



MINUTES OF MEETING

Wednesday, July 31, 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. 19-243-8	
ATTENDEES	<p>Special Bids and Awards Committee: Engr. Jaime M. Navarrete, Jr. Chairperson Dir. Ariel R. Cunanan Vice Chairperson Engr. Pablo Roman C. Andres Regular Member Mr. Vic Anthony A. Tubon Provisional Member</p> <p>BAC Secretariat: Ms. Princess Joy B. Flores Member</p> <p>BAC Technical Working Group: Mr. Paul Armand A. Estrada Member Mr. Jade Edwin H. Apin Member</p> <p>Prospective Bidders: Ms. Pan Dacanay Hyundai Atty. Czar Colina Hyundai Ms. Jennifer Villacorta Hyundai Laguna Mr. Ronald Jaranilla Hyundai Laguna Mr. Elmer Lumague MCX International Mr. Niño Garin Hyundai Alabang Ms. Jen Malabuyoc Hyundai Alabang Mr. Jeg Gainsan Hyundai Alabang Mr. Jingoy Bagabaldo Hyundai Alabang Mr. William Chuawee BMD Motors-Izusu Bulacan Mr. Teddy Llado Hyundai Commonwealth Mr. Joanna Valdez Hyundai Commonwealth Mr. Carl Dimayuga Isuzu Pasig Ms. Roda Aludia Isuzu Pasig Mr. Jojo Engliong Diamond Motor Corp-FV Mr. Ting Almendral Citimotors, Inc.</p>	

	<p>Mr. Rhod Dela Cruz Ms. Beng Ramirez Mr. Renato Gregorio Ms. Sherill Merdegia Mr. Paul Mangulabnan Mr. Glenn Minimo Ms. Marian Jhoy Antonio Mr. Romeo Mallari Mr. Hubert Yap</p> <p>Observer: Mr. Nicole L. Trinidad</p> <p>Other Attendees: Atty. Vhincen G. Cañares Mr. Roberto M. Tuliao Mr. Edilberto A. Reyes Mr. Rodrigo A. Maur Atty. Arvy Chris Samedra</p>	<p>MMPC Diamond Motor Corp. Toyota Otis, Inc. Hyundai Commonwealth Nissan Bataan Nissan Bataan Foton Marilao Nissan Commonwealth Nissan Commonwealth</p> <p>Commission on Audit</p> <p>PS Consultant DepEd DepEd DepEd PS-ODPG</p>
CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:06 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	The Invitation to Observers in compliance with the requirements of the 2016 Revised IRR of R.A. 9184 were presented during the meeting.	

DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	<p>SECTION I</p> <p>No highlights.</p>
INSTRUCTIONS TO BIDDERS	<p>SECTION II</p> <p>No highlights.</p>
BID DATA SHEET	<p>SECTION III</p> <p>BDS Clause 5.4: > For Lot Nos. 8, 9 and 11, aggregate similar completed contract is allowed, provided that the largest similar contract must be equivalent to at least .25% of the ABC.</p> <p>BDS Clause 29.2: Item No. 4:</p>

	<ul style="list-style-type: none"> ➤ Mr. Mallari asked if the actual picture of the item offered is acceptable as proof of evidence of the seating capacity. • Engr. Navarrete said that actual picture of the item offered is acceptable as long as the interior will be shown to determine if the seating capacity of the vehicle can be determined. <p>Item No. 6:</p> <ul style="list-style-type: none"> ➤ Mr. Mallari raised a concern that they might not be able to comply with the requirement for the certification for the list of authorized service centers because all certifications are issued by Nissan Philippines, Inc. which is not a manufacturer/plant but a distributor/importer from Nissan Japan. • Engr. Navarrete said that the BAC will deliberate the matter for consideration. <p>Item No. 7:</p> <ul style="list-style-type: none"> ➤ It was clarified that the bidder will issue the certification that the Brand of the Motor Vehicle being offered has been offered continuously in the Philippine Market for at least fifteen (15) years. ➤ Proofs of the existence of the brand of motor vehicle must also be submitted. ➤ The certification needs not to be notarized. <p>Item No. 8:</p> <ul style="list-style-type: none"> ➤ Certification issued by sub-dealers with authorization from the manufacturers is acceptable.
GENERAL CONDITIONS OF THE CONTRACT	SECTION IV No highlights.
SPECIAL CONDITIONS OF THE CONTRACT	SECTION V GCC Clause 6.2: <ul style="list-style-type: none"> ➤ It was clarified and emphasized by Engr. Navarrete that all the documents must be submitted for payment purposes. However, for the Plate Number, instead of holding the payment for the vehicle until the Plate Number is released, an undertaking that they will deliver the Plate Number upon availability will be allowed instead of an additional 1% retention. ➤ The OR/CR will be under the name of the end-user agency. ➤ It is the obligation of the supplier to have the OR/CR received by the end-user agency.

