



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

PRE-BID CONFERENCE

**SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND DEVICES**

**ABC: P 3,229,774.75**

MINUTES OF THE MEETING  
November 18, 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. Louie Fe S. Villanueva | EUUR  |
| Dr. Riza B. Lintag         | Head, TWG   |
| Dr. Vicky P. Vital         | Member, TWG   |
| Mr. Banjo P. Samson        | Head, BAC Secretariat (Goods and Services)              |
| Dr. Juris C. Ponio         | Member, BAC Secretariat (Goods and Services)            |
| Mr. Noel Cereno            | Representative, Maxcor Inter-Ventures, Co.              |
| Mr. Jay Quizon             | Representative, Gabson Trading                          |
| Mr. Akim Tiqui             | Representative, VMT Enterprises                         |
| Mr. Ian Bondoc             | Representative, Golden Solutions Consumer Goods Trading |
| Ms. Anna Katrina Lugue     | Representative, M.G. Serrano Enterprise                 |

On Official Business/Absent:

1. The conference was called to order at **09:30 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, two (2) bidders purchased bid documents: Golden Solutions Consumer Goods Trading and VMT Enterprises.
3. The BAC Chairman acknowledged the presence of the representatives of the prospective bidders: Maxcor Inter-Ventures, Co., Gabson Trading, VMT Enterprises, Golden Solutions Consumer Goods Trading and M.G. Serrano Enterprise but there are 7 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.

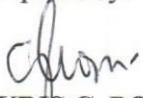
5. A supplemental/bid bulletin will be issued to clarify, modify or amend items in the Bidding Documents. This shall form an integral part of the Bid Documents. Please refer to the details below.

| As stated in the ITB                                    | Modification / Amendment                                       |
|---|--|
| Line Item No. 1<br>(boxes) Matte Sticker Paper          | Line Item No. 1<br>10 Packs per box                            |
| Line Item No. 2<br>(boxes) Highlighter, assorted colors | Line Item No. 2<br>20 boxes (10 pcs per box)                   |
| Line Item No. 3<br>(rolls) Transparent tape, ½ per roll | Line Item No. 3<br>(rolls) Transparent tape, 1” per roll       |
| Line Item No. 3<br>(pcs) Tape dispenser                 | Line Item No. 3<br>1 Dual core holds both 1” and 3” core tapes |

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, 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 December 1, 2021 at 09:29 am.
  - d. Online/electronic submission of bids is not yet permissible.
  - e. Opening of Bids will be on December 1, 2021 at 09:30 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 10:15 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, MSCpE**  
Chairman, BAC (Goods and Services)