

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 with Dual Air conditioning System**
October 22, 2018 at 9:00 A.M.

Present:

Atty. Dante A. Arcangeles - BAC Chairperson
Engr. Zaldy A. Lacson - BAC Vice-Chairperson
Engr. Joecel B. Belvis - BAC Member and End-User
Jesserie O. Clorion - BAC Member
Bobby J. Dela Cruz - 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

Other Present:

Ms. Szarra Mae De Justo - Sales Executive, Sakura Autoworld, Inc.

Declaration of Quorum:

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

The meeting started with a prayer led by the Chairperson.

Upon determination of the BAC Secretariat that all of the members were present, it was announced that a Quorum was present.

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 with Dual Air conditioning System. The Requesting unit is General Services Division. The approved Budget for the Contract (ABC) is Nine Hundred Thousand Pesos and 00/100 (P900,000.00) charged to account 241/ 1 06 06 010. There was an approved letter from Department of Budget and Management (DBM) with APMV No. BMB-C-18-039 authorizing MRWD to purchase Motor Vehicle. The Approved Budget for the Contract is Nine Hundred Thousand Pesos and 00/100 (P900,0000.00). The Committee through BAC Resolution No. 216-2018 recommended to the Board of Directors for re-bidding and was subsequently approved through BOD Resolution No. 70, dated September 14, 2018.

Proceedings:

- The Chairman informed them that the pre-bid conference is being held in order that the prospective bidders may be given an opportunity time to raise clarificatory statements/ questions in line with the project.

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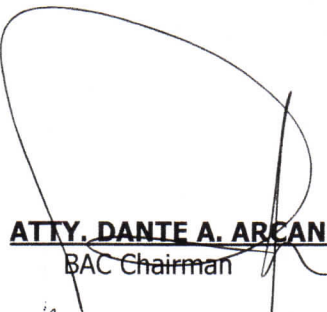
- Thereafter, the Chairman requested the Secretariat to apprise the Committee who downloaded in the PhilGEPS website, if any, bought the bidding documents.
- The Secretariat apprised the Committee that based on the Detail Tracking Report, nobody downloaded in the Opportunity Request List of the PhilGEPS website, and none from the prospective bidders bought the bidding documents. She also informed the Committee that on October 15, 2018 the Secretariat sent an invitation letters to three (3) prospective observers: Ms. Lane A. Dalisay (State Auditor IV), Engr. Midelo Ocampo (Member of Kiwanis Club), and Engr. Rolly D. Degala (President- Phil. Society of Mechanical Engineers). The invitation letters were accordingly received by the addressee but none from them attended the said conference.
- As requested by the Chairman, the prospective bidder introduced herself as Ms. Szarra Mae De Justo, Sales Executive of Sakura Autoworld Inc.
- The Committee reviewed the Invitation to Bid 123-2018, the preliminaries and the Schedule of Activities. Having no comments, they proceeded to Checklist of Requirements for Bidders.
- Atty. Arcangeles explained to prospective bidders in details the Eligibility Requirements 1 to 9.
- Afterwards, Engr. Belvis asked the prospective bidders if forty-five (45) days delivery period is enough.
- Ms. De Justo confirmed that they can comply the required period of delivery.
- For more clarification, Atty. Arcangeles encourage the bidder's representative to ask questions on the requirements set forth in the Checklist of Requirements for Bidders.
- Having no other comments/question on Eligibility Requirements 1 to 9, the Committee proceeded to Technical Requirements 10 to 22.
- The Committee proceeded to Second Envelope (Financial Proposal), then to Technical Specification.
- There being no other matters to be discussed on the above-mentioned procurement, the Committee continued on other matters. The meeting adjourned at 10:20 am.

Prepared by:

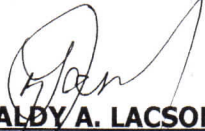
MARJORIE A. DELA CRUZ
Head, BAC Secretariat

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Approved by:



ATTY. DANTE A. ARCANGLES
BAC Chairman



ENGR. ZALDY A. LACSON
Vice-Chairman



ENGR. JOECE B. BELVIS
Member



JESSERIE O. CLORION
Member



BOBBY J. DELA CRUZ
Member