



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

PRE-BID CONFERENCE

**Supply and Delivery of ICT Equipment (Desktop Computers)
to be used at the College of Business Studies**

ABC: P 1,974,150.00

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

Name	Sex	Designation
Present:		
Mr. Banjo P. Samson	Male	Head, BAC Secretariat
Ms. Excel C. Pangilinan	Female	Market Supervisor, BAC Secretariat
Online:		
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
Ms. Maria Liberty F. Isip	Female	Provisional Member / EUUR
Engr. Angelito D. Quito	Male	Head, TWG
Mr. Reginald T. Manuel	Male	Member, TWG
Mr. Kharlo G. Salonga	Male	Member, TWG
Ms. Janice Medenilla	Female	Representative, Macrologic Diversified Technologies, Inc.
Ms. Emily Quiambao	Female	Representative, Lhancz CJ Trading and Computer Center, Inc.
Ms. Raihana Muto	Female	Representative, Xitrix Computer Corporation
On Official Business / Work from Home / Absent:		

1. The conference was called to order at **11:10 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 Macrologic Diversified Technologies, Inc., Lhancz CJ Trading and Computer Center, Inc., and Xitrix Computer Corporation but there are twenty-one (21) companies in the Document Request List (DRL) of PhilGEPS.
4. The BAC Chair gave the opportunity to the prospective bidders to raise their concern but there was none.
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

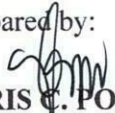
copies of the first and second components of the bid. It is also advisable that documents be arranged and organized, preferably with tabs/separators.

- 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 26, 2024, at 10:59 AM.
- d. Online/electronic submission of bids is not yet permissible.
- e. Opening of Bids will be on September 26, 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.

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 11:30 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)