



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

PRE-BID CONFERENCE

**PROCUREMENT OF JANITORIAL SERVICES**  
**ABC: P 2,382,268.38**

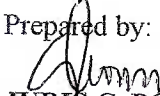
MINUTES OF THE MEETING  
January 7, 2019  
BAC Office, University Food Center

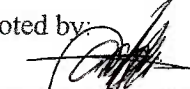
Present:


VP Ranie B. Canlas	Chairman, BAC (Goods and Services)
VP Reden M. Hernandez	Vice-Chair, BAC (Goods & Services)
VP Reynaldo C. Nicdao	Member, BAC (Goods & Services)
Mr. Luisito B. Reyes	Member, BAC (Goods & Services)
Dr. Robin B. Dimla	Member, BAC (Goods & Services)
Mr. Joel C. Soto	Provisional Member, BAC (Goods & Services)
Ar. Hermel S. Sotiangco	EUUR
Ms. Mary Joy Ann S. Del Mundo	TWG
Mr. Antonio B. Mercado	Head, BAC Secretariat (Goods & Services)
Ms. Juris C. Ponio	Member, BAC Secretariat (Goods and Services)
Mr. Arnel Tungcab	Representative, 4 Runner Services, Inc.
Ms. Kristian Lee Ann Gorospe	Representative, Verman General Services, Inc.

On Official Business/Absent:

1. The conference was called to order at **10:00 AM.**, presided by the BAC Chairman, after the determination of a quorum by the Head, BAC Secretariat.
2. As confirmed by the Head, BAC Secretariat, two suppliers purchased bidding documents: Verman General Service, Inc. and 4 Runner Services, Inc.
3. The BAC Chair reminded the suppliers and BAC members through the GPPB circular regarding the conduct of Pre-Bid Conference. He reiterated the purpose of conducting the Pre-Bid Conference, discussed the nature of the project, technical specifications and other concerns that may arise during the procurement that may possibly lead to failure of bidding.
4. The following were discussed during the meeting:
  - a. Number of buildings that will be assigned to the requested new janitors
  - b. Number of male and female
  - c. Work schedule and rest days
  - d. Number of hours per day the staff will be required to work
5. A supplemental bid bulletin will be issued by the Secretariat to clarify all issues and concerns raised during the meeting.
6. As per schedule, Opening of Bids is on January 7, 2019 at 10:00 a.m.
7. There being no more matters to discuss, the meeting was adjourned at 10:30 AM.

Prepared by:  
  
**JURIS C. PONIO**  
Member, BAC Secretariat

Noted by:  
  
**ANTONIO B. MERCADO**  
Head, BAC Secretariat

Attested by:  
  
**RANIE B. CANLAS, MSCpE**  
Chairman, BAC (Goods and Services)