

# MINUTES OF MEETING

Tuesday, March 19, 2019	2:30PM	CONFERENCE ROOM B
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<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE V</b>
<b>TYPE OF MEETING</b>	<b>Prebid Conference</b>
<b>PROJECT</b>	Supply and Delivery of Mini Bus for the Civil Aviation Authority of the Philippines
<b>REFERENCE NO.</b>	<b>PB No. 19-096-5</b>
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee V:</b></p> <p>Ms. Teresita J. Dela Cruz Chairperson            Mr. Jack G. Mercado Vice-Chairperson            Engr. Nicole John D. Cabueños Provisional Member</p> <p><b>Procurement Division V:</b></p> <p>Ms. Jessica G. Gapuz Member            Mr. Abelardo P. Gonzalez Secretariat</p> <p><b>End-user’s Representatives</b></p> <p>Mr. Reynold Dalupang CAAP            Mr. Oscar Demetre CAAP</p> <p><b>Prospective Bidders:</b></p> <p>Mr. Michael B. Gaa Areza Motor Sales            Mr. Christian Valino Genesis Auto Corp.            Ms. Rizza Requerme JAC Motors            Mr. Francis Besana JAC Motors            Mr. Joseph Ramos Hyundai Alabang            Mr. Julierto Bagabaldo Hyundai Alabang</p>
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled Pre-bid Conference started at <b>2:50PM</b> with the Chairperson presiding.</li> <li>2. PMOIC acknowledged the presence of the attendees.</li> <li>3. It was likewise reported that observers were invited but none confirmed attendance.</li> <li>4. Given that all the prospective bidders were in attendance during the Pre-bid Conference held by Bids and Awards Committee II with the same item to bid</li> </ol>

and end-user, the Chairperson asked them whether to do again the power point presentation or to proceed with bidding documents.

5. The prospective bidders responded to proceed with the bidding documents.
6. Since this project was bided out several times, the Chairperson asked the PMOIC to explain what are the disqualification/s committed by the bidders in the previous biddings.

## DISCUSSION

### I. BID DOCUMENTS

INVITATION TO BID

#### ITB Clause 2

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The Chairperson explained the schedule of bidding activities.

Posting of Invitation to Bid	<b>March 12, 2019</b>
Issuance and Availability of Bid Documents	<b>March 12, 2019</b>
Pre-Bid Conference	<b>March 19, 2019; 2:30 PM</b>
Last day of Submission of Written Clarification	<b>March 22, 2019</b>
Last day of Issuance of Bid Bulletin	<b>March 26, 2019</b>
Deadline for Submission	<b>April 2, 2019; 2:30 PM</b>
Opening of Bids	<b>Immediately after the Deadline of Submission of Bids</b>

#### ITB Clause 2

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A Prospective Bidder noticed some inconsistency in the dates of Bidding Activities stated in the Bidding Document compared with what is posted in PhilGEPS.

**PMOIC explained that the posting of ITB was a day delayed as it was supposed to be due to inaccessibility of PhilGEPS website on the day it must be posted. PMOIC ascertained that the details posted in PhilGEPS are correct, and only the hardcopy of Bidding Document presented needs to be updated.**

<p><b>BID DATA SHEET</b></p>	<p><b>BDS Clause 1.1</b> page 38</p> <p>The Procuring Entity is the Procurement Service. The PMOIC explained to prospective bidders that the bid proposal to be submitted should address to Procurement Service.</p> <p><b>BDS Clause 12.1(a)(i)</b> page 39</p> <p>The Vice-chairperson make clear that Official Receipt of renewal of Mayor’s Permit is not acceptable anymore, the bidder must submit 2019 Mayor’s Permit.</p> <p><b>BDS Clause 18.1</b> page 40</p> <p>The amount in Bid Security should not be less than the amount indicated in the bidding document. If the form used was Cashier’s/Manager’s Check, it must be payable to Procurement Service, as explained by the PMOIC and Vice-chairperson.</p> <p><b>BDS Clause 29.2</b> page 42</p> <p><i>5. Certification from the bidder with proof that the "BRAND of the MOTOR VEHICLE" being offered has been continuously in the Philippine Market for at least FIFTEEN (15) years before the submission and receipt of bids. Provided, that the motor vehicle to be supplied is the latest model being offered in the Philippines.</i></p> <p>One of the prospective bidder requested to lower down the requirement from fifteen (15) years to ten (10) years.</p> <p>The end-user took note on this matter.</p>
<p><b>GENERAL CONDITIONS OF THE CONTRACT</b></p>	<p>NO DISCUSSION</p>
<p><b>SPECIAL CONDITIONS OF THE CONTRACT</b></p>	<p>NO DISCUSSION</p>

<p><b>SCHEDULE OF REQUIREMENTS</b></p>	<p>Schedule of Requirements Page 68</p> <p><b><i>Delivery period: Within 30 (THIRTY) Calendar Days from the effective date indicated in the Notice to Proceed</i></b></p> <p>A prospective bidder requested to extend the delivery period up to One hundred eighty (180) calendar days.</p> <p>The end-user took note the request.</p>
<p><b>TECHNICAL SPECIFICATIONS</b></p>	<p><b>Technical Specifications:</b> <b>Lot No. 1: SUPPLY AND DELIVERY OF MINI-BUS, not exceeding 4,164cc, Diesel</b> page 70</p> <p>- <i>Engine Displacement: not exceeding 4,164 cc</i></p> <p>A prospective bidder demanded to expand the Engine Displacement to 4,500cc</p> <p>The end-user clarified that the approved Authority to Purchase Vehicle was limited to 4,164cc</p>
<p><b>BID FORM</b></p>	<p>NO DISCUSSION</p>
<p><b>ADJOURNMENT</b></p>	<p>Having no other matters for discussion, the meeting was adjourned at <b>3:45 PM</b></p>
<p><b>CERTIFICATION</b></p>	<p>We certify that the foregoing is a true account of the Pre-bid Conference conducted on July 19, 2019.</p>
<p><b>PREPARED BY</b></p>	<p>The Procurement Division V:</p> <p style="text-align: center;"><b>ENGR. NICOLE JOHN D. CABUEÑOS</b> Member</p>
<p><b>CERTIFIED CORRECT</b></p>	<p>Bids and Awards Committee V:</p> <p style="text-align: center;"><b>ENGR. NICOLE JOHN D. CABUEÑOS</b> Provisional Member</p>

	<p><b>MR. JACK G. MERCADO</b> Vice-Chairperson</p>
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	<p><b>MS. TERESITA J. DELA CRUZ</b> Chairperson</p>
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*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.*