

**BIDS AND AWARDS COMMITTEE**  
**Minutes of the Meeting**

**Pre-bid Conference for the Contract on the Supply and Delivery of One  
(1) Unit 4-Wheeler Truck, Drop Side**  
Oct 11, 2018 at 9:00 A.M.

**Present:**

|                        |   |                               |
|------------------------|---|-------------------------------|
| Engr. Zaldy A. Lacson  | - | BAC Vice-Chairperson          |
| Jesserie O. Clorion    | - | BAC Member                    |
| Engr. Joecel B. Belvis | - | BAC Member and End-User       |
| Shalmahr B. Vito       | - | Head- Technical Working Group |
| Marjorie A. Dela Cruz  | - | Head, BAC Secretariat         |
| John Francis P. Roldan | - | BAC Secretariat               |
| Anna Rhea R. Babilonia | - | BAC Secretariat               |

**Absent:**

|                           |   |                 |
|---------------------------|---|-----------------|
| Atty. Dante A. Arcangeles | - | BAC Chairperson |
| Bobby J. Dela Cruz        | - | BAC Member      |

**Other Present:**

|                      |   |                                  |
|----------------------|---|----------------------------------|
| Mr. Dominic Algallar | - | Hino Truck Panay, 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 4-Wheeler Truck, Drop Side. The requesting unit is General Services Division. The Board of Directors approved to conduct re-bidding of the same through BOD Resolution no.70, dated September 14, 2018.

**Proceedings:**

- Engr. Lacson, the Vice-Chairman, informed the Committee that he will preside the conference. He also emphasized that the pre-bid at hand is for the Contract on the Supply and Delivery of One (1) Unit 4-Wheeler Truck, Drop Side with an Approved Budget for the Contract of One Million Five Hundred Thousand Pesos (P1,500,000.00), requested by General Services Division.

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- Thereafter, Engr. Lacson 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. Dominic Algallar, representative of Hino Truck Panay.
- 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, there were three (3) prospective bidders downloaded in the Opportunity Request List, namely: L.M.M. Trading, New CMP Industrial Builders, Inc., Hyundai Alabang, Inc. Nobody from the prospective suppliers purchase the bidding documents. The BAC Secretariat sent invitation letters to three (3) prospective observers on October 4, 2018, but none from them attended the conference.
- The Vice Chairman reminded the representative that he can ask queries, clarification and comments for the bidding at hand.
- 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 Eligibility Requirements 1 to 9 and Technical Requirements 10 to 22 .
- The Vice Chairman read out and explained in detail the eligibility and technical requirements to the representative of Hino Truck Panay.
- Mr. Algallar, representative from Hino assured that their company can comply the details stated in the Checklist of Requirements for Bidders and the forty-five (45) calendar days delivery period upon receipt of Contract, Purchase Order and Notice to Proceed.
- The Committee together with the Technical Working Group and End-user revisit and reviewed the Technical Specification of the procurement at hand.
- Subsequently, Mr. Algallar confirmed that Hino Panay can comply the technical specification. He also informed the Committee that the displacement of truck they offer is 4,009, and it is within the range of requirements in the technical specification.
- Mr. Algallara also informed the Committee that F&E Fleet Sales and Services Corporation is the authorized distributor of Hino Truck Panay. The chassis and engine is made from Japan while the drop side is made in Philippines but supervised by Hino.
- There being no other matter to be discussed regarding the procurement at hand, the meeting adjourned at 10:45 AM.

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Prepared by:



**MARJORIE A. DELA CRUZ**  
Head, BAC Secretariat


Approved by:

(Absent)

**ATTY. DANTE A. ARCANGELES**  
Chairperson



**ENGR. ZALDY A. LACSON**  
Vice-Chairperson



**ENGR. JOECE B. BELVIS**  
Member

(Absent)

**BOBBY J. DELA CRUZ**  
Member



**JESSERIE O. CLORION**  
Member