



MINUTES OF MEETING

Wednesday, May 29, 2019 10:00 AM CONFERENCE ROOM B AND C

MEETING CALLED BY	SPECIAL BIDS AND AWARDS COMMITTEE FOR MOTOR VEHICLES																																														
TYPE OF MEETING	Prebid Conference																																														
PROJECT	Supply and Delivery of Various Motor Vehicles for the Procurement Service (Framework Agreement)																																														
REFERENCE NO.	Public Bidding No. 19-164-8																																														
ATTENDEES	<p>Special Bids and Awards Committee:</p> <table> <tr><td>Engr. Jaime M. Navarrete, Jr.</td><td>Chairperson</td></tr> <tr><td>Engr. Pablo Roman C. Andres</td><td>Regular Member</td></tr> <tr><td>Atty. Divina Gracia A. Bacal</td><td>Regular Member</td></tr> <tr><td>Mr. Vic Anthony A. Tubon</td><td>Provisional Member</td></tr> <tr><td>Mr. Omar O. Bernal</td><td>Provisional Member</td></tr> </table> <p>BAC Secretariat:</p> <table> <tr><td>Ms. Princess Joy B. Flores</td><td>Member</td></tr> <tr><td>Atty. Carla Divina B. Espino</td><td>Member</td></tr> </table> <p>BAC Technical Working Group:</p> <table> <tr><td>Mr. Joseph P. Balagtas</td><td>Member</td></tr> <tr><td>Mr. Paul Armand A. Estrada</td><td>Member</td></tr> <tr><td>Mr. Jade Edwin H. Apin</td><td>Member</td></tr> </table> <p>Prospective Bidders:</p> <table> <tr><td>Mr. Uno Suñiga</td><td>Toyota Marilao</td></tr> <tr><td>Mr. Mark Kenneth Saraza</td><td>Toyota-Marilao</td></tr> <tr><td>Mr. Charles Del Mundo</td><td>United Asia Automotive Group, Inc.</td></tr> <tr><td>Mr. Elgio S. Nuñez</td><td>United Asia Automotive Group, Inc.</td></tr> <tr><td>Mr. Arthur L. Salazar</td><td>Laus Group</td></tr> <tr><td>Mr. Rio V. Perez</td><td>Haima Philippines</td></tr> <tr><td>Mr. Mark Angelo Usman</td><td>Carworld, Inc.</td></tr> <tr><td>Ms. Caren Pearl O. Gaspar</td><td>Isuzu Pasig</td></tr> <tr><td>Mr. Raymund Maranan</td><td>Nissan</td></tr> <tr><td>Mr. Glenn Minino</td><td>Greenson</td></tr> <tr><td>Mr. Paul Mangulabman</td><td>Nissan</td></tr> <tr><td>Mr. Clyde Sombilon</td><td>Nissan</td></tr> <tr><td>Mr. Tony Asuncion</td><td>Nissan</td></tr> </table>	Engr. Jaime M. Navarrete, Jr.	Chairperson	Engr. Pablo Roman C. Andres	Regular Member	Atty. Divina Gracia A. Bacal	Regular Member	Mr. Vic Anthony A. Tubon	Provisional Member	Mr. Omar O. Bernal	Provisional Member	Ms. Princess Joy B. Flores	Member	Atty. Carla Divina B. Espino	Member	Mr. Joseph P. Balagtas	Member	Mr. Paul Armand A. Estrada	Member	Mr. Jade Edwin H. Apin	Member	Mr. Uno Suñiga	Toyota Marilao	Mr. Mark Kenneth Saraza	Toyota-Marilao	Mr. Charles Del Mundo	United Asia Automotive Group, Inc.	Mr. Elgio S. Nuñez	United Asia Automotive Group, Inc.	Mr. Arthur L. Salazar	Laus Group	Mr. Rio V. Perez	Haima Philippines	Mr. Mark Angelo Usman	Carworld, Inc.	Ms. Caren Pearl O. Gaspar	Isuzu Pasig	Mr. Raymund Maranan	Nissan	Mr. Glenn Minino	Greenson	Mr. Paul Mangulabman	Nissan	Mr. Clyde Sombilon	Nissan	Mr. Tony Asuncion	Nissan
Engr. Jaime M. Navarrete, Jr.	Chairperson																																														
Engr. Pablo Roman C. Andres	Regular Member																																														
Atty. Divina Gracia A. Bacal	Regular Member																																														
Mr. Vic Anthony A. Tubon	Provisional Member																																														
Mr. Omar O. Bernal	Provisional Member																																														
Ms. Princess Joy B. Flores	Member																																														
Atty. Carla Divina B. Espino	Member																																														
Mr. Joseph P. Balagtas	Member																																														
Mr. Paul Armand A. Estrada	Member																																														
Mr. Jade Edwin H. Apin	Member																																														
Mr. Uno Suñiga	Toyota Marilao																																														
Mr. Mark Kenneth Saraza	Toyota-Marilao																																														
Mr. Charles Del Mundo	United Asia Automotive Group, Inc.																																														
Mr. Elgio S. Nuñez	United Asia Automotive Group, Inc.																																														
Mr. Arthur L. Salazar	Laus Group																																														
Mr. Rio V. Perez	Haima Philippines																																														
Mr. Mark Angelo Usman	Carworld, Inc.																																														
Ms. Caren Pearl O. Gaspar	Isuzu Pasig																																														
Mr. Raymund Maranan	Nissan																																														
Mr. Glenn Minino	Greenson																																														
Mr. Paul Mangulabman	Nissan																																														
Mr. Clyde Sombilon	Nissan																																														
Mr. Tony Asuncion	Nissan																																														