	<p>GCC Clause 16.1:</p> <ul style="list-style-type: none"> ➤ Inspection and Acceptance shall be made at the Staging Area of the supplier. ➤ The delivery receipt and invoices shall be signed by the end-user agency. ➤ The liability during the transportation of the vehicles shall be on the supplier. The ABC already includes the forwarding cost of the vehicles. <p>GCC Clause 17.3:</p> <ul style="list-style-type: none"> ➤ Warranty Retention will start from acceptance of the vehicle. ➤ It was clarified that the warranty retention depends on the warranty requirement of the item. For this project, the warranty is 3 years or 100,000 Kilometers whichever comes first. Hence, the warranty retention will only be released upon the expiration of the warranty.
<p>SCHEDULE OF REQUIREMENTS</p>	<p>SECTION VI</p> <ul style="list-style-type: none"> ➤ Mr. Estrada presented the form for the Schedule for Requirements and discussed the proper way of accomplishing the said form. ➤ A prospective bidder asked if the specific place of the delivery sites can be provided. <ul style="list-style-type: none"> • Engr. Navarrete explained that only the indicative percentage of possible delivery per island can be provided for the purpose of the purposes of computing the proper bid offer. ➤ A prospective bidder asked if the quantity can be delivered quarterly. <ul style="list-style-type: none"> • Engr. Navarrete explained that the Call Off Orders will be issued upon request of the end-user agency. The delivery arrangement will be further discussed during the kick-off meeting during the contract implementation. • Dir. Cunanan emphasized that the delivery period also includes that production and inspection of units which has an allotted 30 CD upon receipt of indicated quantity in the Call Off Order separate from the 30CD allotted for the delivery within 30 CD upon receipt of the Notice to Deliver.
<p>TECHNICAL SPECIFICATIONS</p>	<p>SECTION VII</p> <ul style="list-style-type: none"> ➤ Mr. Estrada presented the form for the Technical Specifications and discussed the proper way of accomplishing the said form. <p>Lot No. 1: Utility Vehicle, Engine Displacement not Exceeding 2800cc:</p> <ul style="list-style-type: none"> ➤ Upon the clarification raised by a prospective bidder, Engr. Navarrete explained that the minimum seating capacity is for 7 passengers but based

on the definition, the maximum seating capacity is for 10 passengers.

Lot No. 2: Car, Sedan or Hatchback, Engine Displacement not exceeding 2200 cc for gasoline or 3000cc diesel:

- A prospective bidder asked if the engine displacement can be lowered to 1500cc for gasoline.
- Engr. Navarrete explained that the requirements of each typology of the vehicles to be bid out were classified by the ranks of the intended users.
- Mr. Tubon clarified that the engine displacement requirement is cubic centimetre. The requirement may differ if the engine displacement of the offered item is in liters.

Lot No. 3: Car, Sedan or Hatchback, Engine Displacement not exceeding 1600cc:

- A prospective bidder asked if R15 or Manufacturer's Standard can be considered for the Tires and Wheel, and 1498 cc for the engine displacement.
- With regards to the proposed changes in Tires and Wheels, the BAC will deliberate if it can consider the proposal. But with the engine displacement, the original requirement will be retained.

Lot No. 4: Utility Vehicle, Engine Displacement not exceeding 2000cc:

- The fuel type will be clarified thru a bid bulletin.

Lot No. 6: Utility Vehicle, Engine Displacement not exceeding 1600cc:

- A prospective bidder asked if the requirement for the Tires and Wheels can be Manufacturer's Standard.
- A prospective bidder asked if there is a minimum seating capacity.
- Engr. Navarrete said that the queries will be discussed by the BAC.

Lot No. 7: Car, Sedan or Hatchback, Engine Displacement not exceeding 1500cc:

- A prospective bidder requested to replace the requirement for the Tires and Wheels, Air Conditioning System and Audio System to Manufacturer's Standard.
- A prospective bidder commented that the requirements are for high end vehicles.
- Engr. Navarrete said that the request and the comment were duly noted for deliberation of the BAC.

Lot No. 8: Passenger Van, Engine Displacement not exceeding 3000cc:

- A prospective bidder asked if a steel rim would be acceptable in Tires and Wheels.
- Engr. Navarrete said that the query was duly noted subject for deliberation of the BAC.
- A prospective Bidder asked if Manual Transmission is acceptable.
- Engr. Navarrete explained that the ABC is based on a Automatic Transmission.
- A prospective bidder asked if two sliding doors would be acceptable.
- Engr. Navarrete said that the queries were duly noted for deliberation of the BAC.
- A prospective bidder asked if a mixed model of 2019 and 2020 would be acceptable.
- Engr. Navarrete said that the requirement must be the latest model.

