



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

PRE-BID CONFERENCE

**Subscription to Cloud Hosting Services with Module Enhancement and Maintenance /
Support Services for the School Management System S.Y. 2024-2025**

ABC: P 16,000,000.00

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
Engr. Angelito D. Quito	Male	Provisional Member / EUUR
Mr. Reginald T. Manuel	Male	Head, TWG
Ms. Janice Medenilla	Female	Representative, Macrologic Diversified Technologies, Inc.
Mr. Jon Nucum	Male	Representative, eCloud Valley Technology (Philippines), Inc.
Mr. Danny Gutierrez	Male	Representative, Prince Technologies Corporation
Mr. Joshua Hendrick Ching	Male	Representative, Remax International, Inc.
Mr. Mark Telmo	Male	Representative, AVTech Information Technology Solutions, Inc.
On Official Business / Work from Home / Absent:		
Dr. Dolores D. Quiambao	Female	Member, TWG
Mr. Richard N. Briones	Male	Member, TWG
Ms. Cindy Paruli	Female	Member, TWG
Ms. Joy Manuel	Female	Member, TWG

1. The conference was called to order at **09:30 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 Macrologic Diversified Technologies, Inc., eCoud Valley Technology (Philippines), Inc., Prince Technologies Corporation, Remax International, Inc., and AVTech Information Technology Solutions, Inc. but there are twenty-five (25) companies in the Document Request List (DRL) of PhilGEPS.
4. The following concerns were raised during the meeting:
 - a. The project requires 2 servers (1 up and 1 database)
 - b. The project is inclusive of one (1) year subscription
 - c. The system will support an estimate of 50,000 students
 - d. The project includes application, update, maintenance, etc.
 - e. Winning bidder will bear the cost of transition phase from the current developer
 - f. The project requires 24/7 support

- g. Training requirement is face-to-face
- h. Delivery period is 7 calendar days
- i. Size of the data – approximately @ 500GB
- j. Migration of data will be required to the new provider
- k. Patent certificate of the bidder

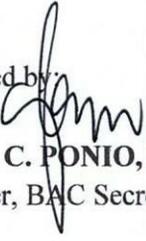
5. The following were also discussed by the BAC Chair and BAC members:

- 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 08:59 AM.
- d. Online/electronic submission of bids is not yet permissible.
- e. Opening of Bids will be on September 26, 2024 at 09:00 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 10:30 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)