Mr. Noni Orlina
 Mr. Mike Lopez
 Ms. Sheryl Undon
 Mr. Edwin Sanchez
 Ms. Sherron Cabalit
 Mr. Rico Dineros
 Ms. Carol Santos
 Mr. Geoffrey C. Paulino Jr.
 Ms. Diorella Alegata
 Mr. Genesis Gutierrez
 Ms. Vergilene V. Sanson
 Ms. Rickly Cambusa
 Mr. Kevin Gorospe
 Mr. Harry De Jesus
 Mr. Karen Tumando
 Mr. Edson Dinglasan
 Mr. Elton Encina
 Mr. Alejandro Aguirre
 Mr. Sonny Gregorio
 Mr. Ryan See
 Mr. Rhoderick Dela Cruz
 Ms. Carolyn Untalan
 Ms. Joy Medina
 Mr. Paul Mercado
 Mr. M. Punzalan
 Mr. Jojo Evangelista
 Ms. Anna Riza Sunga
 Mr. Alfie A. Pinos
 Mr. Jeff Albao
 Ms. Pritchie Pineda
 Mr. Angelo Paredes
 Ms. Chiqui Garcia
 Ms. Arvy Soriano
 Mr. Amy Amper
 Ms. Sylvia M. Toh
 Ms. Emily V. Esteban
 Ms. Elizabeth Juni
 Ms. Celine Acasio
 Mr. Arnel S. Joyosa
 Ms. Hanzen Tan

Observer:

Mr. Antonio Sierra, Jr.

Other Attendees:

Mr. Joe Ferreria
 Mr. Mark De Sales
 Mr. Jun Espino

Nissan
 Mantrade
 Isuzu Pasig
 Matterhorn Motor, Inc.
 Matterhorn Motor, Inc.
 Matterhorn Motor, Inc.
 Diamond Motor Corp.
 Diamond Motor Corp.
 Toyota Q. Ave.
 Toyota Q. Ave.
 Ariza Motor Sales
 Toyota Makati, Inc.
 Volkswagen, BGC
 KIA BGC (Iconic Dealership, Inc.)
 KIA BGC (Iconic Dealership, Inc.)
 Suzuki Commonwealth
 Areza Motor Sales
 Toyota Otis, Inc.
 Toyota Otis, Inc.
 Toyota Otis, Inc.
 MMPC
 CT Citimotors
 Hyundai North EDSA
 Hyundai North EDSA
 Civi Mgs.
 Civi Mgs.
 Genesis Auto Group
 Metro Mobilia
 Nissan North
 Nissan North
 Honda Makati
 Toyota Q. Ave.
 Toyota Fairview
 Toyota Fairview
 Toyota Balintawak
 Toyota Balintawak
 Honda-Makati
 Honda Makati
 Honda Makati
 Nissan North EDSA

Commission on Audit

Automobile Association Philippines
 Automobile Association Philippines
 Automobile Association Philippines

