



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

PRE-BID CONFERENCE

**Supply and Delivery of Chairs with Armrest**

**ABC: P 837,500.00**

MINUTES OF THE MEETING  
September 12, 2024  
BAC Office, University Food Center

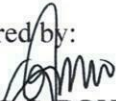
Name	Sex	Designation
<b>Present:</b>		
Mr. Banjo P. Samson	Male	Head, BAC Secretariat
Ms. Excel C. Pangilinan	Female	Market Supervisor, BAC Secretariat
<b>Online:</b>		
Dr. Ranie B. Canlas	Male	Chair, BAC (Goods & Services)
VP Reden M. Hernandez	Male	Vice-Chair, BAC (Goods & Services)
Mr. Luisito B. 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)
Dr. Juris C. Ponio	Female	Member, BAC Secretariat
Dr. Gloria B. Gigante	Female	Provisional Member / EUUR
Mr. Alejandro dela Torre, Jr.	Male	Representative, Progress Home and Office Furnishings
Ma. Antonette Cedeño	Female	Representative, Filcrafters, Inc.
Mr. Paolo Salazar	Male	Representative, Tarlac Mac Enterprises, Inc. Doing Business under the Name and Style of AC Megasaver and First Mac Megasaver
<b>On Official Business / Work from Home / Absent:</b>		
Mr. Hilene E. Hernandez	Female	Head, TWG
Mr. Christopher S. Sicat	Male	Member, TWG

1. The conference was called to order at **10:35 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 Progress Home and Office Furnishings, Filcrafters, Inc., and Tarlac Mac Enterprises, Inc. Doing Business under the Name and Style of AC Megasaver and First Mac Megasaver but there are twenty-one (21) companies in the Document Request List (DRL) of PhilGEPS.
4. A bid bulletin will be issued regarding the sample picture and detailed technical specification of the item being procured.
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, 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 September 26, 2024, at 09:59 AM.
  - d. Online/electronic submission of bids is not yet permissible.
  - e. Opening of Bids will be on September 26, 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 11:05 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)