



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

PRE-BID CONFERENCE

**Supply, Delivery and Installation of Various Equipment and Tools including Furniture and Fixtures
for Hospitality Management and Tourism Management Laboratories**

ABC: P 9,862,103.93

MINUTES OF THE MEETING
May 20, 2021
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)
Ms. Anna C. Dayrit	Provisional Member, BAC (Goods & Services)
Ms. Kathleen Joyce Coronel	EUUR
Ms. Maria Kristel K. Agustin	Head, TWG
Ms. Winona Hazel L. Lacanilao	Member, TWG
Ms. Jeaneth D. Serna	Member, TWG
Mr. Genesis G. Sibug	Member, TWG
Mr. Antonio B. Mercado	Head, BAC Secretariat (Goods and Services)
Dr. Juris C. Ponio	Member, BAC Secretariat (Goods and Services)
Mr. Deric Cristobal	Representative, Scuderia Enterprises
Mr. Rodolfo Gomez	Representative, Merit Stainless Steel, Inc.
Mr. Arvie Sicat	Representative, Madlex Trading


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 bid documents
3. The BAC Chairman acknowledged the presence of the representatives of the prospective bidders: Scuderia Enterprises, Merit Stainless Steel, Inc., and Madlex Trading but there are 13 companies in the Document Request List (DRL) of PhilGEPS.
4. The BAC Chair reminded the attendees 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 in reference to 2016 IRR of RA 9184 and GPPB Circular 02-2018.
5. During the meeting, the BAC Chair gave the opportunity to the prospective bidders but no inquiries/questions were raised.
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

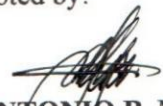
copies of the first and second components of the bid. It is also advisable that documents will be arranged and organized, preferably with tabs/separators.

- 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 June 2, 2020 at 09:59 am.
 - d. Online/electronic submission of bids is not yet permissible.
 - e. Opening of Bids will be on June 2, 2021 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 formalize all items and concerns discussed and to include possible amendment and modification on the Technical Specification and other parts of the Bidding Documents (if necessary). The BAC shall issue Supplemental/Bid Bulletin at its own initiative or in response to requests for clarifications made by the prospective bidders before, during and after the conduct of Prebid Conference. Only items addressed in the supplemental bid bulletin will become integral part of the bidding documents.
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 10:30 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)