



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

PRE-BID CONFERENCE

Machinery and Equipment (Climate Change Project): Provision of Solar Panel including Accessories and Mounting Bracket at the 3-Storey Learning Resource Center at DHVSU Main Campus, Bacolor, Pampanga

ABC: P 3,434,252.67

MINUTES OF THE MEETING
September 16, 2024
BAC Office, University Food Center

Name	Sex	Designation
Present:		
Dr. Ranie B. Canlas	Male	Chair, BAC (Goods & Services)
Mr. Banjo P. Samson	Male	Head, BAC Secretariat
Dr. Juris C. Ponio	Female	Member, BAC Secretariat
Ms. Excel C. Pangilinan	Female	Market Supervisor, BAC Secretariat
Engr. Ralph Laurence D. Parungao	Male	Provisional Member / EUUR
Engr. Lorena M. Villa	Female	Head, TWG
Online:		
VP Reden M. Hernandez	Male	Vice-Chair, BAC (Goods & Services)
Mr. Luisito B. Reyes	Male	Member, BAC (Goods and Services)
Dr. Robin B. Dimla	Male	Member, BAC (Goods and Services)
Mr. Joel D. Canlas	Male	Member, BAC (Goods and Services)
Dr. Eddiebal P. Layco	Male	Provisional Member, BAC (Goods & Services)
Engr. Rowel D. Waje	Male	Alternate Member, BAC (Goods and Services)
Mr. Meg Geronimo	Male	Representative, Marstech Unlimited Solutions and Technology, Inc.
Mr. Bryan Garcia	Male	Representative, GreenGen, Inc.
On Official Business / Work from Home / Absent:		


1. The conference was called to order at **10:30 a.m.** via Zoom, presided by the BAC Chair and a quorum was determined by the Head, BAC Secretariat.
2. As confirmed by the Head, BAC Secretariat, as of to date, no supplier has purchased bid documents.
3. The BAC Chair acknowledged the presence of the representatives of Marstech Unlimited Solutions and Technology, Inc. but there are seven (7) companies in the Document Request List (DRL) of PhilGEPS.
4. The following concerns were addressed during the meeting.
 - a. All prospective bidders will be allowed to attend a site inspection / visit regardless if they have purchased bidding documents or not.
 - b. A site inspection / visit is scheduled on September 19, 2024, between 9am-10am.
 - c. A supplemental / bid bulletin will be issued regarding the date of the site inspection / visit.
5. The following were also discussed by the BAC Chair 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 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 September 30, 2024, at 09:59 AM.
 - d. Online/electronic submission of bids is not yet permissible.
 - e. Opening of Bids will be on September 30, 2024 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 – bac@dhvsu.edu.ph.
6. The minutes of the Pre-Bid Conference will be posted on DHVSU website for transparency purposes.
7. There being no more matters to discuss, the meeting was adjourned at 10:55 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, DIT
Chair, BAC (Goods and Services)