

MINUTES OF MEETING

Tuesday, March 26, 2019 1:30 PM CONFERENCE ROOM B


MEETING CALLED BY	BIDS AND AWARDS COMMITTEE 2	
TYPE OF MEETING	Prebid Conference	
PROJECT	Supply and Delivery of Sports Utility Vehicle for the Department of Finance – Municipal Development Fund Office	
REFERENCE NO.	Public Bidding No. 19-102-2	
ATTENDEES	<p>Bids and Awards Committee 2: Engr. Manuel S. Avila Chairperson Mr. Arnold F. Bondoc Vice Chairperson Mr. Joseph C. De Sales Provisional Member Ms. Eden C. Zamora Ad Hoc Member</p> <p>BAC Secretariat: Ms. Sherilyn R. Manzano Member Ms. Princess Joy B. Flores Member</p> <p>BAC Technical Working Group Mr. Jade Edwin H. Apin Member</p> <p>Prospective Bidders: Mr. Michael Joseph Marcelino Matterhorn Motor Inc Ms. Sheren Cabanlit Matterhorn Inc</p>	
CALL TO ORDER	The scheduled Pre-Bid Conference started at 1:40 PM with Engr. Avila presiding.	

DISCUSSION

I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	SECTION II No highlights.
BID DATA SHEET	SECTION III



	No highlights.
GENERAL CONDITIONS OF THE CONTRACT	SECTION IV No highlights.
SPECIAL CONDITIONS OF THE CONTRACT	SECTION V No highlights.
SCHEDULE OF REQUIREMENTS	SECTION V - The End-User requested that the delivery period should be within Thirty (30) Calendar Days from receipt of the Notice to Proceed.
TECHNICAL SPECIFICATIONS	SECTION VII - The following were discussed: <ul style="list-style-type: none"> - The seating capacity is for only 15 passengers including the driver. - Mr. Sta. Maria suggested that the ABS should be remove, Power Windows, Immobilizer and the Multimedia requirements. He explained that their passenger van units do not have those features. - Mr. Sta. Maria suggested that a 3rd party for the Audio, Security Alarm and GPS System be acceptable. - The requirement for warranty is 3 years or 100,000 km whichever comes first. - TPL Insurance shall be included to all units. - All the above discussions will be discuss by the BAC to the End user and will be included in the Bid Bulletin to be issued, if granted.
TERMS OF REFERENCE	No highlights.
BIDDING FORMS	No highlights.

II. OTHER DISCUSSIONS	
OTHER MATTERS	None.
ATTACHMENTS	None.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:50 PM
CERTIFICATION	We certify that the foregoing is the true account of Prebid Conference conducted on March 26, 2019.
PREPARED BY	 SHERILYN R. MANZANO BAC Secretariat

Bids and Awards Committee 2:

CERTIFIED CORRECT

EDEN C. ZAMORA
Ad Hoc Member

JOSEPH C. DE SALES
Provisional Member

On Official Business

ATTY. MICHELLE ANNE B. RECTO
Regular Member

ARNOLD F. BONDOC
Vice Chairperson


ENGR. MANUEL S. AVILA
Chairperson

*Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply:
(a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.*