



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
cvsu.edu.ph

MINUTES OF THE PRE-BIDDING CONFERENCE
12-MONTH CONTRACT FOR SECURITY SERVICES FOR MAIN AND SATELLITE CAMPUSES

Present were:

Lolita G. Herrera	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Roderick M. Rupido	- Member
Susan G. Tan	- TWG Chair, Security, Janitorial and Consulting Services
Renato B. Cubilla	- TWG Member, Security, Janitorial and Consulting Services
Arvi Moreno	- Representative, Commander Security
Rolando A. Gutierrez	- Representative, PACEER Security
Alan Rojo	- Representative, Stateguard De Corp
Leonel Dueñas	- Representative, Lt. Blaszczyk Security Agency
Beato Madrigal	- Representative, Rising Sun Security
Peter Villacampa	- Representative, Bright Force Security Agency
Marijul L. Quintana	- Representative, Advanced Remote Managed Security Services Inc.
Larry Vidal	- Representative, Keen Eye Security Services
Romulo L. Gomez	- End-User, UCSS
Laarni A. Rom	- End-User, UCSS
Roselyn M. Maranan	- Chair, Secretariat
Erla F. Matel	- Member, BAC Secretariat
Chester Jade E. Mojica	- Procurement Staff

The pre-bidding conference for the 12-MONTH CONTRACT FOR SECURITY SERVICES FOR MAIN AND SATELLITE CAMPUSES held at International House II was called to order at 11:00AM on March 15, 2023, and was presided over by the BAC Chair, Ms. Lolita G. Herrera. The Chair acknowledged the presence of eight (8) representative of the prospective bidders.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-User. No COA and private sector representatives attended the meeting.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is Thirty-One Million Four Hundred Fourteen Thousand Two Pesos and 20/100 (₱ 31,414,002.20).
2. The source of funds for the project is CvSU GAA and Fund 164.
3. The general requirements and technical specifications were presented.

B. Queries /Agreements:

1. One of the prospective bidder inquired about ratio of firearms to be deployed to the number of guards and if they need to provide vault / storage for the excess firearms.
2. RL Gomez, the end-user, explained that the distribution of firearms depends on the number of guards on day shift duty.
3. SG Tan, TWG, added that it is responsibility of the agency to provide vault for the excess firearms and that winning bidder may do a security survey, evaluate the existing guard deployment and make recommendations thereof.
4. One of the prospective bidder asked for the percentage of admin fee in compliance with EO150-16.

5. BAC Chair responded that it depends on the bid offer of the supplier as long as it is allowable by the law.
6. Another bidder commented that on RA 11917 agency fee should not be less than 20%.
7. SG Tan said that RA 11917 has no IRR yet hence it is not fixed to 20%
8. All bidders agreed on the 20% agency fee.
9. Bidder also asked if they need to attach the Notice of Award, NTP and the contract on SLCC or just the matrix.
10. BAC Chair responded that matrix only will be accepted.
11. Another bidder raised a question on the format to be followed on the submission of the Technical documents.
12. BAC Chair informed them that all forms are standard forms and are downloadable from the GPPB portal.
13. SG Tan reminded bidders who partner with an accredited training center to submit proof that the partnership has existed for at least the last three (3) years.
14. Bidder inquired on the possible start date of the contract.
15. BAC Chair stated that exact date cannot be determined yet since we need to seek the approval of the Board of Regents first due to its contract price.
16. BAC Chair also reiterated that any changes to the technical specifications will be posted as bid bulletin.

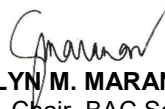
C. Other Matters:

1. The BAC is requesting prospective bidders to submit three (3) sets of bidding documents for simultaneous opening and evaluation of the BAC members and TWG.
2. Bid documents should be packaged well and should contain “dog tags” for easy scanning of all the BAC members.
3. Payment of bidding documents is required before the submission of bids. The deadline for bid submission is on March 29, 2023, at 8:00 am, late bids will not be accepted.
4. The face-to-face bid opening will be held on March 29, 2023, at 11:00 am at CvSU Hostel Tropicana.
5. Bid submission through the courier system is also allowed. However, the bid documents must be received by the BAC before the deadline for the submission of bids.
6. For the payment of bid documents, the prospective bidders are requested to coordinate with the BAC Secretariat. Online payment through Landbank Link.Biz is accepted.
7. For those who are interested to attend the face-to-face bid opening, prospective bidders are advised to send one (1) representative only per company. The University is implementing a health protocol to observe following the IATF guidelines, thus, bringing of COVID-19 Vaccination Card/ Certificate is a must upon entry into the University, and wearing face masks and social distancing must be observed at all times during the bid conference.

Since there are no queries from the bidders and the BAC members, and there are no other matters to be discussed, the pre-bid conference was adjourned by the BAC Chair at 11:30 am.

Prepared by:


ERLA F. MATEL
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Attested By:


LOLITA G. HERRERA
Chair, BAC for Goods and Consulting Services