

Minutes of the Meeting: Pre-Bid Conference
ITB 2020-DSWD-CAR-16: Hire of Vehicle for Various DSWD-CAR Activities to All Provinces
of Cordillera Administrative Region (CAR) from August to December 2020
July 1, 2020

Attendance:

ENRIQUE H. GASCON JR., *Vice-Chairperson, BAC*
NOVELIA N. POCDING, *End-user, SLP*
ROY FRITZ SABLING, *End-user, NHTU*
AILEEN M. BALLESTROS, *Technical Expert*
Leonila G. Lapada, *BAC Secretariat*

Observer: none

Prospective Bidder:

Dexter Kiley, Sagadanian Trans Coop
Frenzel Kiley, Sagadanian Trans Coop
Mary Grace B. Sinaking, Smokey Transport
Christopher Luspian, Cobelliam Transportation Corporation

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 to All Provinces of Cordillera Administrative Region (CAR) from August to December 2020** under **ITB 2020-DSWD-CAR-16** with an Approved Budget for the Contract amounting to **One Million Four Hundred Sixty Six Thousand Pesos (Php 1,466,000.00)**.

There are three (3) prospective bidders attended the activity from **Sagadanian Trans Coop, Smokey Transport and Cobelliam Transportation Corporation**. None among the invited observers from Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry (PCCI), Jaime Ongpin Foundation, Inc., DSWD Internal Auditor and COA-CAR attended the activity.

The meeting started at 10:18 AM and presided by Mr. Enrique H. Gascon Jr, 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.

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 then reviewed the Philippine Bidding Documents, technical specifications and presented the standard forms as supporting documents, 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 group reviewed the Invitation to Bid and noted the following:</p> <ul style="list-style-type: none"> Title of the Project – to change Cordillera Administrative Region (CAR) to Luzon to cover Region 1 and 2. 	<p>For Bid Bulletin:</p> <p>To change the title of the project from Hire of Vehicle for Various DSWD-CAR Activities to All Provinces of Cordillera Administrative Region to Hire of Vehicle for Various DSWD-CAR Activities within Luzon</p>
Bid Data Sheet	<p>The Bid Data Sheet was reviewed and noted that the name and description of the project will likewise be changed.</p>	<p>For Bid Bulletin:</p> <p>To change the name of the project from Hire of Vehicle for Various DSWD-CAR Activities to All Provinces of Cordillera Administrative Region to Hire of Vehicle for Various DSWD-CAR Activities within Luzon</p>
Schedule of Requirements	<p>The description of the project and place of delivery should be changed</p>	<p>For Bid Bulletin:</p> <p>To revise the Schedule of Requirements</p>

<p>Technical Specifications</p>	<p>The group reviewed the Terms and Conditions of the project with the following discussions:</p> <ul style="list-style-type: none"> <p>No 2: It was agreed to include in the condition that the vehicles should be with comprehensive insurance. Ms. Sinaking asked the BAC to consider a 2016 year model of vehicle since some vehicles with that model already covered with CPC.</p> <p>Mr. Gascon responded to discuss first the concern to the end-users if it is possible and the decision will form part of the supplemental/bid bulletin if granted.</p> <p>No. 5: Mr. Luspian raised that the CPC being required is a requirement for tourist travels. Mr. Gascon explained that the CPC is being required by the procuring entity purposely for the safety of the passengers and ensure that the vehicles to be used are in good condition and roadworthy as a service vehicle.</p> <p>Another issue raised by Mr. Kiley whether it is allowed to use the CPC of other service provider. Mr. Gascon responded that using the CPC of other service provider falls under subcontracting which is not allowed per Instruction to Bidders.</p> <p>A comment was raised that the service provider should not only issued with CPC but a holder of a valid CPC or not expired.</p> <p>It was also explained that the winning bidder should have enough vehicles for simultaneous travels and all of which must have a CPC.</p> <p>No. 6: It was discussed that fire extinguishers should be available for each vehicle during travel</p> 	<p>All vehicles must be EURO 4 compliant and year model is preferably at <u>least 2016 and up with comprehensive insurance</u></p> <p>For Bid Bulletin:</p> <p>To change Terms and Conditions No.5 to Service Provider must have a valid CPC and should have enough vehicles with CPC for simultaneous travels</p> <p>To include fire extinguisher as one of the requirements</p>
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	<ul style="list-style-type: none"> • No 8: Ms. Sinaking raised that the schedule of travels should be assured and definite before the SWAB Test of the driver since the validity of the result is good only for 14 days. It was agreed that the driver should present a SWAB Test result or medical certificate and all the necessary travel pass before the scheduled travel. • No. 11: To change gasoline to fuel • No. 10: It was agreed that the service provider should also provide the required travel pass and health clearances for the regular driver • No. 14: It was explained to the prospective bidders that the price proposal should not exceed the ABC per activity to avoid disqualification • No. 13: Mr. Kiley asked what is the treatment for travels within the day wherein same day of travel for going and departure from the area. The case may be treated as special case and can be given consideration as a two-day travel responded by Mr. Gascon. 	<p>Gasoline to be changed to fuel to cover diesel</p> <p>Service provider should likewise provide all the required travel pass and health clearances for the regular driver</p>
<p>Itinerary of Travel</p>	<p>The itinerary of travel for each activity was presented and noted the following:</p> <ul style="list-style-type: none"> • Pick-up vehicles should only accommodate a maximum of 3 passengers to observe physical distancing • Unit cost of Caseload review and inventory cum stress management activity should be changed from Php5,000.00 to Php10,000.00 and 	<p>For Bid Bulletin:</p> <p>To change the details in the Itinerary of Travel</p>

