



Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY
Villa de Bacolor, Pampanga

PRE-BID CONFERENCE

**Fabrication and Installation of Build-Up Stainless Signage
for Various Buildings at DHVSU Main Campus**

ABC: P 993,950.00

MINUTES OF THE MEETING
August 27, 2024
BAC Office, University Food Center

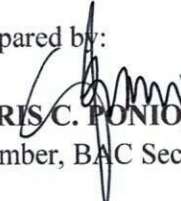
Name	Sex	Designation
Present:		
Dr. Ranie B. Canlas	Male	Chair, BAC (Goods & Services)
Mr. Joel D. Canlas	Male	Member, BAC (Goods and Services)
Mr. Banjo P. Samson	Male	Head, BAC Secretariat
Dr. Juris C. Ponio	Female	Member, BAC Secretariat
Ms. Excel C. Pangilinan	Female	Market Supervisor, BAC Secretariat
Online:		
VP Reden M. Hernandez	Male	Vice-Chair, BAC (Goods & Services)
Mr. Luisito B. Reyes	Male	Member, BAC (Goods and Services)
Dr. Robin B. Dimla	Male	Member, BAC (Goods and Services)
Dr. Eddiebal P. Layco	Male	Provisional Member, BAC (Goods & Services)
Engr. Rowel D. Waje	Male	Alternate Member, BAC (Goods and Services)
Dr. Gloria b. Gigante	Female	Provisional Member / EUUR
Mr. Joshua Dela Resma	Male	Representative, N. Dela Resma Design and Construction
M.s Rose Shane Pineda	Female	Representative, GMP Advertising
Ms. Nanette Oira	Female	Representative, Blue Diamond Publishing and Printing Service
Mr. Kendrick Ocaña	Male	Representative, NSB Engineering Design and Fabrication
On Official Business / Work from Home / Absent:		
Ms. Hilene E. Hernandez	Female	Head, TWG
Mr. Christopher S. Sicat	Male	Member, TWG

1. The conference was called to order at **10:50 a.m.** via Zoom, presided by the BAC Chair and a quorum was determined by the Head, BAC Secretariat.
2. As confirmed by the Head, BAC Secretariat, as of to date, no supplier has purchased bid documents.
3. The BAC Chair acknowledged the presence of the representatives of N. Dela Resma Design and Construction, GMP Advertising, Blue Diamond Publishing and Printing Service, and NSB Engineering Design and Fabrication but there are eight (8) companies in the Document Request List (DRL) of PhilGEPS.
4. The BAC Chair gave opportunity to the prospective bidders to raise their concern but there was none.
5. A supplemental / bid bulletin will be issued to address the correction in the date of the Opening of Bids. Only items addressed in the supplemental bid bulletin will become integral part of the bidding documents.
6. The following were also discussed by the BAC Chair and BAC members:
 - a. The format for the bidding forms (bid form, omnibus sworn statement, contract agreement, bid securing declaration) in the fifth edition of the Philippine Bidding


Documents will still be adopted for the procurement of the above project. Copies of such will be sent via email upon request.

- b. Under *Section II. Instruction to Bidders*, No. 15 (Sealing and Marking of Bids), the procuring entity will be requesting one (1) original and four (4) additional copies of the first and second components of the bid. It is also advisable that documents be arranged and organized, preferably with tabs/separators.
 - c. Dropping of Bids will be at the Bids and Awards Committee Office, 2nd Floor University Food Center (UFC), DHVSU Main Campus, Bacolor, Pampanga. As a precautionary measure and to give time for disinfection of the submitted bids, submission at least two (2) days before the opening is encouraged. However, bids can still be accepted until September 10, 2024, at 10:59 AM.
 - d. Online/electronic submission of bids is not yet permissible.
 - e. Opening of Bids will be on September 10, 2024 at 11:00 AM and proceedings will be streamed via Zoom. Meeting link will be sent to the official email address provided by the participating bidders. However, non-bidders who wish to observe during the opening may send a written request to the procuring entity thru email – bac@dhvsu.edu.ph.
7. The minutes of the Pre-Bid Conference will be posted on DHVSU website for transparency purposes.
 8. There being no more matters to discuss, the meeting was adjourned at 11:10 a.m.


Prepared by:


JURIS C. PONIO, Ph.D.
Member, BAC Secretariat

Noted by:


BANJO P. SAMSON
Head, BAC Secretariat

Attested by:


RANIE B. CANLAS, DIT
Chair, BAC (Goods and Services)