



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

PRE-BID CONFERENCE

**Supply and Delivery of ICT Equipment (Desktop Computers) for Various Offices**

**ABC: P 675,100.00**

MINUTES OF THE MEETING  
August 22, 2024  
BAC Office, University Food Center

<b>Name</b>	<b>Sex</b>	<b>Designation</b>
<b>Present:</b>		
Mr. Joel D. Canlas	Male	Member, BAC (Goods and Services)
Mr. Reginald T. Manuel	Male	Head, TWG
Mr. Kharlo G. Salonga	Male	Member, TWG
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
<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)
Dr. Eddiebal P. Layco	Male	Provisional Member, BAC (Goods & Services)
Engr. Rowel D. Waje	Male	Alternate Member, BAC (Goods and Services)
Ms. Suzette B. Macaspac	Female	Provisional Member / EUUR
Engr. Angelito D. Quito	Male	Head, TWG
Ms. Emily Quiambao	Female	Representative, Lhancz CJ Trading and Computer Center, Inc.
Ms. Raihana Muto	Female	Representative, Xitrix Computer Corporation
Ms. Lio Mesias	Female	Representative, Plexus System, Inc.
Ms. China Camacho	Female	Representative, Max-Cor Interventures, Inc.
<b>On Official Business / Work from Home / Absent:</b>		

1. The conference was called to order at **10:00 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 Lhancz CJ Trading and Computer Center, Inc., Xitrix Computer Corporation, Plexus System, Inc., and Max-Cor Interventures, Inc. but there are fourteen (14) companies in the Document Request List (DRL) of PhilGEPS.
4. An inquiry raised by the representative of Plexus System, Inc. regarding the preferred brand. The BAC Chair confirmed that the disclosure of preferred brand is prohibited under the R.A. 9184, but bidders are not limited to offer higher specifications than the minimum requirement. The BAC Chair also reminded the prospective bidders, that the bidder with the lowest offer will be declared as the lowest calculated bidder.
5. A supplemental / bid bulletin will be issued to address the correction in the date of the Opening of Bids. Only items addressed in the supplemental bid bulletin will become integral part of the bidding documents.
6. 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 5, 2024, at 09:59 AM.
  - d. Online/electronic submission of bids is not yet permissible.
  - e. Opening of Bids will be on September 5, 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.
7. The minutes of the Pre-Bid Conference will be posted on DHVSU website for transparency purposes.
  8. There being no more matters to discuss, the meeting was adjourned at 10:25 a.m.

Prepared by:

  
**JURIS C. DONIO, Ph.D.**  
Member, BAC Secretariat

Noted by:

  
**BANJO P. SAMSON**  
Head, BAC Secretariat

Attested by:

  
**RANIE B. CANLAS, DIT**  
Chair, BAC (Goods and Services)