	<p>the quantity from 2 units to 3 days</p> <ul style="list-style-type: none"> Ms. Sinaking asked what if the bid price for item no. 3 or the RRCY Institutional Development and Capability Building Activities for CY 2020 is more than the ABC since there is no specific place in Region 1. Mr. Gascon said that it is not allowed and it should still be within the ABC wherever in Region 1. 	
<p>Standard Forms:</p> <p>Statement of SLCC and Statement of On-going Contracts</p>	<p>The secretariat presented the various standard forms and narrated the required supporting documents.</p> <p>Mr. Kiley asked how to reflect the ongoing projects that were discontinued due to the pandemic brought by Covid 19. It was discussed to reflect the percentage of undelivered portion supported with documents as proof that the operation was indeed stopped.</p>	
<p>Form: Goods Offered from Within the Philippines</p>	<p>The said form was presented to the group and explained by Mr. Gascon that it is where the detailed price proposal for each item is reflected and should indicate the bid offer per activity. Such should not exceed the ABC per item or activity.</p> <p>It was recommended to reflect the actual number of days of travel and day as unit of measure to be consistent from the other activities.</p>	<p>For Bid Bulletin:</p> <p>To reflect the actual number of days of travel and day as unit of measure to be consistent from the other activities.</p>
<p>Checklist of Requirements</p>	<p>The secretariat presented and noted the following:</p> <ul style="list-style-type: none"> The required PhilGEPS Certificate should indicate PhilGEPS Platinum Certificate to specific It was discussed whether the CPC will be included for submission during the bid opening. Ms. Ballesterros expressed that the said document will be checked and required during the post-qualification stage together with the OR/CR of all the vehicles being managed by the winning bidder. 	<p>For Bid Bulletin:</p> <p>To indicate PhilGEPS Platinum Certificate</p>

Sealing and Markings of Proposal	Mr. Gascon explained to the group the proper sealing and markings of bid envelopes to avoid misrepresentation of bids.	
Other Matters: <ul style="list-style-type: none"> • Venue of Bid Opening • Dispatcher • Installation of Protective shield 	<ul style="list-style-type: none"> • Mr. Gascon recommended that the venue of bid opening would be at the Training Center instead at ARDs office to observed physical distancing. • It was discussed that the dispatch of all schedule of travels will be coordinated with the General Services Section • The group agreed that a transparent protective shield be installed at the driver's side 	<p style="text-align: center;">For Bid Bulletin:</p> <ul style="list-style-type: none"> • The venue of bid opening will be at DSWD Training Center • Coordination of travels will be centrally managed by the General Services Section • Transparent protective shield be installed at the driver's side

Having no more issues to discuss, the meeting ended at 11:46 AM.

Recorded by:

Reviewed by:

Noted by:

SGD
LEONILA G. LAPADA
 BAC Secretariat

SGD
LANY LIZEL G. DIAZ
 Head – BAC Secretariat

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ENRIQUE H. GASCON JR.
 Chairperson, BAC