

Minutes of the Meeting: Pre-Bid Conference
ITB 2020-DSWD-CAR-24: Purchase of Brand New Service Vehicle (2nd Posting)
December 11, 2020

Attendance:

ENRIQUE H. GASCON JR., *Chairperson, BAC*
MS. MARY ANN BUCLAO, *Vice-Chairperson, Alternate*
NELLY MASON, *Provisional Member End-user*
RICMAR GAMBITO, *Provisional Member - Expert*
VICTOR U. BOMOWEY, *Head-Procurement Section*
Leonila G. Lapada, *BAC Secretariat*

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

Prospective Bidder: Aicelyn Bandas, representative, Mitsubishi Motor Plaza

Highlights of the Meeting:

The meeting was called to order for the Pre-Bid Conference of the project, ***Purchase of Brand New Service Vehicle (2nd Posting) under ITB 2020-DSWD-CAR-24*** with an Approved Budget for the Contract (ABC) amounting ***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. Only one (1) prospective bidder from **Mitsubishi Motor Plaza** joined the conference through Google Meet. Observers from COA also joined online 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 10:17 AM presided by Mr. Enrique H. Gascon Jr., Chairperson of the Bids and Awards Committee who attended online. Likewise, the Alternate Vice-Chairperson, Ms. Mary Ann Buclao also attended through Google Meet.

Mr. Gascon 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.

The group reviewed the Philippine Bidding Documents, technical specifications, 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
Invitation to Bid	<p>The secretariat showed the Invitation to Bid and noted the following amendments:</p> <p>Additional Contact Details:</p> <p><u>Mobile numbers:</u></p> <p>Globe: 0915-151-9259 Smart: 0963-610-9340</p>	<p>For Bid Bulletin:</p> <p>Additional Contact Details:</p> <p><u>Mobile numbers:</u></p> <p>Globe: 0915-151-9259 Smart: 0963-610-9340</p>
Bid Validity	<p>Until December 31, 2020</p>	<p>For Bid Bulletin:</p> <p>One Hundred Twenty (120) Calendar Days from the bid opening</p>
Schedule of Requirements	<p>The group discussed the various details of the required technical description of the vehicle.</p> <p>The prospective bidder asked if they are allowed to counter-offer which is cheaper. Mr. Gascon said that the basis of award is the lowest price offer which is responsive to the minimum requirements.</p> <p>Mr. Gascon asked the bidder whether the inclusion of step boards would not require additional cost or if it is still within the cost parameter or ABC.</p> <p>The prospective bidder responded positive as it is still within the ABC and is an advantage to the procuring entity.</p> <p>The B&C agreed to include such as Supplemental/Bid Bulletin.</p>	<p>For Bid Bulletin:</p> <p>Inclusion of Step Boards as an additional feature of the vehicle</p>

<p>Terms of Payment and Delivery Schedule</p>	<p>Mr. Gascon asked the prospective bidder if the delivery schedule of 30 Calendar Days is doable. Ms. Bandas responded affirmative.</p> <p>Ms. Bandas asked the BAC whether the terms of payment is in Cash. Mr. Gascon responded that the procuring entity allows Cash-On-Delivery but the check will only be released after inspection of the vehicle.</p>	<p>For Bid Bulletin:</p> <p>Terms of Payment: Cash on Delivery upon inspection of the vehicle</p>
<p>Technical Specifications</p>	<p>Ms. Bandas asked whether the procuring entity will be the one to process the insurance at GSIS since they had difficulty in their previous projects.</p> <p>Mr. Gascon said that such is part of the requirement and the winning bidder will be provided with the necessary assistance in processing such.</p>	
<p>Checklist of Requirements</p>	<p>Ms. Bandas asked if the procuring entity allows only to submit the PhilGEPS Platinum Certificate of Registration.</p> <p>Mr. Gascon said that the IR allows submission of such during bid opening but the Business/Mayor's Permit, Tax Clearance and SEC or DTI registration are required during the Post-Qualification Stage.</p>	

Having no more issues to discuss, Mr. Gascon express gratitude to the group for their presence and the meeting ended at 11:08 AM.


Recorded by:


LEONILA G. LAPADA
 BAC Secretariat

Reviewed by:


VICTOR U. BOMOWEY
 Head – Procurement Section

Noted by:


ENRIQUE H. GASCON JR.
 Chairperson, BAC