

**Minutes of the Meeting: Pre-Bid Conference**  
**ITB 2020-DSWD-CAR-22: Purchase of Brand New Service Vehicle**  
**November 13, 2020**

**Attendance:**

**ENRIQUE H. GASCON JR.**, *Chairperson, BAC*  
**NELLY MASON**, *End-user (attended through VTC)*  
**JANSEN VENTURA**, *Technical Expert*  
**MARY MELODEE ANIPEW**, *Technical Expert*  
**VICTOR U. BOMOWEY**, *Head-Procurement Section*  
**Leonila G. Lapada**, *BAC Secretariat*  
**Diane Florendo**, *BAC Secretariat*

**Observer: Roldan Peniano**, COA Audit Team Member  
**Jacob Apalla**, COA Audit Team Member

**Prospective Bidder: None**

**Highlights of the Meeting:**

The meeting was called to order for the Pre-Bid Conference of the project, **Purchase of Brand New Service Vehicle for DSWD-CAR** under **ITB 2020-DSWD-CAR-23** with an Approved Budget for the Contract (ABC) amounting to **One Million Six Hundred Sixty-Five Thousand Seven Hundred Ninety-Five Pesos (Php1,665,795.00)**.

The conference was conducted at DSWD Training Center and through Google Meet. None among the prospective bidders attended the conference nor joined online. Observers from COA joined through Google Meet to witness the activity namely Mr. Roldan Peniano and Jacob Apalla. 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 3:26 PM since the presiding officer, Mr. Enrique H. Gascon Jr., Chairperson of the Bids and Awards Committee needs to attend an emergency meeting with the Office of Civil Defense pertaining to ongoing disaster operation due to Typhoon Ulysses. Before the meeting starts, Mr. Gascon expressed gratitude to the participants for patiently waiting especially the observers for COA.

	<p>The secretariat was instructed to researched what is the ideal time that a brand new vehicle be delivered and will form part of the supplemental/bid bulletin.</p> <p>It was learned that the maximum period that the item maybe delivered is thirty (30) Calendar Days. As to mode of payment, most of the suppliers prefers Cash-On-Delivery but they allow charge as long as a contract agreement be issued.</p> <ul style="list-style-type: none"> <li>• Another observation was raised by Mr. Jansen Ventura that <b>4 cylinder Engine Type</b> is enough and to remove the 16 valve.</li> <li>• Mr. Jansen also suggested that the required color gray is very rare that it may delay the delivery of the item. The end-user recommended for any color, thus the BAC decided to amend the color as preferably gray or white or any color available</li> </ul>	<p>For Bid Bulletin:</p> <p>To remove the 16 valve under Engine Type</p> <p>To change the color: Preferably gray or white or any color available</p>
<p><b>Standard Forms</b></p>	<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"> <li>• SLCC – it was suggested to indicate the legal basis for requiring equivalent document for Official Receipt issued by BIR.</li> <li>• 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.</li> </ul>	<p>For Bid Bulletin:</p> <ul style="list-style-type: none"> <li>• SLCC – to include the legal basis for allowing equivalent document in lieu of Official Receipt</li> <li>• 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</li> </ul>

<b>Form: Goods Offered from Within the Philippines</b>	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.	
<b>Sealing and Markings of Proposal</b>	The secretariat explained the proper sealing of bid envelopes to comprised seven (7) envelopes including the main envelope.	

Having no more issues to discuss, Mr. Gascon express gratitude to the group for their presence and the meeting ended at 3:58 PM.

Recorded by:

  
**LEONILA G. LAPADA**  
 BAC Secretariat

Noted by:

  
**ENRIQUE H. GASCON JR.**  
 Chairperson, BAC