	Mr. Vip Isada Atty. Vhincnt G. Cafiãres Ms. Rhazel C. Rigoroso Ms. Leah M. Valdez Ms. Rochelle Ramirez Ms. Ariane Pedralvez Mr. Karlo Oropesa Ms. Jamiile Rae Baluyot Ms. Norma Calderon Mr. Joseph C. De Sales Ms. Sherilyn R. Manzano	Automobile Association Philippines PS Consultant PD VI, Procurement Service MSD, Procurement Service SPIB-DBM SPIB-DBM MSD, Procurement Service PD VIII, Procurement Service PD VIII, Procurement Service PD II, Procurement Service PD II, Procurement Service
CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:17 AM with Engr. Navarrete presiding.	
ESTABLISHMENT OF QUORUM	Engr. Navarrete, upon the determination of the attendance of the majority of the Special Bids and Awards Committee, declared quorum to conduct the Pre-Bid Conference.	
INVITATION TO OBSERVERS	Ms. Flores presented the Invitation to Observers in compliance with the requirements of the 2016 Revised IRR of R.A. 9184 .	

DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	SECTION I No highlights.
INSTRUCTIONS TO BIDDERS	SECTION II No highlights.
BID DATA SHEET	SECTION III BDS Clause 20.3: <i>Page 51</i> <i>"Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.</i> <i>The duplicates- i.e. copy 1 and 2, must include the same documents as that of the original set of documents. In case, however, a bidder opts to submit cash as bid security, copy 1 and 2 need not contain photocopies of the same."</i> ➤ Engr. Navarrete clarified that each bidder is required to submit one (1) original and (2) copies of first and second components of bids.

BDS Clause 29.2:

Item No. 7

Page 56

"xxx

7. Additionally, the Supplier shall furnish the PS-Technical Working Group with the following documents as proof of the existence of the Authorized Service Centers, to wit:

a. Business or Mayor's Permit of the authorized company's (manufacturer) service centers;

xxx"

- Ms. Undon raised a concern regarding the required Mayor's Permit of the Service Centers. She said that most of the Service Centers are franchise dealers, who belongs to another company, and that they may not be allowed to secure copy of the Mayor's Permit.
- Mr. Sanchez raised the same concern with Ms. Undon. He said that for those who belong to small dealership like them, they can probably provide business permits of the service centers from their co-dealership but those who belong to another co-dealership would probably not provide a copy of the business permits of their service centers because they are their competitor. He suggested that the certification from the authorized service center would be sufficient to replace the required business permit.
- Engr. Navarrete clarified that if a bidder can present a proof of engagement with the authorized service centers, then a copy of the requirements enumerated should be made available upon request.
- Engr. Navarrete emphasized that the purpose these proofs of after sales performance will give confidence to the government agencies of quality products.
- Mr. Salazar suggested that the Certification from the plant or the manufacturer of the list of Authorized Service Centers would be an assurance.
- Engr. Navarrete explained that the requirements are construed to be a value added service and is one of the best practices in government procurement.
- Engr. Navarrete said that the proposed changes in the requirements will be subject to deliberation of the BAC.
- Engr. Navarrete highlighted the use of Performance Securing Declaration for purposes of compliance and submission of Performance Security.

	<p>➤</p>
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>SECTION IV</p> <p>No highlights.</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>SECTION V</p> <p>GCC Clause 1.1 (g):</p> <p><i>"The Procuring Entity is Procurement Service."</i></p> <p>➤ It was emphasized that the Procuring Entity for the project is the Procurement Service. This signifies that during contract implementation, the winning bidder will have a contract with the Procurement Service. The winning bidder will deliver to the Project Sites and the Procurement Service will pay.</p> <p>GCC Clause 1.1 (k):</p> <p><i>"The Project Sites are:</i></p> <p><i>Address of the Requesting Agency</i></p> <p><i>xxx"</i></p> <p>➤ Engr. Navarrete emphasized that the delivery of the vehicles is nationwide. The government agencies will purchase the vehicles through Procurement Service. The winning bidder will deliver to the address of the requesting agencies.</p> <p>➤ Engr. Navarrete discussed the concept of the Framework Agreement. He explained that Framework Agreement is an option contract. The government may buy some, all or none depending on the requests from government agencies. The delivery will depend on a Call-Off Order. Upon completion of the inspection and delivery and submission of documentary requirements, payment shall be made.</p> <p>➤ Engr. Navarrete emphasized that the project is for a Single Year Framework Agreement or for 12 months.</p> <p>GCC Clause 6.2:</p> <p><i>"xxx</i></p> <p><i>(ix) Official Receipt for the registration of the motor vehicle;</i></p> <p><i>(x) Certificate of Registration of the motor vehicle under the name of the End-user agency; and</i></p> <p><i>(xi) Plate Number. (In lieu of the non-availability of the Plate Number</i></p>

