Philippine Bidding Documents will still be adopted for the procurement of the above project. Copies of such will be sent via email upon request.
 - b. Under *Section II. Instruction to Bidders*, No. 15 (Sealing and Marking of Bids), the procuring entity will be requesting **one (1) original and four (4) additional copies** of the first and second components of the bid (as agreed upon during the Pre-Bid Conference).
 - c. Under *Section VII. Technical Specifications - Terms of Reference*, 3.1 a. Scope of Services – “The Security Agency must be duly licensed, registered, a member of PADPAO with proper operating permits...” The mentioned operating permit shall refer to the **License to Operate (LTO)** of the Security Agency issued by the Philippine National Police (PNP) – Supervisory Office for Security and Investigation Agencies (SOSIA).

- d. Under **Statement of All On-Going and Completed Contracts**, a summary will be accepted during opening. However, during bid evaluation and post qualification, attachments of those indicated in the summary will be checked.
6. The following were also discussed by the BAC Chairman and BAC members:
- a. Dropping of Bids will be at the Bids and Awards Committee Office, 2nd Floor University Food Center (UFC), DHVSU Main Campus, Bacolor, Pampanga. As a precautionary measure and to give time for disinfection of the submitted bids, submission at least two (2) days before the opening is encouraged.
 - b. **Opening of Bids** will be on **November 5, 2020 at 10:00 AM** and proceedings will be streamed via Zoom. Meeting link will be sent to the official email address provided by the participating bidders. However, non-bidders who wish to observe during the opening may send a written request to the procuring entity thru email- DHVTSUBACSECRETARIAT@gmail.com
 - c. Bidders at any time shall strictly follow the **University's standard health and safety protocol** as set forth by the National Government thru IATF against Covid-19.
7. A supplemental bid bulletin will be issued regarding the amendment and clarifications in the bidding documents
8. The Minutes of the Pre-Bid Conference will be posted on DHVSU website for transparency purposes.
9. There being no more matters to discuss, the meeting was adjourned at 11:20 am.


Prepared by:


JURIS C. PONIO, Ph.D.
Member, BAC Secretariat

Noted by:


ANTONIO B. MERCADO
Head, BAC Secretariat

Attested by:


RANIE B. CANLAS, MSCpE
Chairman, BAC (Goods and Services)