

Minutes of the Meeting: Pre-Bid Conference
ITB 2021-DSWD-02: Hire of Vehicle for Various DSWD-CAR Activities for 2021
November 11, 2020

Attendance:

RINA CLAIRE L. REYES, *Vice-Chairperson, BAC*
ARNOLD D. LARTEC, *Member*
MYRNA BERSALONA, *End-user, Social Pension*
AILEEN M. BALLESTROS, *Technical Expert*
VICTOR U. BOMOWEY, *Head-Procurement Section*
Leonila G. Lapada, *BAC Secretariat*

Observer: Roldan Peniano, COA Audit Team Member

Prospective Bidder:

Dexter Kiley, Sagadian Trans Coop
Mary Grace B. Sinaking, Smokey Transport

Highlights of the Meeting:

The meeting was called to order for the Pre-Bid Conference of the project, **Hire of Vehicle for Various DSWD-CAR Activities for 2021** under **ITB 2021-DSWD-02** with an Approved Budget for the Contract amounting to **Three Million Eight Hundred Eighty-Four Thousand Nine Hundred Ninety-Nine Pesos and 80/100 (Php3,884,999.80)**.

The conference was conducted at DSWD Training Center and through Google Meet where Mr. Dexter Kiley representing Sagadian Trans Coop and Ms. Myrna Bersalona, Head –Social Pension Program joined online. Mr. Roldan Peniano, COA Audit Team Member, also attended as an observer. None among the invited observers from Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry (PCCI), Jaime Ongpin Foundation, Inc. attended the activity.

The meeting started at 10:25 AM and presided by Ms. Rina Claire L. Reyes, Vice-Chairperson of the Bids and Awards Committee. The meeting started with an introduction of the members of the BAC and acknowledgement of the prospective bidders' presence and observer.

Ms. Reyes explained to the group the purpose of the Pre-bid conference that is to clarify any concerns of the bidders with regard to the procurement at hand, its terms and conditions, scope of the bidding documents and other details.

It was mentioned that the Philippine Bidding Document that was used is the Sixth Edition issued by GPPB and explained that said document was simplified and some of the standard forms were also amended. The group then reviewed the Philippine Bidding Documents, technical specifications and presented the revised standard forms, checklist of requirements and proper sealing and markings of proposal with the following discussions and agreements:

| Subject Matter | Discussions | Agreements Reached/ Recommendations |
|--------------------------------------|---|---|
| <p>Invitation to Bid</p> | <p>The group reviewed the Invitation to Bid and noted the following:</p> <ul style="list-style-type: none"> • It was explained that the project was composed of two (2) lots wherein the fund source for Lot 1 is a Centrally Managed Fund (CMF) while Lot 2 is a regular funded activities or Direct Release. <p>Ms. Sinaking asked how will the award be undertaken. Ms. Reyes explained that CMF funded projects have no assurance of its availability by January 2021, thus it may not be awarded or be reduced based on the approved allotted budget to be downloaded by Central Office. For Direct Release funded projects, it can be awarded as soon as the General Appropriations Act will be approved in January 2021.</p> <ul style="list-style-type: none"> • It was also discussed that since the project consists of two (2) lots, all bidders who opted to participate in both lots are required to submit two (2) bid envelopes. | <p>For Bid Bulletin:</p> <p>For bidders who opted to join for both lots are required to submit two (2) bid envelopes.</p> |
| <p>Instruction to Bidders</p> | <p>The secretariat presented the Instruction to bidders to the group and no changes noted.</p> | |

| | | |
|---------------------------------|--|---|
| Bid Data Sheet | <p>The Bid Data Sheet was reviewed and noted the following:</p> <p>ITB Clause 14.1: The amount of Bid Security be indicated per lot.</p> | <p>For Bid Bulletin:</p> <p>Indicate the amount of Bid Security per lot.</p> |
| Technical Specifications | <p>The group reviewed the Terms and Conditions of the project with the following discussions:</p> <ul style="list-style-type: none"> • No 2: Ms. Sinaking asked the BAC to consider a 2016 year model of vehicle since some vehicles with that model already covered with CPC. Mr. Dexter Kiley also chatted online to consider 2016 model. <p>The BAC discussed the concern and granted the request, such will form part of the supplemental/bid bulletin.</p> <ul style="list-style-type: none"> • No. 06: Auto-disinfection equipment may not be possible. It was agreed by the group that such would be an option to disinfect the vehicle as long as alcohol and sanitizers are ready available to ensure health safety of passengers. The prospective bidders assured that the vehicles were regularly being sanitized every after travel and alcohol are always available. • No. 14: Ms. Sinaking asked how the 24-hour duration will be realized. The BAC explained that once the vehicle was scheduled for travel, each day of travel would have a duration of 24-hours to accommodate trips requiring passengers to be back to their official station within the day of travel. <p>Ms. Sinaking requested if it is possible that the duration of each travel is 16-hours. The BAC explained that it is not possible since the allotted budget per day includes 24-hour service, meals of drivers, fuel and other expenses.</p> | <p>For Bid Bulletin:</p> <p>No. 2: All vehicles must be EURO 4 compliant and year model is preferably at <u>least 2016 and up with comprehensive insurance</u></p> <p>No. 06: Auto-disinfection equipment will be an option to ensure health safety of passengers</p> |

| | | |
|--|--|--|
| | It was also discussed to determine what provinces will require two-day travel during the contract implementation. | |
| Itinerary of Travel | The itinerary of travel and summary of activities was presented to the group. | |
| Standard Forms | <p>The secretariat presented the revised bid form and Omnibus Sworn Statement.</p> <p>Other forms were also presented and discussed the following:</p> <ul style="list-style-type: none"> • SLCC – it was suggested to indicate the legal basis for requiring equivalent document for Official Receipt issued by BIR. • Statement of Ongoing Contracts Awarded – Notice of Award and/or Contract or Purchase Order and Notice to Proceed (for government transaction) are enough to support the said document. Thus, to revise the indicated supporting documents through Supplemental/Bid Bulletin. | <p>For Bid Bulletin:</p> <ul style="list-style-type: none"> • SLCC – to include the legal basis for allowing equivalent document in lieu of Official Receipt • Statement of Ongoing Contracts Awarded – Notice of Award and/or Contract or Purchase Order and Notice to Proceed (for government transaction) are enough to support the said document |
| Form: Goods Offered from Within the Philippines | The form was presented to the group and explained that it is where the detailed price proposal for each item is reflected and should indicate the amount of tax, insurance and incidental expenses. Such should not exceed the ABC per item or activity. | |
| Sealing and Markings of Proposal | The secretariat explained the proper sealing of bid envelopes to comprised seven (7) envelopes including the main envelope. It was reiterated that the project requires one (1) set of proposal for each lot. | |

| | | |
|--|---|--|
| <p>Other Matters:</p> <ul style="list-style-type: none"> • Dispatcher • Unofficial side trips | <ul style="list-style-type: none"> • It was discussed that dispatching of hired vehicles and schedule of travels will be coordinated with the General Services Section. It was suggested that coordination as to what kind of vehicle will be used be properly identified for each travel. • It was raised by the prospective bidders that unofficial side trips is allowed as long as it is along the way. | |
|--|---|--|

Having no more issues to discuss, the meeting ended at 11:53 AM.

Recorded by:


LEONILA G. LAPADA
 BAC Secretariat

Reviewed by:


VICTOR U. BOMOWEY
 Head – Procurement Section

Noted by:


RINA CLAIRE L. REYES
 Vice – Chairperson, BAC