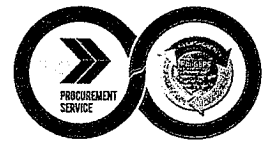




Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Tuesday, 16 April 2018	10:00 AM	Conference Room A
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MEETING CALLED BY	Bids and Awards Committee VIII
TYPE OF MEETING	Pre-Bid Conference
PROJECT	Supply and Delivery of Stake Trucks/ Light Cargo Trucks for the Department of Agriculture – Regional Field Office 8 (DA-RF08)
REFERENCE	PB No. 19-127-8
ATTENDEES	<p>Bids and Awards Committee VIII</p> <p>Engr. Jaime M. Navarrete, Jr. Chairperson Mr. Joseph P. Balagatas Vice Chairperson Mr. Paul Armand A. Estrada Provisional Member</p> <p>Bidder(s)</p> <p>Ms. Rizza Requerme JAC Automobiles Phil.</p>
CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:00 AM presided by the Chairperson.
COMPLIANCE TO R.A. 9184	The Chairperson, upon the determination of the attendance of the majority of the Bids and Awards Committee, established quorum to conduct the Pre-Bid conference. Furthermore, the Secretariat presented the Invitation To Observers in compliance to R.A. 9184.

DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	No further clarification.
INSTRUCTION TO BIDDERS	No further clarification.
BID DATA SHEET	<p>Page 42 Clause 29.2 Item 1 xxx 1. Latest Income Tax Returns for year 2017 (BIR Form 1701 or 1702); and xxx</p>



	<ul style="list-style-type: none"> ➤ The Committee clarified with the bidder if they can comply with the 2018 Income Tax Return. Further, they clarified with the bidder if they can submit the Audited Financial Statement for 2018 before the month ends. • The Representative from JAC Automobiles manifested that they may have some difficulty complying the 2018 because of time constraint. The representative requested to retain the 2017 requirement.
GENERAL CONDITIONS OF THE CONTRACT	<p>No further clarification.</p>
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> ➤ It was emphasized that the Procuring Entity is the Procurement Service. The winning bidder will deliver the item to the Project Site and the Procurement Service will pay the bidder. ➤ The Project Site will be at the Department of Agriculture – Regional Field Office No. 8, Kanhuraw Hill, Tacloban City ➤ No further clarification from the bidders.
SCHEDULE OF REQUIREMENTS	<p>No further clarification.</p>
TECHNICAL SPECIFICATIONS	<p>Page 71 Agency Specification</p> <p>xxx Engine Displacement:: 4,000 cc (min) xxx</p> <ul style="list-style-type: none"> • The Representative from JAC Automobile requested to amend the Engine Displacement to 3,000 cc for them to comply with the requirement. • They further commented that they will offer an Isuzu Brand because this will fit with the budget. They clarified that JAC is authorized to offer the Isuzu brand. ➤ The Committee presented the Authority to Purchase Motor Vehicle. Based on the presented document, it is not indicated whether it is the minimum or the maximum requirement for the engine displacement. Technically, the required engine displacement is 4,000 cc. ➤ The Committee clarified with the bidder that offering other brands must be supported by documentary proof to prove its legality. <p>xxx <u>The design of the Stake Truck's Body will be submitted by the</u></p>

	<p><u>winning bidder and will be subject for approval of the End Users prior to production.</u></p> <p>xxx</p> <ul style="list-style-type: none"> ➤ The Committee will include the provision for better understanding with the bidders. Considering that there is no specific design of the stake trucks' body, the winning bidder will offer design and will be approved by the End Users.
<p>III. OTHER MATTERS</p>	
<p>OTHER MATTERS</p>	<ul style="list-style-type: none"> ➤ On the bid form, the Secretariat reminded the bidders that in filling out the form, submission shall be consistent and the same. In case discrepancy in the amounts, whichever is lower shall be used. The amount shall always be favorable and beneficial to the government. ➤ The Chairperson also reminded that any clarification shall be put in writing on or before April 20, 2019 for deliberation and discussion of the Bids and Awards Committee. ➤ The Committee explicitly emphasized the manner of filling out the prescribed forms to avoid failure on the bidders' proposals.
<p>CERTIFICATION</p>	<p>We certify that the foregoing is the true account of the Prebid Conference conducted on April 16, 2019.</p>
<p>ADJOURNMENT</p>	<p>Having no other matters for discussion, the meeting was adjourned at 12:00 PM.</p>
<p>PREPARED BY</p>	<p>PROCUREMENT DIVISION VIII</p>  <p>MR. PAUL ARMAND A. ESTRADA Member</p>
<p>CERTIFIED CORRECT</p>	<p>BIDS AND AWARDS COMMITTEE VIII</p>  <p>ENGR. JAIME M. NAVARRETE, JR Chairperson</p>  <p>MR. JOSEPH P. BALAGTAS Vice-Chairperson</p>