



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino De las Alas Campus
Indang, Cavite
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BIDS AND AWARDS COMMITTEE
Goods and Consulting Services

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

Present were:

Almira G. Magcawas	- Chair, BAC for Goods and Consulting Services
Bettina Joyce P. Ilagan	- Vice Chair
Roderick M. Rupido	- Member
Sharon M. Isip	- Member
Susan G. Tan	- TWG Chair, Security, Janitorial and Consulting Services
Renato B. Cubilla	- TWG Member, Security, Janitorial and Consulting Services
Raemel A. Esteban	- TWG Member, Security, Janitorial and Consulting Services
Regina V. Pamis	- Superb Security
Joefferon D. Padasas	- Vigilant Security
Ricardo E. Madcoa	- Vigilant Security
Christine Ann Genir	- ARMSS
Jacquelyn Natividad	- ARMSS
April Rose Lubiano	- IGSAC
Ryan C. Kigolis	- KM Seashore Security Agency
Rafael Contemplacion	- PACEER
Marian Ramos	- PACEER
Gerry B. Fedilo	- King Archers Security Agency Inc.
Edgar Pagpaguitan	- Achievers Security Agency Phil.
Joselino dela Cruz	- Crossline Security Agency Inc.
Philip Vendiola	- ITAWES Security Proactive Agency
Matrix Buenaventura	- Grand Meritus Security Agency
Grace Rosario	- Ex-Bataan Veterans Sec
Roy Silva	- St. Vantinian Security
Romulo L. Gomez	- End-User, UCSS
Laarni A. Rom	- End User, UCSS
Roselyn M. Maranan	- Chair, BAC Secretariat
Al Eugene L Torres	- Member, BAC Secretariat
Alma Veronica Ramos	- Member, BAC Secretariat
Shirley G. Aldea	- Member, BAC Secretariat

The face-to-face pre-bidding conference for the 12-MONTH CONTRACT FOR SECURITY SERVICES FOR MAIN AND SATELLITE CAMPUSES held at Conference Room, 1st Floor, interdisciplinary Research Building, Cavite State University, Indang, Cavite on August 22, 2024, was called to order at 3:00 p.m. and was presided over by the BAC Chair, Almira G. Magcawas.

The Chair introduced the BAC Members, members of the Technical Working Group, members of the BAC Secretariat, and the End-User. The Chair also acknowledged the presence of representatives from the thirteen (13) prospective bidders. COA and private sector representatives were invited but no one attended the pre-bidding conference.

A. The Chair emphasized and clarified the following:

1. The ABC of the project is Thirty-Four Million One Hundred Ninety-One Thousand Two Hundred Sixty-Two Pesos and 44/100 (₱34,191,262.44).
2. The sources of funds for the project are Fund 164 and Fund 101.
3. For the interest of time and as per understanding of the BAC that the prospective bidders already reviewed the specifications of the equipment before attending the pre-bid conference, the BAC Chair already proceed to entertain the questions and clarifications from the prospective bidders.

B. Queries/ Clarifications from the prospective bidders:

1. One of the prospective bidders inquired about the qualification that the security guard must be at least college-level. The TWG chair clarified that it is a requirement by the university so that they can be English conversant since there are foreign students enrolled in the university. Also, college level doesn't mean college graduate. As long as they have taken up a semester in college, that can be considered college level.
2. A representative of one of the security agencies clarified that RA 5478 is already obsolete. The TWG Chair responded that it was just a typographical error, it should be RA 5487.
3. The BAC Chair emphasized the prospective bidders will be allowed to conduct physical security survey so that they can prepare the Security Plan which will be included in the Bid Documents.
4. A representative from one of the prospective bidders clarified about the evaluation of performance of security agency. After a thorough discussion, the BAC and TWG agreed that the agency will be subjected to a 12-month evaluation to be conducted on a quarterly basis.
5. A representative from one of the prospective bidders inquired about the rate to be used in the computation of the agency fee covering the administrative cost. After thorough discussion, everyone agreed to omit the phrase "based on the existing PADPAO rate" at item No. 1 and fixed the admin cost to 20% to avoid confusion.
6. The BAC Chair, TWG Chair and the prospective bidders agreed that that the current rate dated February 2024 will be used as the basis for the computation.

C. Agreements:

1. The project is on bid-all basis.
2. Security Plan is a requirement as an attachment to the bid document.
3. Other queries from the prospective bidders will be accepted until August 27, 2024.
4. All changes on the specification will be included in the posting of the bid bulletin on August 29, 2024.

5. All bids will be subjected to bid evaluation. The lowest calculated bid will be subjected to post-qualification.


D. 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 “ear tags” or “document tabs” 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 September 5, 2024, at 12:00 NN, late bids will not be accepted.
4. The face-to-face bid opening will be held on September 5, 2024, at 3:00 p.m. at Lasap Hall, Cavite State University, Indang, Cavite.
5. Bid submission through the courier system is also allowed. However, the bid documents must be received by the BAC before the deadline for 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 in attending 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, thus, wearing face masks and social distancing is encouraged during the bid conference.


Since there were no queries from the bidders and the BAC members, and there were no other matters to be discussed, the pre-bid conference was adjourned by the BAC Chair at 3:30 p.m.

Prepared by:



SHIRLEY G. ALDEA
Member, BAC Secretariat


ROSELYN M. MARANAN
Chair, BAC Secretariat

Noted by:


ROMULO L. GOMEZ
End-user

Attested By:


ALMIRA G. MAGCAWAS
Chair, BAC for Goods and Consulting Services