

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

**Pre-Bid Conference for the Contract on the Supply and Delivery of Nine  
(9) Units Motorcycle**

September 24, 2018 at 9:00 A.M.

**Present:**

Atty. Dante A. Arcangeles - BAC Chairperson  
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. Basilonia - BAC Secretariat

**Other Present:**

Fritzie L. Bayot - SMDI - Representative  
Lisette Anoché - Superior Motor Corp.

**Declaration of Quorum:**

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

The meeting started with a prayer led by the BAC Chairman.

Upon determination of the BAC Secretariat that majority of the members are 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 Nine (9) Units Motorcycle with an Approved Budget for the Contract of Six Hundred Sixty-Two Thousand Five Hundred Pesos (PhP662,500.00) charged to account no. 241/PFRS Acct. 1 06 06 010. The requesting unit is General Services Division with Purchase Request No. 18-09-301. The first procurement was a failure and it was presented to the Board of Directors for failure of bidding and to conduct re-bidding, and subsequently was approved through IBOD Resolution No. 65 dated September 10, 2018.

**Proceedings:**

- The Chairman started the meeting by explaining the importance of which is to give opportunity to prospective bidders to clarify pre-bid conference, the eligibility requirements and the technical and financial

53 components of the Contract on the Supply and Delivery of Nine (9)  
54 Units Motorcycle and for the prospective to avail all the necessary  
55 information of the bidding at hand and be guided with the preparation  
56 of the Technical and Financial Components of the project.  
57  
58 • Atty. Arcangeles requested the bidder's representative to introduce  
59 themselves.  
60  
61 • Before the Committee started to review the Invitation to Bid, Atty.  
62 Arcangeles advised the representative from SMDI and Superior Motor  
63 Corp. to raise their query regarding the requirements set forth in the  
64 procurement at hand.  
65  
66 • Thereafter, the Chairman asked an update from the Secretariat about  
67 the bidding at hand.  
68  
69 • Miss Dela Cruz apprised the Committee that based on the Detail  
70 Tracking of the PhilGEPS website, nobody downloaded in the  
71 Opportunity Request List. Nobody from the prospective suppliers  
72 purchase the bidding documents. She also informed the Committee  
73 that the Secretariat sent invitation letters to three (3) prospective  
74 observers on September 17, 2018 but none from them attended the  
75 conference. Nobody bought the bidding documents.  
76  
77 • The Committee again reviewed the Invitation to Bid, since there was  
78 no comments they proceeded to the Checklist of Requirements for  
79 Bidders.  
80  
81 • ~~The~~ Chairman read out and explained in detail the eligibility/technical  
82 requirements to the bidder's representative.  
83  
84 • Thereafter, the Chairman asked the bidders representatives if thirty  
85 (30) calendar days delivery period is enough for the said procurement.  
86  
87 • The representative's of Solid Motorcycle Distributor, Inc. and Superior  
88 Motor Corporation committed that they can deliver the goods within  
89 thirty (30) calendar days upon receipt of Contract, Purchase Order, and  
90 Notice to Proceed.  
91  
92 • Superior Motor Corporation and SMDI confirmed that they have a  
93 service center in Roxas City.  
94  
95 • The representative of Superior Motor Corporation clarified regarding  
96 GSIS Third Party Liability Insurance.  
97  
98 • Engr. Belvis answered that the unit to be delivered should be insured  
99 with Government Service Insurance System (GSIS) since the procuring  
100 entity is a government agency.  
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102 • After Atty. Arcangeles read out the requirements for the second  
103 envelope (Financial Proposal), he instructed the Committee and TWG  
104 to proceed reviewing the technical specification.  
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- The representative of SMDI and Superior Motor confirmed that the budget allotted for motorcycle is enough for the said procurement
- The Committee checked that the engine displacement of nine (9) motorcycle as approved by the DBM must not exceed 200cc.
- Thereafter, the Secretariat clarified Technical Requirements No. 17- "One (1) Year Warranty Certificate for engine or twelve thousand (12,000) kilometers mileage if Suzuki/Kawasaki and ten thousand (10,000) kilometers mileage if Honda whichever comes first", because one of the prospective bidder does not carry the Suzuki, Kawasaki and Honda brand of motorcycle.
- The Chairman instructed the Committee to resolve the issue and to avoid labeling the brand name.
- Subsequently, the Chairman directly instructed the Head of the BAC Secretariat to prepare an addendum for amendments on the procurement at hand.
- Miss Dela Cruz recapitulated the amendment to be made and to be posted to PhilGEPS and MRWD websites at least seven (7) calendar days before bid opening, to wit;  
To amend Technical Requirement No. 17 and to be read as "One (1) Year Warranty Certificate for engine or at least ten thousand (10,000) kilometer mileage whichever comes first."
- Superior Motors informed the Committee that the motorcycle parts they offer is 70% made from China and assembled in the Philippines.
- There being no other matter to be discussed regarding the procurement at hand, the meeting adjourned at 10:59 AM.

Prepared by:



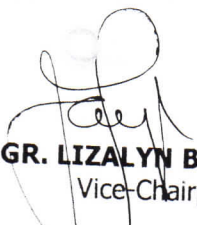
**MARJORIE A. DELA CRUZ**  
Head, BAC Secretariat

Approved by:

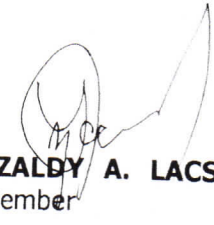


**ATTY. DANTE A. ARCANGELES**  
Chairperson


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**ENGR. LIZALYN B. BAYLON**  
Vice-Chairperson



**ENGR. ZALDY A. LACSON**  
Member



**ENGR. JOECE B. BELVIS**  
Member



**NELIN B. ANDONG**  
Member