



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

PRE-BID CONFERENCE

Procurement of Group Accident Insurance of the Old Students of DHVSU

ABC: P 1,213,006.67

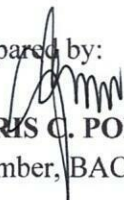
MINUTES OF THE MEETING
August 20, 2024
BAC Office, University Food Center

Name	Sex	Designation
Present:		
Dr. Ranie B. Canlas	Male	Chair, BAC (Goods & Services)
Mr. Joel D. Canlas	Male	Member, BAC (Goods and 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
Dr. Gloria B. Gigante	Female	Provisional Member / EUUR
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)
Dr. Eddiebal P. Layco	Male	Provisional Member, BAC (Goods & Services)
Engr. Rowel D. Waje	Male	Alternate Member, BAC (Goods and Services)
Mr. James Mijares	Male	Representative, MAA General Assurance Philippines, Inc.
Ms. Juvylaine Lim	Female	Representative, Paramount Life and General Insurance Corporation
Mr. Justin Flores	Male	Representative, The Mercantile Insurance Company, Inc.
Ms. Fria Marie Cunanan	Female	Representative, Liberty Insurance Corporation
Ms. Jo Mangalindan	Female	Representative, PhilBritish Insurance
Mr. Wilfred Maneja	Female	Representative, Sterling Insurance Company, Inc.
On Official Business / Work from Home / Absent:		
Ms. Hilene E. Hernandez	Female	Head, TWG


1. The conference was called to order at **02:30 p.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, six (6) suppliers have purchased bid documents, namely: Prudential Guarantee and Insurance, Inc., Liberty Insurance Corporation, PhilBritish Insurance, The Mercantile Insurance Company, Inc., MAA General Assurance Philippines, Inc., and Sterling Insurance Company, Inc.
3. The BAC Chair acknowledged the presence of the representatives of Paramount Life and General Insurance Corporation, Liberty Insurance Corporation, PhilBritish Insurance, The Mercantile Insurance Company, Inc., MAA General Assurance Philippines, Inc., and Sterling Insurance Company, Inc., but there are ten (10) companies in the Document Request List (DRL) of PhilGEPS.
4. The following were raised during the meeting.
 - a. Reimbursable amount for medical and accidental death and disablement is the same
 - b. Free coverage for all full-time teaching and non-teaching staff of the university
 - c. Possible inclusion of age-bracket for personal accident
 - d. Consistency of documents to be submitted on the opening of bids

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, 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 3, 2024, at 10:59 AM.
 - d. Online/electronic submission of bids is not yet permissible.
 - e. Opening of Bids will be on September 3, 2024 at 11:00 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 03:30 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)