



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

PRE-BID CONFERENCE

SUPPLY AND DELIVERY OF ONE (1) UNIT 15-SEATER PASSENGER VAN (REBIDDING)

ABC: P 1,655,500.00

MINUTES OF THE MEETING
November 16, 2020
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)
Dir. Anna C. Dayrit	EUUR
Mr. Angelito I. Regala	Head, TWG
Mr. Virgilio S. Villaruz	Member, TWG
Mr. Antonio B. Mercado	Head, BAC Secretariat (Goods and Services)
Dr. Juris C. Ponio	Member, BAC Secretariat (Goods and Services)
Mr. Arthur Salazar	Representative, Nissan Bataan – Laus Auto Group

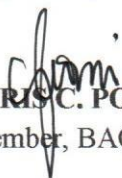
On Official Business/Absent:

1. The conference was called to order at **10:00 a.m.** via Zoom, presided by the BAC Chairman and a quorum was determined by the Head, BAC Secretariat.
2. As confirmed by the Head, BAC Secretariat, as of to date, no supplier purchased bidding documents.
3. The BAC Chairman acknowledged the presence of the representative of the prospective bidder: Nissan Bataan – Laud Auto Group.
4. The BAC Chair reminded BAC members that the purpose of conducting the Pre-Bid Conference is to discuss the nature of the project, technical specifications and other concerns that may arise during the procurement.
5. During the meeting, bidder raised his concern regarding the seating capacity and was duly addressed by the EUUR.
6. The following were also discussed by the BAC Chairman 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 will 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 December 1, 2020 at 9:59 am.

- d. Online/electronic submission of bids is not yet permissible.
 - e. **Opening of Bids** will be on **December 1, 2020 at 10:00 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- DHVTSUBACSECRETARIAT@gmail.com.
 - f. Bidders at any time shall strictly follow the **University's standard health and safety protocol** as set forth by the National Government thru IATF against Covid-19.
7. A supplemental bid bulletin will be issued to re-iterate the above concerns.
 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 10:35 am.


Prepared by:


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

Noted by:


ANTONIO B. MERCADO
Head, BAC Secretariat

Attested by:


RANIE B. CANLAS, MSCpE
Chairman, BAC (Goods and Services)