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Republic of the Philippines
METRO ROXAS WATER DISTRICT
MRWD Bldg., Km. 1, Roxas City 5800, Philippines

BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

**Pre-bid Conference for the Contract on the Supply and Delivery of One
(1) unit Passenger Van**
September 27, 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. Joece 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:

Mr. Efraim F. Cosio - Sales Person, Nissan Iloilo
Mr. Dominic R. Algania - Sales Executive, Hino Panay
Mr. Gerald Vagilidad - Sales Man, Hino Panay
Ms. Claudine Vicencio - Marketing Professional, Toyota, Roxas

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 Passenger Van. The Requesting unit is General Services Division. The approved Budget for the Contract (ABC) is One Million Six Hundred Fifty Thousand Pesos and 00/100 (P1,650,000.00) charged to account 241/ 1 06 06 010. The Department of Public Works and Highway (DPWH) has no objection to the request to purchase of Passenger Van from Department of Budget and Management (DBM) approved cost at P1,650,000.00. The BAC recommended to the Board of Directors for public-bidding and was subsequently approved through BOD Resolution No. 71, dated September 14, 2018.

Proceedings:

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- The Chairman acknowledged the presence of prospective bidders and 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.
- Thereafter, the Chairman requested the Secretariat to apprise the Committee who downloaded in the PhilGEPS website, if any, bought the bidding documents.
- The Secretariat replied that based on the Detail Tracking Report, only Toyota, Balintawak, Inc. downloaded in the Opportunity Request List of the PhilGEPS website, and nobody bought the bidding documents. She also informed the Committee that on September 20, 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.
- 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, since there was no comments, he continued reading out Technical Requirements 10 to 22.
- Thereafter, Atty. Arcangeles asked the prospective bidders if forty-five (45) days delivery period is enough.
- All representative from different companies confirmed that they can comply required period of delivery.
- Consequently, the Chairman reminded the prospective bidders particularly on the following Technical Requirements:
 13. Duly Notarized Authority of the Signatory:
 - a.) For Sole Proprietorship- "Special Power of Attorney" issued by the proprietor granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand;
 - b.) For Corporation, Cooperative, or Joint Venture- "Secretary's Certificate" issued by the Corporate Secretary indicating the Board Resolution No., if any, granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand; or
 - c.) For Partnership – a "Joint Special Power of Attorney (SPA)" issued by concerned Partners granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand.

104 17. Three (3) years Warranty Certificate for engine and body
105 or one hundred thousand kilometers mileage whichever comes
106 first;

107 20. Certificate indicating the bidders commitment to provide
108 standard tools, accessories, and freebies such as:

109 a.) LTO Registration for three (3) years.

110 b.) One (1) year GSIS Third Party Liability Insurance.

111 c.) Seat Cover

112 d.) Floor Matting

113 e.) Rustproofing

114 f.) Tint

115 g.) Tools (Jack, Early Warning Device, Tire Wrench, Pliers, and
116 Screw Driver

117 h.) Free Labor for 1st 1,000kms & 5,000kms check-up

118 i.) At least 10 liters fuel.

119 22. Certification from the bidder stating the fact that it has no
120 delinquent delivery from Metro Roxas Water District.

121 • The Committee proceeded to Second Envelope (Financial Proposal),
122 then to Technical Specification

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124 • Mr. Alganía, Sales Person of Hino Panay informed the Committee that
125 their company is selling vehicles like truck, however, their sister
126 company which is Toyota offers the category of vehicle which the
127 procuring entity need to procure.

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129 • Subsequently, Miss Vicencio, Marketing Professional of Toyota, Roxas
130 City informed the Committee regarding the audio system, the
131 passenger van they can offer bear only two (2) speakers.

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133 • The Committee resolved Ms. Vicencio's concern through a collective
134 agreement to change the 4 speakers into "at least 2 Speakers" and to
135 issue an addendum on this matter.

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137 • The Chairman directly instructed the Secretariat to issue an addendum
138 to amend the Technical Specification of One (1) unit passenger van
139 particularly for the Audio system and it will be read as:

140 Seat:

141 Audio System: 2-DIN CD/ Tuner/MP3/AUX/USB with Remote Control,
142 at least 2 speakers.

143 Airconditioner: Dual, Manual Controls with Rear Individual Register.
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- There being no other matters to be discussed on the above-mentioned procurement, the Committee continued on other procurement matters. The meeting adjourned at 10:49 am.

Prepared by:

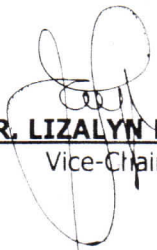


MARJORIE A. DELA CRUZ
Head, BAC Secretariat

Approved by:



ATTY. DANTE A. ARCANGLES
BAC Chairman



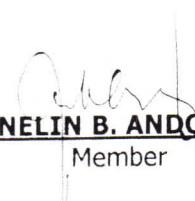
ENGR. LIZALYN B. BAYLON
Vice-Chairman



ENGR. ZALDY A. LACSON
Member



ENGR. JOECE B. BELVIS
Member



NELÍN B. ANDONG
Member