from LTO, the Supplier may issue a sworn commitment/undertaking that they will deliver the Plate Number upon availability to cover the additional 1% retention for this item).

xxx"

- The provision was discussed for purposes of payment. It was emphasized that issuance of vehicle plate will no longer hold another 1% of the retention for the payment. Thus, the winning bidder will secure an undertaking to deliver the Plate Number upon availability.
- Mr. Aguirre clarified if unit prices may be adjusted if there are instances of inflation or currency fluctuation.
- Engr. Navarrete remarked that inflation was already considered in the preparation of the recommended ABC.

SECTION VI

SCHEDULE OF REQUIREMENTS

- Mr. Estrada presented the form for the Schedule for Requirements and discussed the proper way of accomplishing the said form.
- Mr. Aguirre inquired on the concept of Call Off Order.
- Engr. Navarrete explained that a Call-Off Order has the semblance of Delivery Order or Purchase Order and issued for every request or purchase of our client agencies. It includes the amount, item, quantity, schedule of delivery and the agency address where the item will be delivered.
- Mr. Aguirre inquired on the delivery place, inspection and acceptance.
- Engr. Navarrete said that the delivery place depends on the requesting agency nationwide.
- The vehicles will be inspected on the bidder's staging area that can be their manufacturing plant. The final acceptance will be at the delivery site.
- Mr. Aguirre inquired on the commencement of the delivery period.
- Engr. Navarrete said that it is reckoned upon the issuance of the Call Off Order.
- Mr. Aguirre asked, if the final acceptance can be done in the plant for payment purposes, then acknowledgment shall be made by the agencies upon delivery because the time for shipping schedule may not be controlled by their end.

- The suggestion will be subject for further deliberation and discussion with the BAC. Any amendment and/or clarification, if any, will be reflected in the Bid Bulletin to be issued.
- Mr. Aguirre suggested to determine quantity for each delivery site so that the delivery period can be clarified and agreed upon.
- Other prospective bidders manifested their agreement with the suggestion of Mr. Aguirre.
- Ms. Untalan on who will shoulder the shipping cost.
- Engr. Navarrete said that the shipping cost be included in the bid price.
- Mr. Amper asked if there is a possibility that a several Call Off Orders will be issued within a month. He raised his concern regarding the quantities required to be delivered that might result to imposition of penalties.
- Engr. Navarrete explained that the Call Off Orders will be issued depending on the requests from the agencies; and yes, there is a possibility of several Call-Off Orders in a Framework Agreement.
- Engr. Navarrete said that the indicative quantity per month will be reflected in the bid bulletin to be issued.
- Ms. Alegata requested to identify the delivery sites for purposes of determining the shipping cost.
- Engr. Navarrete said that the delivery will depend on the requesting agency. The delivery sites should be considered nationwide.
- Ms. Garcia asked if the payment for the unit and freight fee will be separate.
- Engr. Navarrete said that the ABC is inclusive of freight/forwarding fee.
- Mr. Aguirre asked if the vehicles can be delivered if all the quantities are available.
- Engr. Navarrete said deliveries will depend upon request of the agencies.

TECHNICAL SPECIFICATIONS

SECTION VII

- Mr. Estrada presented the form for the Technical Specifications and discussed the proper way of accomplishing the said form.

Lot No. 7: Asian Utility Vehicle (AUV)/ Crossover Utility Vehicles (CUV):

"AGENCY SPECIFICATIONS

xxx

A four-wheel enclosed vehicle having dual side doors and fifth rear door or lift-up tailgate. It has a maximum seating capacity of 10 passengers, including driver, with its two (2) rows of front seats and foldable rear seats.

xxx"

- Mr. Perez asked if they can offer a vehicle that exceed the maximum seating capacity.
- Mr. Tubon said that the requirement is based on the DBM Budget Circular 2017-1.
- Mr. Tubon emphasized that the offered vehicle must be based on the manufacturer's standard. Any modifications to upgrade the unit offered to satisfy the requirement will not be allowed.
- Mr. Tubon reiterated that an agency specification complies with the following minimum requirements unless specified.

