

MINUTES OF MEETING

Tuesday, 16 June 2021	1:35 PM	PS CONFERENCE ROOM/GOOGLE MEET
-----------------------	---------	--------------------------------

MEETING CALLED BY	Procurement Service - Internal Bids and Awards Committee 1																				
TYPE OF MEETING	Pre Bid Conference																				
PROJECT	Supply and Delivery of Multi- Purpose Vehicles for the Procurement Service																				
REFERENCE NO.	PB No. 003-2021																				
ATTENDEES	<p>Internal Bids and Awards Committee 1 (iBAC1)</p> <table> <tr> <td>Mr. Joseph Conrad Dueñas</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Ferdinand San Jose</td> <td>Vice Chairperson Member</td> </tr> <tr> <td>Atty. Carla Divina Espino</td> <td>Regular Member</td> </tr> <tr> <td>Mr. Mark anthony g. huertas</td> <td>Provisional Member</td> </tr> </table> <p>Secretariat and Technical Working Group</p> <table> <tr> <td>Ms. Rhazel Rigoroso</td> <td>Head, iBAC Secretariat</td> </tr> <tr> <td>Mr. Reygienald L. Nacario</td> <td>Secretariat</td> </tr> <tr> <td>Ms. Mark Jonnel B. Lantin</td> <td>Secretariat</td> </tr> <tr> <td>Mr. Jade Apin</td> <td>Member, TWG</td> </tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Mr. Ting Almendral</td> <td>CT Citimotors Makati</td> </tr> <tr> <td>Ms. Beng Ramirez</td> <td>Diamond Motor Corp Fairview</td> </tr> </table>	Mr. Joseph Conrad Dueñas	Chairperson	Mr. Ferdinand San Jose	Vice Chairperson Member	Atty. Carla Divina Espino	Regular Member	Mr. Mark anthony g. huertas	Provisional Member	Ms. Rhazel Rigoroso	Head, iBAC Secretariat	Mr. Reygienald L. Nacario	Secretariat	Ms. Mark Jonnel B. Lantin	Secretariat	Mr. Jade Apin	Member, TWG	Mr. Ting Almendral	CT Citimotors Makati	Ms. Beng Ramirez	Diamond Motor Corp Fairview
Mr. Joseph Conrad Dueñas	Chairperson																				
Mr. Ferdinand San Jose	Vice Chairperson Member																				
Atty. Carla Divina Espino	Regular Member																				
Mr. Mark anthony g. huertas	Provisional Member																				
Ms. Rhazel Rigoroso	Head, iBAC Secretariat																				
Mr. Reygienald L. Nacario	Secretariat																				
Ms. Mark Jonnel B. Lantin	Secretariat																				
Mr. Jade Apin	Member, TWG																				
Mr. Ting Almendral	CT Citimotors Makati																				
Ms. Beng Ramirez	Diamond Motor Corp Fairview																				
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 1:35 PM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. The Invitation to Observers was also presented; however, none of them attended 																				






4. Having established the required quorum, the Secretariat proceeded with the presentation of the project.

DISCUSSION

I. BID DOCUMENTS

INSTRUCTIONS TO BIDDERS	<ul style="list-style-type: none"> - The Chairperson discussed the project overview with Bid Bulletins 1 and 2 - The Internal Bids and Awards Committee Secretariat (iBAC Sec) read and discussed the content of the presentation on the General Requirements of the project to be bid. - The iBAC Sec Head, Ms. Rigoroso explained the contents in the Bid Data Sheet, delivery period, technical specifications and other terms and conditions of the project.
BID DATA SHEET	<ul style="list-style-type: none"> - The iBAC Sec emphasized 20.2 or the Post qualification documents as follows: <ul style="list-style-type: none"> o Income Tax Returns for year 2020 o Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax or Percentage Tax o Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract o Submission of proof of evidence as proof of compliance with the bidder's actual offer, if applicable o Valid and updated PhilGEPS Certificate of Registration (Platinum Membership) o List of Authorized Service Centers certified by the manufacturer/plant. o 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 and that the Motor Vehicle to be supplied is brand new and the latest model o Certification of Spare Parts Availability in the Philippines for the next five (5) years after end-of-production issued by the manufacturer or authorized dealer. - Mr. Almendral raised clarification on PhilGEPS Certificate Annex A: <i>"My Mayor's Permit was already expired do I need to update it before I submit it or it is ok just to submit the updated document during the post qualification"</i> - Ms. Rhazel replied During the opening of bids the PhilGEPS Certificate will be check and if there is an expired annexes, the updated document should be included in the submission during the opening and in the post qualification all document should be updated including the annexes in the PhilGEPS Certificate. But you may also update your certificate before the date of the opening. - The Chairperson emphasized that any verifiable proof that the brand of motor vehicle being offered has been continuously in the Philippine market for at least 15 years (sample of proof is official receipt transaction, advertisement) - Ms. Ramirez asked if it is sufficient to provide the certification from the manufacturer to prove that the brand has existed in the Philippine market for the past 15 years. The Chairperson responded that any verifiable proof like

