	<p align="center"><b>DEPARTMENT OF BUDGET AND MANAGEMENT</b>  <b>Cordillera Administrative Region</b>  Leonard Wood Road, Barangay Cabinet Hill-Teacher's Camp, Baguio City, 2600  Telephone Nos.: (074) 443-3461, 620-5096, 443-4702 (telefax)  Email address: dbm_car@dbm.gov.ph</p>	Document Code: <b>DBM CAR FAD-Form 03-D-Rev 0.0</b> Effectivity date: <b>November 9, 2022</b>
	<p><b>MINUTES OF MEETING</b>  <b>(Regional Office Meeting)</b></p>	Page No.: 1 of 4

Control No.

MOM-ROM-2024-11-\_\_

Date: November 4, 2024

Time: 1:30 pm to 4:30 pm

## **I. TITLE OF MEETING ATTENDED/AGENDA:**

### **Title of Meeting:**

- **Pre-bidding Conference for the Early Procurement Activity (EPA) of the following projects:**
  1. **Janitorial and Other Related Services for FY 2025**
  2. **Security Services for FY 2025**


### **Agendas:**

- Discuss with the attendees the essential aspects of the above projects and the components of the Bidding Documents, as follows:
  - Invitation to Bid;
  - Instructions to Bidders;
  - Bid Data Sheet;
  - General Conditions of Contract;
  - Special Conditions of Contract;
  - Schedule of Requirements;
  - Technical Specifications;
  - Checklist of Technical and Financial Documents; and
  - Forms.
- Address issues/concerns raised during the Conference.

## **II. ATTENDANCE:**

The Conference was attended by the following:

- BAC Chairperson;
- BAC Vice-Chairperson;
- BAC Members;
- BAC Secretariat and TWG members;
- Invited observers (Social Action Commission of the Diocese of Baguio and Commission on Audit); and
- Prospective Bidders, details as follows:

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	<b>MINUTES OF MEETING</b> <b>(Regional Office Meeting)</b>	Page No.: 2 of 4

Project Title	Prospective Bidders
Procurement of Security Services for FY 2025	Carlo Maximus Security Agency
	Oro Diamond Star Security and Investigation Agency, Inc.
Procurement of Janitorial and Other Related Services for FY 2025	Colada Cleaners and Supplies OPC
	McKleene Premium Products, Inc.

*(See attached attendance sheet for more details)*


### III. PRELIMINARIES:

The Conference was presided over by BAC Chairperson Atty. Noemi P. Humilde. It started with an opening prayer, followed by the acknowledgement of attendees and declaration of quorum, brief discussion of house rules, and an opening statement by Atty. Humilde, highlighting the purpose of the Conference, to wit:

- The BAC and prospective bidders meet to discuss all the aspects of the procurement at hand;
- Clarify and/or explain any of the requirements, terms, conditions and technical specifications stipulated in the Bidding Documents;
- Clarify and/or explain the eligibility requirements and the technical and financial components of the contract to be bid, including questions and clarifications raised by the prospective bidders before and during the Conference; and
- Discuss common reasons for bidders' disqualification based on the Office's experiences in previous projects and accordingly present ways to prevent similar occasions.

After which, Mr. Guitang and the Secretariat assisted Atty. Humilde in discussing the essential aspects of the project and the important components of the bidding documents, as enumerated above. Before the adjournment of the meeting, Mr. Guitang informed the attendees of the following upcoming activities after the Conference:



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	<p><b>MINUTES OF MEETING</b> <b>(Regional Office Meeting)</b></p>	<p>Page No.:        3 of 4</p>

• **Next Steps:**

- BAC shall prepare Minutes of the Conference
- BAC shall issue the Minutes to interested bidders upon receipt of written request
- BAC shall issue Supplemental/Bid Bulletin, as necessary
- Deadline of Submission of Bids – November 18, 2024, 1 PM
- Opening of Bids – November 18, 2024, 1:30 PM
- Bid Evaluation
- Post Qualification
- BAC issues Resolution recommending award

**IV. HIGHLIGHTS/CONCERNS/DISCUSSIONS/RECOMMENDATIONS:**

- The issues and concerns/agreements are attached herein as an annex.  
*(Please see attached Annexes A, B, and C)*

**V. ADJOURNMENT:**

There being no other matters discussed; the meeting was adjourned at 4:30 pm.

Prepared by:

Initial Review by:


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**MELVIN D. CHAGMAN**  
 BAC Secretariat


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**NEIL LORD V. GUITANG**  
 Head, BAC Secretariat

Further Review by:

  
**MARIA LORETTA P. CUNANAN**  
 BAC Member

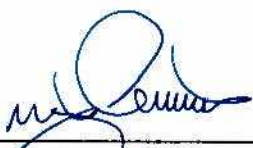
  
**MAYNA M. CAYMO**  
 BAC Vice-Chairperson

  
**EMILY A. LUMPIO**  
 BAC Member

*did not attend the PBC*  
**ISRAEL B. BAGUILAT**  
 BAC Member

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	<b>MINUTES OF MEETING</b> <b>(Regional Office Meeting)</b>	Page No.:      4 of 4

Approved by:

  
**ATTY. NOEMI P. HUMILDE**  
 BAC Chairperson/Acting Director III

Noted by:

  
**MARIE CHRISTINE D. ANDAYA**  
 Acting Director IV

**Other Instructions by the ARD/RD:**

- Post this MOM in the Bulletin Board
- Announce this in the Flag Ceremony
- Others (Pls. specify): \_\_\_\_\_