Lot No. 8: Pick-Up Vehicle:

"AGENCY SPECIFICATIONS

xxx

- Brake, Front: Disc
Rear: Disc

xxx"

- Mr. Sanchez asked if the drum system for the rear break will be acceptable.
- Engr. Navarrete said that the inquiry will be subject for further deliberation and discussion with the BAC. Any amendment and/or clarification, if any, will be reflected in the Bid Bulletin to be issued.

TERMS OF REFERENCE

No highlights.

BIDDING FORMS

SECTION VII

- The prescribed bidding forms were presented and no further clarification on the presentation.

II. OTHER DISCUSSIONS

OTHER MATTERS

- The bidders were reminded that in filling out the bid form, submission shall

	<p>be consistent and the same. In cases of discrepancy in the amounts, whichever is lower and beneficial to the government shall be used as basis for the contract amount.</p> <ul style="list-style-type: none"> ➤ Engr. Navarrete requested the bidders to put into writing their requests for clarification and submit them to the Committee on or before May 31, 2019. These will be subject for deliberation and discussion of the Bids and Awards Committee. ➤ The bidders were reminded to use the forms indicated in the Bidding Document. ➤ All written clarifications shall be accepted regardless of whether the supplier has paid the fee for the bidding documents or not. ➤ All responses shall be answered through a bid bulletin. 								
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:11 PM								
CERTIFICATION	We certify that the foregoing is the true account of Prebid Conference conducted on May 29, 2019.								
PREPARED BY	<p>(SGD.) PRINCESS JOY B. FLORES BAC Secretariat</p>								
CERTIFIED CORRECT	<p>Special Bids and Awards Committee:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> <p>(SGD.) OMAR O. BERNAL <i>Provisional Member</i></p> </td> <td style="width: 50%; text-align: center;"> <p>(SGD.) VIC ANTHONY A. TUBON <i>Provisional Member</i></p> </td> </tr> <tr> <td style="text-align: center;"> <p>(SGD.) ATTY. DIVINA GRACIA A. BACAL Regular Member</p> </td> <td style="text-align: center;"> <p>(SGD.) ENGR. PABLO ROMAN C. ANDRES Regular Member</p> </td> </tr> <tr> <td style="text-align: center;"> <p><i>On Official Business</i> DIR. ARIEL R. CUNANAN Regular Member</p> </td> <td style="text-align: center;"> <p><i>On Official Business</i> ATTY. MICHELLE ANNE B. RECTO Vice Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <p>(SGD.) ENGR. JAIME M. NAVARRETE, JR. Chairperson</p> </td> </tr> </table>	<p>(SGD.) OMAR O. BERNAL <i>Provisional Member</i></p>	<p>(SGD.) VIC ANTHONY A. TUBON <i>Provisional Member</i></p>	<p>(SGD.) ATTY. DIVINA GRACIA A. BACAL Regular Member</p>	<p>(SGD.) ENGR. PABLO ROMAN C. ANDRES Regular Member</p>	<p><i>On Official Business</i> DIR. ARIEL R. CUNANAN Regular Member</p>	<p><i>On Official Business</i> ATTY. MICHELLE ANNE B. RECTO Vice Chairperson</p>	<p>(SGD.) ENGR. JAIME M. NAVARRETE, JR. Chairperson</p>	
<p>(SGD.) OMAR O. BERNAL <i>Provisional Member</i></p>	<p>(SGD.) VIC ANTHONY A. TUBON <i>Provisional Member</i></p>								
<p>(SGD.) ATTY. DIVINA GRACIA A. BACAL Regular Member</p>	<p>(SGD.) ENGR. PABLO ROMAN C. ANDRES Regular Member</p>								
<p><i>On Official Business</i> DIR. ARIEL R. CUNANAN Regular Member</p>	<p><i>On Official Business</i> ATTY. MICHELLE ANNE B. RECTO Vice Chairperson</p>								
<p>(SGD.) ENGR. JAIME M. NAVARRETE, JR. Chairperson</p>									