	advertisement, flyers, articles, and others. An example is the SEC registration certificate.
GENERAL CONDITIONS OF THE CONTRACT	- No Discussion.
SPECIAL CONDITIONS OF THE CONTRACT	<ul style="list-style-type: none"> - Project Site is PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila - Contact Person: Mr. Mark Anthony G. Huertas, OIC-Chief GSD, Contact Number: 8689-7751 loc. 4017 Email Address: mghuertas@ps-philgeps.gov.ph - Payment will be made upon complete acceptance of the project - Warranty Retention: One (1) year after acceptance by the Procuring Entity of the delivered goods. Consistent with GPPB Resolution No. 30-2017, the obligation of the warranty shall be covered by either retention money in an amount equivalent to one percent (1%) of each payment, or special bank guarantee equivalent to one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. - The Chairperson emphasized Section 2.2 that an additional 1% on the top of the retention will be deducted in lieu of the non-availability of the Plate Number from LTO. - Mr. Almendral clarified that once the OR/CR is provided, will the undertaking be enough so as not to deduct the 1%? - Another option is if the BAC allows to accept a special Bank guaranteed for 2% for the 1% retention and 1% for non-availability of the plate number. - The Chairperson replied for the non-availability of the plate number, the Comptroller will charge an additional 1% on top of the warranty retention - The BAC explained that it will further discuss the subject matter to the Comptroller for confirmation on the process.
SCHEDULE OF REQUIREMENTS	- BAC Sec reminded the prospective bidders to make sure all the fields (Name of Company, Signature Over Printed Name of Authorized Representative, Date) are properly filled out to avoid disqualification
TECHNICAL SPECIFICATIONS	<ul style="list-style-type: none"> - The Chairperson discussed the Technical Specifications and the Terms of Reference. - The iBAC Sec emphasized how to fill out the Bidder's Statement of Compliance properly to avoid disqualification.
TERMS OF REFERENCE	- No Discussion
BIDDING FORMS	<ul style="list-style-type: none"> - BAC Sec reiterated that all of the pages of the bid forms should be initialed by the authorized representative to avoid disqualification. - Mr. Almendral clarified if the powerpoint presentation or the bid documents checklist prevail in the order of submission.

	<ul style="list-style-type: none"> - The Chairperson replied either format will do as long as all the required documents are present.
II. OTHER DISCUSSIONS	
OTHER MATTERS	<ul style="list-style-type: none"> - For the part item BAC will verify it to the Comptroller and for the resolution BAC will issue a bid bulletin for the part item.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:57 PM
CERTIFICATION	We certify that the foregoing is a true account of the Prebid Conference conducted on Tuesday, 16 June 2021.
PREPARED BY	 MARK JONNEL B. LANTIN Secretariat
CERTIFIED CORRECT	<p style="text-align: center;">INTERNAL BIDS AND AWARDS COMMITTEE 1:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  MR. MARK ANTHONY G. HUERTAS <i>Provisional Member</i> </div> <div style="text-align: center;">  ATTY. CARLA DIVINA B. ESPINO <i>Regular Member</i> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 20px;"> <div style="text-align: center;">  MR. FERDINAND Q. SAN JOSE <i>Vice-Chairperson</i> </div> <div style="text-align: center;">  MR. JOSEPH CONRAD D. DUEÑAS <i>Chairperson</i> </div> </div>