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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

September 4, 2020

Main Library

10:30A.M.

Name of Project to be bid: Supply of Security Services for the Six (6) Campuses of the College (2nd posting)

Approved Budget for the Contract: P6,520,000.00

Time Started: 10:30 A.M

Present were:

BAC Members:

1. Dr. Rosalie A. Almadrones-BAC Chairperson
2. Engr. Asor Dino-BAC Vice-Chairperson
3. Dr. Ma. Cristina Azuelo-BAC Member
4. Ms. Inna Andaya-BAC Member
5. Ms. Lea Fulgueras - BAC Member

Technical Working Group:

1. Mr. Jefferson T. Dacer
2. Mr. Fermin Gaerino
3. Dr. Pimeh C. Tolentino
4. Mr. Joseph Rubio

End-user: 1. Engr. Junil Salmorin

BAC Secretariat: Evangeline L. Sarion
Marilyn Ferrer

Observer: Mr. Fermin Orang – from Volunteer Against Crime and Corruption
Ms. Ma Concorde – from Volunteer Against Crime and Corruption
Mr. Jestoni Rafer – from Volunteer Against Crime and Corruption

Prospective Bidders:

1. Ms. Mary Ann Buiza – from Jericho Security Agency
2. Mr. Adrian Smith Lovido – from Jericho Security Agency
3. Mr. Joel Sibayan – from CB/SSI
4. Ms. Nenet Vasquez – from CB/SSI

Proceedings:

Call to Order:

The BAC-Chairperson, Dr. Rosalie A. Almadrones called the meeting to order at exactly 10:30 in the morning. The meeting started with a short prayer led by Ms Lea Fulgueras.

Attendance and Quorum:

The Head of the BAC Secretariat called the attendance and introduced each member and reported that all the five regular members were present, 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 three representatives from Volunteers 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 that the title of the project to be bid is Supply of Security Services and with an approved budget of Six Million Five Hundred Twenty Thousand Pesos (P6,520,000.00) chargeable from the 2020 General and Income 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. Rosalie A. Almadrones requested Engr. Aser Dino to read all the instructions stated in the Bid Data Sheet and Ms. Lea Fulgueras for the presentation of the Instructions on the correct packaging and labeling 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. Lea Fulgueras 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 folders, which contains the eligibility, technical and financial documents. On the first envelope which contains five folders are the eligibility and technical documents and on the other envelope which also contains five folders 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, presented the terms of reference and the schedule of requirements of the above stated project. On the schedule of requirements, he said that since the prospective bidders were the same, they can use the previous ocular inspection conducted as required in the schedule of requirements to be attached.

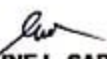
Point of Clarifications/Discussions

Ms. Nenet Vasquez, a representative of CBISSI, requested if the number of copies of the documents can be reduced. Dr. Almadrones said that since it is a requirement, the number of copies of the documents is still the same.

Dr. Almadrones asked the prospective bidders if there were other clarifications, hearing none, Dr. Azuelo moved for the adjournment of the meeting, seconded by Engr. Aser Dino..

The meeting adjourned at exactly 11:10 in the morning.

Prepared by:


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

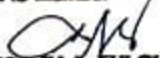
NOTED:



DR. ROSALIE A. ALMADRONES
BAC-Chairperson


ENGR. ASER N. DINO
BAC-Vice Chairperson


DR. MARIA CRISTINA C. AZUELO
BAC Member


MS. JOYCE E. ANDAYA
BAC Member


MS. LEA L. FULGUERAS
BAC Member


ENGR. JHONEL SALMORON
BAC-Provisional Member (end-user representative)


JEFFERSON T. DACER, CPA
BAC-TWG


FERNAN GAURINO
BAC-TWG

DR. PIMEH C. TOLENTINO
BAC-TWG

MR. JOSEPH E. RUBIO
BAC-TWG