Lot No. 9: Passenger Van, Engine Displacement not exceeding 3000cc for Department of Education:

- A prospective bidder asked if a mixed model of 2019 and 2020 would be acceptable.
- Engr. Navarrete said that the requirement must be the latest model.
- A prospective bidder asked if a mixed of colors Black and White can be delivered.
- Engr. Navarrete explained that the color of the vehicle cannot be a mixed of Black and White. He said that the color designated for Executives is Black and for Non-Executive is color White.
- A prospective bidder asked if a steel rim would be acceptable in Tires and Wheels and a seating capacity for 15 passengers.
- Engr. Navarrete said that the query regarding the Tires and Wheels will be subjected for the deliberation of the BAC. But as to the seating capacity, the prospective bidder was referred to the definition.
- A prospective bidder commented that the budget would not be enough of a GPS Tracking System and Decals will be included.

Another prospective bidder raised that the Tracking System and Navigation Device are different.

	<p>Another prospective bidder commented that the requirement for the Tracking System might not be useful for some of the offices to be distributed that will not be able to utilize the device because it is not necessary.</p> <ul style="list-style-type: none"> • Engr. Navarrete said that all comments were duly noted and the BAC will discuss the requirement. A clarification on the requirement shall be made thru a bid bulletin. <p>Lot No. 10: SUV, Engine Displacement not exceeding 2400cc:</p> <ul style="list-style-type: none"> ➤ A prospective bidder asked if a 2442cc will be acceptable for the engine displacement. <p>Another prospective bidder said that their unit is rated 2480cc for the engine displacement.</p> <ul style="list-style-type: none"> ➤ A prospective bidder asked if either two or four wheel drive car. <ul style="list-style-type: none"> • Engr. Navarrete said that the queries and comments were duly noted and the BAC will discuss the requirement. <p>Lot No. 11: Motor Vehicles, Engine displacement not exceeding 2500cc:</p> <ul style="list-style-type: none"> ➤ The prospective bidders asked if the delivery schedule can be reconsidered to be adjusted considering the quantity of the vehicle to be delivered. • Engr. Navarrete advised to write the proposed schedule of delivery so the BAC can deliberate if it is necessary to adjust the delivery schedule. ➤ A prospective bidder asked if the budget can be increased or decrease the quantity considering the budget of the given. • Engr. Navarrete said that the ABC and the quantity cannot be adjusted until the end of the bidding.
TERMS OF REFERENCE	No highlights.
BIDDING FORMS	<p>SECTION VIII</p> <p>Annex C: Statement of Single Largest Contract Similar Contract to be Bid</p> <ul style="list-style-type: none"> - The proofs of the SLCC do not need to be submitted prior to the deadline for submission of bids but it must be submitted during the post qualification. - The Similar Largest Contract should have been completed within 15 years prior to the deadline of submission of receipts of bids. <p>Bid Form and Schedule of Prices:</p> <ul style="list-style-type: none"> - A prospective bidder asked if the unit was manufactured from the abroad,

	<p>would it be treated as good from abroad.</p> <p>Engr. Navarrete explained that the purpose of forms for the Schedule of Prices is to determine the breakdown of the prices of the goods. For goods from abroad, the taxes and duties paid must be reflected while for goods within the Philippines, the cost related in the selling the goods must be declared.</p>
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II. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> ➤ Engr. Navarrete said that all documents to be submitted, for authenticity purposes, must be certified true copy. ➤ Atty. Cañares discussed the concept of the Framework Agreement. ➤ Among the clarifications made during the discussion of the Framework Agreement were the following: <ul style="list-style-type: none"> • The contract is valid for one year. • The price is fixed for one year. • Retention Bond is per Call Off Order. • Any upgrade of the units will be subjected to further evaluation and approval. • Change in the prices will only be allowed under extraordinary circumstance and if proven that there is an inflation. • Payment will be made within 15 days upon completion of the documents. • PS will inspect, accept and pay the vehicle. • Liquidated Damages will apply in case of late deliveries. • Framework Agreement about the contract obligations but the procurement shall be based on regular bidding process. ➤ Engr. Navarrete reminded the bidders that if there is a revision on the prescribed forms, the revised prescribed form must be used.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:34 PM
CERTIFICATION	We certify that the foregoing is the true account of Prebid Conference conducted on July 31, 2019.
PREPARED BY	SGD. PRINCESS JOY B. FLORES BAC Secretariat

Special Bids and Awards Committee for Motor Vehicles:

On Official Business
OMAR O. BERNAL
Provisional Member

SGD.
VIC ANTHONY A. TUBON
Provisional Member

On Leave
ATTY. DIVINA GRACIA A. BACAL
Regular Member

SGD.
ENGR. PABLO ROMAN C. ANDRES
Regular Member

SGD.
DIR. ARIEL R. CUNANAN
Regular Member

On Official Business
ATTY. MICHELLE ANNE B. RECTO
Vice Chairperson

SGD.
ENGR. JAIME M. NAVARRETE, JR.
Chairperson

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