



Republic of the Philippines  
Bureau of Quarantine  
**BIDS AND AWARDS COMMITTEE**



**MINUTES OF PRE BID CONFERENCE**

**Procurement of Security Services for Cagayan de Oro, Davao, and General Santos BOQ Stations**

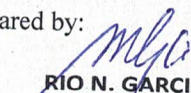
IB No. PB-2020-03


03 December /1:00PM/ PE Conference Room, BOQ

Present:

- |                               |                          |
|-------------------------------|--------------------------|
| 1. Dr. Carlos Dela Reyna, Jr. | BAC Chairperson          |
| 2. Ms. Irelyn Angel           | BAC Vice Chairperson     |
| 3. Mr. Ada Mesa               | BAC Member               |
| 4. Mr. Rio Garcia             | BAC Secretariat          |
| 5. Ms. Mary Grace de Jesus    | BAC Secretariat          |
| 6. Ms. Maryjane Malooy        | BAC Secretariat          |
| 7. Ms. Jenette Rentuma        | TWG Member               |
| 8. Ms. Jessel Bestudio        | Administrative Assistant |
| 9. Mr. Michael Stephen Namit  | Phil. Vetus              |

1. Meeting started at 1:25 PM.
2. Provisions of the Bidding Documents were discussed and clarified.
3. For the Bid Data Sheet and Schedule of Requirements, no amendments or revisions were proposed.
4. For the Technical Specifications:
  - The Certificate of Good Standing duly issued by the local Philippine Association of Detectives and Protection Agency Operators (PADPAO) Inc. shall be accepted
5. Others issues:
  - Bids submitted manually shall be in two copies, one original bid and one copy of the original bid.
  - Bid submitted electronically shall be only one copy
  - Manner of bid submission (if allowed to be submitted to the BOQ Davao or directly to BOQ Manila) shall be first resolved by the BAC before posting in the bid bulletin.
  - Administrative fee to be followed should be in accordance with DOLE guidelines.
  - Items with amount of zero (0) will be understood as given as free for the government. However, it was suggested that the words "To be offered for free" be indicated.
6. It was announced that above issues will be discussed with the End-users and Technical Working Group and changes or amendments to the Bidding Documents shall be reflected thru issuance of Bid Bulletins.
7. Having no other matters to be discussed, the Pre-Bid Conference was adjourned at 3:00 PM.

Prepared by:   
**RIO N. GARCIA**  
Head BAC Secretariat

Approved:   
**CARLOS B. DELA REYNA JR., MD, MDM**  
BAC Chairperson