



BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

**Pre-bid Conference for the Contract on the Supply and Delivery of One
 (1) Unit Utility Van and One (1) Unit 4-Wheeler Truck, Drop Side**
 August 8, 2018 at 9:00 A.M.

Present:

- Engr. Lizalyn B. Baylon - BAC Vice-Chairperson
- Engr. Zaldy A. Lacson - BAC Member
- Engr. Joecel B. Belvis - BAC Member and End-User
- Nelin A. Andong - BAC Member
- Shalmahr B. Vito - Head- Technical Working Group
- Marjorie A. Dela Cruz - Head, BAC Secretariat
- John Francis P. Roldan - BAC Secretariat
- Criselda D. Fonte - BAC Secretariat
- Anna Rhea R. Basonia - BAC Secretariat

Absent:

- Atty. Dante A. Arcangeles - BAC Chairperson

Other Present:

- Mr. Joe Anthony Villaron - Avescor Motors, Representative

Declaration of Quorum:

The Vice-Chairman called the Meeting to Order at 9:00 AM.

The meeting started with prayer led by the Head of the BAC Secretariat.

Upon determination of the BAC Secretariat that majority of the members were present, she announced that there was a Quorum.

The BAC then proceeded to transact its business for the Pre-bid conference for the Contract on the Supply and Delivery of One (1) Unit Utility Van and One (1) Unit 4-Wheeler Truck, Drop Side. The requesting unit is General Services Division. It was approved by the Board of Directors for public bidding on July 26, 2018 through BOD Resolution no. 56 series 2018.

Proceedings:

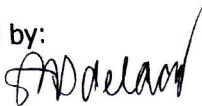
- Engr. Baylon, the Vice-Chairman, informed the Committee that she will preside the conference because Atty. Arcangeles is the Officer-in-Charge of GM Delgado. She also emphasized that the pre-bid at hand is for the Supply and Delivery of One (1) Unit Utility Van and One (1)

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Unit 4-Wheeler Truck, Drop Side with an Approved Budget for the Contract of Two Million Four Hundred Thousand Pesos (P2,400,000.00), requested by General Services Division.

- Thereafter, Engr, Baylon reminded the Committee that pre-bid conference is being held in order that the prospective bidders may clarify things about the procurement at hand and to guide them in the preparation of bidding documents.
- As requested by the Vice-Chairman, the prospective bidder introduced himself as Mr. Joe Anthony Villaron from Avescor Motors Inc.
- Thereafter, the Vice-Chairman asked an update from the Secretariat about the bidding at hand.
- Miss Dela Cruz apprised the Committee that based on the Detail Tracking of the PhilGEPS website, nobody downloaded in the Opportunity Request List. Nobody from the prospective suppliers purchase the bidding documents. She also informed that the Committee through its BAC Secretariat sent invitation letters to three (3) prospective observers but none from them attended the conference.
- The Committee again reviewed the Invitation to Bid.
- After careful review on the ITB, the Committee proceeded to check the Checklist of Requirements for Bidders.
- The Vice Chairman read out and explained in detail the eligibility and technical requirements to the representative of Avescor Motors, Inc.
- Mr. Villaron, Avescor representative assured that the company can comply the details stated in the Checklist of Requirements for Bidders made by the procuring entity .
- The Committee together with the Technical Working Group and End-user revisit and reviewed the Technical Specification of the procurement at hand.
- There was no other comments on the requirements and technical specifications from Avescor representative for the said procurement.
- The meeting adjourned at 10:13 am.

Prepared by:




MARJORIE A. DELA CRUZ
Head, BAC Secretariat


Approved by:

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ATTY. DANTE A. ARCANGELES
Chairperson




ENGR. LIZALYN B. BAYLON
Vice-Chairperson



ENGR. ZALDY A. LACSON
Member



ENGR. JOECE B. BELVIS
Member



NELIN B. ANDONG
Member