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Republic of the Philippines  
**CAMARINES NORTE STATE COLLEGE**

F. Pimentel Ave., Brgy. 2, Daet, Camarines Norte, 4600 Philippines

**BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES**

**MINUTES OF THE MEETING  
PRE-BID CONFERENCE**

July 25, 2019

OVPAA

9:00A.M.

**Name of Project to be bid:** Supply of Security Services

**Approved Budget for the Contract:** P6,160,736.40

**Time Started:** 9:15 A.M

**Present were:**

**BAC Members:**

1. Dr. Rosalie A. Almdarones
2. Engr. Aser Dino-BAC Vice-Chairperson
3. Dr. Ma. Cristina Azuelo-BAC Member
4. Ms. Irine Andaya-BAC Member

**Absent:** Mrs. Nida T. Pimentel

**Technical Working Group:**

1. Mr. Jefferson T. Dacer
2. Mr. Joseph Rubio
3. Mr. Fermin Gaurino

**End-user:** 1. Engr. Junil Salmorin

**BAC Secretariat:** Evangeline L. Sarion  
Arsenio Gem A. Garcillanosa  
Marilyn Ferrer  
Jonel Diaz

**Observer:** Mr. Fermin Orong – from Volunteers Against Crime and Corruption

**Prospective Bidders:**

1. Ms. Geraldine Lastrella – from Jericho Security
2. Ms. Janine Miranda – from Jericho Security
3. Mr. Andres Arcilla – from Speech Power Security Agency
4. Mr. Rommel Bernal – from CBISSI

**Proceedings:**

**Call to Order :**

The BAC-Chairperson, Dr. Rosalie A. Almdarones called the meeting to order at exactly 9:15 in the morning. The meeting started with a short prayer led by Ms. Irine Andaya.

**Attendance and Quorum:**

The Head of the BAC Secretariat called the attendance and introduced each member and reported that out of five regular members from the BAC there was one absent, thus a quorum was declared.

## **Announcement of the Invitation Sent to Observer**

The BAC-Chairperson said that the BAC invited three (3) observers, from the Commission on Audit, the Philippine Chinese Chamber of Commerce and Volunteers Against Crime and Corruption, however, only the representative from Volunteer Against Crime and Corruption responded on the said invitation. She said that the invitation is in accordance with Sec, 13 of IRR of RA 9184.

## **Title of the Project to be Bid:**

Dr. Almadrones, announced the title of the project to be bid is Supply of Security Services and with an approved budget of Six Million One Hundred Sixty Thousand Seven Hundred Thirty Six and 40/100 Pesos (P6,160,736.40) chargeable from the 2019 General Fund.

## **Purpose of the Pre-Bid Conference:**

Dr. Almadrones said that the pre-bid conference was held twelve days before the opening of bid and called to discuss, clarify, among other things, the eligibility requirement, terms and conditions, and specifications stipulated in the Bidding Documents. It is in accordance with Sec. 22 of the IRR of R.A. 9184. She said that bidder's attendance is not mandatory, but they are encouraged to attend to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the bidder will in no way prejudice its bid; however, the bidder is expected to know the changes and/or amendment to the Bidding Document as recorded in the minutes of the pre-bid conference and the Supplemental Bid Bulletin. The BAC -Chair also said that the minutes of the pre-bid conference shall be made available to prospective bidders not later than five (5) days upon written request and with a minimal fee. She also announced that the CNSC is implementing the cash basis payment and the project should be completed within the given time.

## **Reading of the Quality Policy:**

Dr. Ma. Cristina Azuelo as requested by the BAC-Chair read the CNSC Quality Policy for our external provider to be aware of our commitments.

## **Reading of the Bid Data Sheet and Instruction on the Correct Packaging:**

Dr. Almadrones requested Engr. Aser Dino to read all the instructions stated in the Bid Data Sheet and Ms. Andaya for the presentation of the Instructions on the correct packaging and labelling of the documents. Engr. Dino read all the different clauses and instructions on the Bid Data Sheet as posted in the PHILGEPS. After reading the Bid Data Sheet, Ms. Andaya presented and showed the sample envelopes on how to package correctly the bid documents. She said that the bidder must submit two separate envelopes, and inside the two envelopes are another five envelopes, which contains the eligibility, technical and financial documents. On the first envelope which contains five envelopes are the eligibility and technical documents and on the other envelopes which also contains five envelopes are the financial documents. She further emphasized that it should be properly labelled, consecutively numbered and with original signature of the bidder or his/her authorized representative on the lower right portion of the documents. She said that all the envelopes should be properly labelled, sealed and signed. She also reminded that the authorized representative should present an authorization letter together with identification card before they will be allowed to witness the bidding process.

## **Additional Instructions**

The BAC-Chairperson read additional instructions stated in the IRR of 9184. She said that under ITB Clause No. 5.4, the bidder must have a Statement of Single Largest Contract Similar to the Project to be bid or at least fifty percent (50%) of the approved budget for the contract. She said that the BAC will disqualify bidders in the future bid if they found out that the bidder tend to defeat the purpose of competitive bidding on different grounds, habitually withdrawing bids, submitting late bids, insufficient bid and allowing other names for purpose of public bidding.

## **Presentation of the Terms of Reference**

Engr. Junil Salmorin, end-user representative and Mr. Joseph Rubio, a TWG member presented the terms of reference of the above stated project. Engr. Salmorin presented also the Schedule of Requirements. He said that right after the meeting the prospective bidders can make the ocular inspection in the Main Campus, Abano Campus and Mercedes campus. The BAC and the end user representative also agreed that the ocular inspection for the Labo, Jose Panganiban and Entienza campus will be conducted on Monday, July 29, 2019. The end-user will accompany the prospective bidders. He said that the CNSC vehicle will be used in the conduct of ocular inspection. He further said that they will depart at exactly 7:30 in the morning on Monday.

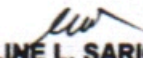
## **Point of Clarification**

A bidder from CBISSI, asked if those instructions read were all included in the Instructions to Bidders. Dr. Almadrones said that all of the said instructions were in the Instructions to Bidders and the Bid Data Sheet. Another question was raised from a bidder, asking what rate are they going to use? The DOLE or the PADPAO rate. Mr. Jefferson Dacer, a TWG member said that the ABC given was computed based on the current rate including all the mandatory deductions to be deducted from the guards.

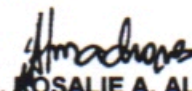
Dr. Almadrones asked the prospective bidders if there were other clarifications, hearing none, Dr. Azuelo moved for the adjournment of the meeting, seconded by Ms. Irine Andaya.

The meeting adjourned at exactly 10:30 in the morning..

Prepared by:

  
**EVANGELINE L. SARION**  
Head, Bac Secretariat for Goods and Services

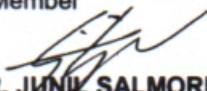
NOTED:

  
**DR. ROSALIE A. ALMADRONES**  
BAC-Chairperson

  
**ENGR. ASER N. DINO**  
BAC-Vice Chairperson

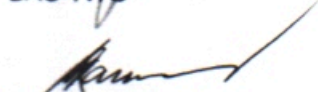
  
**DR. MARIA CRISTINA C. AZUELO**  
BAC Member

**MS. IRINE E. ANDAYA**  
BAC Member

  
**ENGR. JUNIL SALMORIN**  
BAC-Provisional Member (end-user representative)

**JEFFERSON T. DACER, CPA**  
BAC-TWG

  
**JOSEPH RUBIO**  
BAC-TWG

  
**FERMIN GAURINO**  
BAC-TWG

