



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

PRE-BID CONFERENCE

**Supply and Delivery of Tables and Cabinets to be used at the IT and Computer Engineering Building, Health and Sciences Building, IRTPC 1 Extension Building, and CCS Building at Main Campus and Academic Building at DHVSU Lubao Campus**

**ABC: P 5,352,450.00**

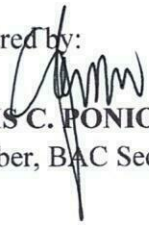
MINUTES OF THE MEETING  
September 16, 2024  
BAC Office, University Food Center

<b>Name</b>	<b>Sex</b>	<b>Designation</b>
<b>Present:</b>		
Dr. Ranie B. Canlas	Male	Chair, BAC (Goods & 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
Engr. Ramir V. Mercado	Male	Member, TWG
Engr. Paolo Bernardino	Male	Resource Person
<b>Online:</b>		
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)
Mr. Joel D. Canlas	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)
Mr. Jari Mangio	Male	Representative, Paula's Furniture Shop
Ms. Mary Ann Tan	Female	Representative, Distinctive Blinds and Office Systems, Inc.
Ms. Jenie Rose Belandres	Female	Representative, Peniton Trading
<b>On Official Business / Work from Home / Absent:</b>		
Engr. Jun P. Flores	Male	Provisional Member / TWG
Dr. Adonis A. David	Male	Head, TWG

1. The conference was called to order at **10:00 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 Paula's Furniture Shop, Distinctive Blinds and Office System, Inc., and Peniton Trading but there are twenty-five (25) companies in the Document Request List (DRL) of PhilGEPS.
4. A site inspection / visit is scheduled on September 25, 2024, between 9am – 10am.
5. The BAC Chair gave the opportunity to the prospective bidders to raise their concern but there was none.
6. 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.

7. 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, 2<sup>nd</sup> 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 30, 2024, at 08:59 AM.
  - d. Online/electronic submission of bids is not yet permissible.
  - e. Opening of Bids will be on September 30, 2024 at 09:00 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.
8. The minutes of the Pre-Bid Conference will be posted on DHVSU website for transparency purposes.
9. There being no more matters to discuss, the meeting was adjourned at 10:25 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)