



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

PRE-BID CONFERENCE

SUPPLY AND DELIVERY OF CHEMISTRY LABORATORY APPARATUS AND ACCESSORIES FOR ENGINEERING PROGRAMS (EARLY PROCUREMENT)

ABC: P 10,000,000.00

MINUTES OF THE MEETING
January 5, 2022
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)
Engr. Jun P. Flores	EUUR
Ms. Gracita m. Quizon	Head, TWG
Engr Regina F. Duya	Member, TWG
Ms. Teresita F. Infante	Member, TWG
Engr. Enmar T. Tuazon	Member, TWG
Mr. Banjo P. Samson	Head, BAC Secretariat (Goods and Services)
Ms. Conchita Binabaye	Representative, State Alliance Enterprises, Inc.
Mr. Jay Villadelgado	Representative, Innovative Concepr Marketing
Mr. James Enriquez	Representative, Diamond Industrial Systems Provider, Inc.

On Official Business/Absent:


1. The conference was called to order at **10:30 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, no bidder purchased bid documents.
3. The BAC Chairman acknowledged the presence of the representatives of the prospective bidders: State Alliance Enterprises, Inc., Innovative Concept Marketing and Diamond Industrial Systems Provider, Inc. but there are 37 companies in the Document Request List (DRL) of PhilGEPS.
4. The following concerns were raised by the prospective bidders and were clarified by the BAC Chair.
 - a. If the 2022 business permit is not yet available during the Opening of Bids, bidders must attach a copy of the 2021 business permit together with the official receipt issued by the city government where the business is registered. This will be the proof that the latest business permit is already renewed and pending release of the latest copy of the renewal.
 - b. Payment of the purchase of bidding documents can only be made through cash at the Cashier's Office of the University at the main campus.
 - c. Project will be procured per lot.
 - d. SLCC must be at least 50% of ABC of the projects.

5. The BAC Chair also 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.
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 January 19, 2022 at 10:29 am.
 - d. Online/electronic submission of bids is not yet permissible.
 - e. Opening of Bids will be on January 19 at 10:30 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 11:25 a.m.

Prepared and noted by:


BANJO P. SAMSON
Head, BAC Secretariat
(Goods & Services)

Attested by:


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