



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

PRE-BID CONFERENCE

**Procurement of Security Services (Main Campus)**

**ABC: P 10,000,000.00**

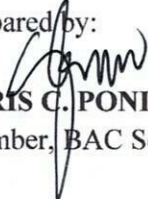
MINUTES OF THE MEETING  
August 27, 2024  
BAC Office, University Food Center

Name	Sex	Designation
<b>Present:</b>		
Dr. Ranie B. Canlas	Male	Chair, BAC (Goods & Services)
Mr. Joel D. Canlas	Male	Member, BAC (Goods and Services)
Mr. Banjo P. Samson	Male	Head, BAC Secretariat
Dr. Juris C. Ponio	Female	Member, BAC Secretariat
Ms. Excel C. Pangilinan	Female	Market Supervisor, BAC Secretariat
<b>Online:</b>		
VP Reden M. Hernandez	Male	Vice-Chair, BAC (Goods & Services)
Mr. Luisito B. Reyes	Male	Member, BAC (Goods and Services)
Dr. Robin B. Dimla	Male	Member, BAC (Goods and Services)
Dr. Eddiebal P. Layco	Male	Provisional Member, BAC (Goods & Services)
Engr. Rowel D. Waje	Male	Alternate Member, BAC (Goods and Services)
Ms. Anna C. Dayrit	Female	Provisional Member / EUUR
Ms. Gesille Ramos	Female	Representative, Urduja Security Services, Inc.
Mr. Leonardo Polido	Male	Representative, Alert Security and Investigation Agency, Inc.
Ms. Ricamille Datu	Female	Representative, St. Moritz Security Agency, Inc.
Mr. Dennis Mescallado	Male	Representative, Aremos Security and Investigation Agency
Ms. Reynalene Naboa	Female	Representative, Glocke Security Agency
Ms. Dianne Reyes	Female	Representative, Momentum Security Agency
Mr. Arnel Orabao	Male	Representative, APL Security Services Corporation
<b>On Official Business / Work from Home / Absent:</b>		
Mr. Niño P. Milambilin	Male	Head, TWG
Mr. Mithridates T. Delos Ama	Male	Member, TWG

1. The conference was called to order at **10:00 a.m.** via Zoom, presided by the BAC Chair and a quorum was determined by the Head, BAC Secretariat.
2. As confirmed by the Head, BAC Secretariat, as of to date, no supplier has purchased bid documents.
3. The BAC Chair acknowledged the presence of the representatives of Urduja Security Services, Inc., Alert Security and Investigation Agency, Inc., St. Moritz Security Agency, Inc., Aremos Security and Investigation Agency, Glocke Security Agency, Momentum Security Agency, and APL Security Services Corporation but there are seventeen (17) companies in the Document Request List (DRL) of PhilGEPS.
4. The following concerns were raised and addressed during the meeting.
  - a. 20% administration cost is mandated by regulatory agency, DOLE.
  - b. Requirement of 30 security guards, reliever not included
  - c. No overtime, with 3 shifts
  - d. All holidays are included in the computation
  - e. Night differential inclusive hours are from 6pm to 6am
  - f. Retirement benefit, not considered

5. A supplemental / bid bulletin will be issued to address the correction in the date of the Opening of Bids. Only items addressed in the supplemental bid bulletin will become integral part of the bidding documents.
6. The following were also discussed by the BAC Chair and BAC members:
  - a. The format for 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. It is also advisable that documents be arranged and organized, preferably with tabs/separators.
  - c. Dropping of Bids will be at the Bids and Awards Committee Office, 2<sup>nd</sup> 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. However, bids can still be accepted until September 10, 2024, at 09:59 AM.
  - d. Online/electronic submission of bids is not yet permissible.
  - e. Opening of Bids will be on September 10, 2024 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 – bac@dhvsu.edu.ph.
7. The minutes of the Pre-Bid Conference will be posted on DHVSU website for transparency purposes.
8. There being no more matters to discuss, the meeting was adjourned at 10:45 a.m.


Prepared by:

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

Noted by:

  
**BANJO P. SAMSON**  
Head, BAC Secretariat

Attested by:

  
**RANIE B. CANLAS, DIT**  
Chair, BAC (Goods and Services)