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9 **Minutes of Pre-Bid Conference**

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11 **Procurement of Security Services for South Luzon Plants,**  
12 **Facilities and Installations**  
13 **(Project Reference No. 2021-PB-SS-SLPFI-050-03)**  
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15 **Present:**

16 **Bids and Awards Committee (BAC)**

17 Mr. Glenn B. Santos Chairperson  
18 Atty. Glenda Leah A. Caringal Vice-Chairperson  
19 Mr. Ronald V. Siquioco Member  
20 Mr. Edgar C. Cabrera Member

21 **Technical Working Group (TWG)**

22 Mr. Leonard E. Marquez Chairperson  
23 Mr. Julio Jerome C. Cosico Member  
24 Ms. Mea May D. Mangulian Member

25 **BAC Secretariat**

26 Mr. Rommel R. Oira Head  
27 Ms. Maria Anna R. Dela Cruz Member  
28 Ms. Annaliza C. Lopez-Cruz Member  
29 Ms. Mary Grace E. Catarin Member  
30 Ms. Aya N. Jacildo Member

31 **Bidders**

32 Ms. Rosario Buenaobra-Lipata Grand Meritus Security Agency, Inc.  
33 Ms. Crisanta B. Dela Cruz Securiforce Security Services, Inc.  
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35 The pre-bid conference for the above project, held via ZOOM Cloud Meetings APP,  
36 was called to order at 10:31 AM on 16 December 2021, and was presided by the BAC  
37 Chairperson, Mr. Glenn B. Santos.  
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39 **1. Business Matters:**

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41 The BAC Chairperson acknowledged the presence of the members of the BAC,  
42 TWG and representatives of the Bidders and instructed the BAC Secretariat to do a  
43 roll call of all the attendees.  
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45 The BAC Secretariat informed the BAC Chairperson that the BAC has a quorum.  
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47 The BAC Secretariat informed the BAC that observers were invited but stated  
48 that though invited, no observers attended the pre-bid conference, which the  
49 Chairperson acknowledged.  
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51 The BAC then proceeded with the pre-bid conference.

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**2. Presentation of the Bidding Document and Clarification from the Bidder**

The TWG presented and discussed the Bidding Documents.

The BAC Chairperson then asked each representative of the Bidders for any questions or clarification to which no bidder responded.

The BAC asked the TWG for any reminders to the bidders.

The TWG Chairperson informed the Bidders to run through Annex A of the Bidding Documents, the General Policies and Procedures on Electronic/Online Submission and Receipt of Bids, for their guidance in the online submission of bids.

Moreover, the BAC informed the Bidders that in case they may have additional inquiries and clarifications, they can send them, ten (10) days prior to bid opening, through the official e-mail address of the BAC Secretariat as indicated in the Bidding Documents.


**3. Adjournment:**

Thereafter, having no further clarifications from the Bidders and no other matters to be discussed, the pre-bid conference was adjourned at 10:48 AM.

Prepared by:

  
**MARIA ANNA R. DELA CRUZ**  
BAC Secretariat Member

Reviewed by:

  
**ROMMEL R. OIRA**  
BAC Secretariat Head

Approved by:

  
**GLENN B. SANTOS**  
BAC Chairperson

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