



REPUBLIC OF THE PHILIPPINES  
Office of the President

# PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Conservatory Shaw Plaza Building, 605 Shaw Boulevard, Mandaluyong City 1552

www.pcso.gov.ph



ID 9105085649

## Minutes of BAC Meeting

**Date:** September 11, 2018 **Time:** 1:30 PM **Place:** BAC Room (3/F Conservatory Bldg., Mandaluyong City)

### Attendees:

#### Present:

##### BAC Members

AGM Lauro A. Patiag  
Atty. Marissa O. Medrano  
Atty. John Derek N. Porciuncula  
Jose Bernardo Gochoco, Jr.  
DM Alegria Asuit

##### Provisional Member

Mr. Eugenio Jose

##### Regular TWG:

Atty. Salvador Justino Occiano

##### Technical Working Group

Reinier Luistro - Head  
Mark Vergabera  
Cary Natividad  
Arnold Oiga

##### Observers:

Mr. Albert Bensali – IAS

##### Secretariat

Ms. Marileth S. Rodriguez  
Ms. Marifi Baladad  
Ms. Ava Catherine T. Ordillano  
Ms. Jennie R. Nabong  
Ms. Jennifer A. Ilao  
Mr. Narciso Maniquis  
Mr. Francis Albert Enriquez

##### Support Group:

Ms. Erika Laine Ong  
Ms. Joana Marie Perez  
Ms. Daisy Barrios

##### Others:

Mr. Michael Gaa – Areza Motors Sales  
Mr. Elton Encina - Areza Motors Sales  
Ms. Justine May Navarro – Toyota Quezon Avenue  
Ms. Judy Anne Buco – Toyota Queon Avenue  
Mr. Adrian Angeles – Isuzu Pasig  
Mr. Carl Dimayuga – Isuzu Pasig  
Ms. E Sanchez – Hino UN  
Ms. Eison Lee – Hino UN

#### Absent:

Mr. Roderick A. Ydel  
Ms. Ana Liza Manlapaz

h mmm g k

Item No.	AGENDA ITEM	HIGHLIGHTS/ ISSUES/ CONCERNS	AGREED ACTION	RESPONSIBLE PERSON/S	TIMELINE	
					Time Start	Time End
1.	<p>Pre-Bid Conference for the Procurement of 2 Units Brand New Mini Bus for PCSO:</p> <p><b>ABC:</b> <b>Php 9,000,000.00</b></p>	<p>The Chairperson acknowledged the presence of the Members of the Committee, the Secretariat, the Technical Working Group, Representative from Internal Audit Services and the representatives from prospective bidders.</p> <p>The Chairperson inquired if the notices to different observers were duly sent and acknowledged to which the Secretariat responded in the affirmative. Thereafter, copies of the notices were presented to the Committee.</p> <p>The Chairperson emphasized that the Pre-Bid Conference was intended to discuss and clarify the bidding requirements for the Procurement particularly the Eligibility Requirements, the Technical and Financial Components and to allow the prospective bidders to ask clarificatory questions.</p>			1:30	2:40

*h mmw g H*

Item No.	AGENDA ITEM	HIGHLIGHTS/ ISSUES/ CONCERNS	AGREED ACTION	RESPONSIBLE PERSON/S	TIMELINE	
					Time Start	Time End
		<p>The Secretariat headed by Ms. Marileth S. Rodriguez explained to the prospective bidders the pertinent information of the procurement as contained in the bidding documents such as the following:</p> <ol style="list-style-type: none"> <li>1. ABC of the Procurement in the amount of <b>Php9,000,000.00</b></li> <li>2. Specifications of the procurement; and</li> <li>3. Demonstration of sealing and marking of envelopes.</li> </ol> <p>Mr. Maniquis demonstrated how to properly compile the envelopes as well as the sealing and signing of envelopes.</p> <p>Ms. Rodriguez conducted the sealing of the bid box.</p> <p>To officially open the acceptance of the bids for the project, the bid box was locked/sealed and the key was enclosed in an envelope duly sealed and signed by the Committee along</p>				

h mm 9/18



Item No.	AGENDA ITEM	HIGHLIGHTS/ ISSUES/ CONCERNS	AGREED ACTION	RESPONSIBLE PERSON/S	TIMELINE	
					Time Start	Time End
		with the IAS Representative, Mr. Albert Bensali.				
2.	Queries asked by the Prospective Bidders during the Pre-Bid Conference	<p>During the Pre-Bid Conference, questions related to the required attachments and the Technical Specifications were raised by the prospective Bidders which were answered by the Committee, as follows:</p> <p>1. Mr. Esion Lee, the representative of Hino UN, inquired if the delivery period can be extended to 120 days upon receipt of the Notice to Proceed?</p> <p>Dr. Gochoco, inquired on the reason why the request for extension was being requested.</p> <p>Mr. Lee, responded because of the parts of Mini Bus are being sourced abroad.</p> <p>2. Mr. Elton Encina of Areza Motors, inquired if the comprehensive insurance with GSIS is included?</p>	<p>Answer: The BAC Chairperson requested the bidder to put in writing the query so the BAC can address accordingly.</p> <p>Answer: The TWG responded that the same is not included.</p>	TWG		

*h mm 9 18*

Item No.	AGENDA ITEM	HIGHLIGHTS/ ISSUES/ CONCERNS	AGREED ACTION	RESPONSIBLE PERSON/S	TIMELINE	
					Time Start	Time End
		3. Mr. Adrian Angeles of Isuzu Pasig inquired if drum brake type for the front system can be considered instead of ventilated disc brake type?	Answer: The TWG was directed to discuss the query of Mr. Angeles on the matter.	TWG		
		<p>The prospective bidders were given forms for their queries/questions and clarifications.</p> <p>Prospective bidders were informed that submission of questions may also be emailed to the official BAC email address (<i>bac@pcso.gov.ph</i>).</p>	<p>The written queries shall be submitted within ten (10) calendar days before Bid Opening.</p> <p>Issuance of Supplemental Bid Bulletin, if necessary shall be made not later than seven (7) calendar days before the scheduled opening on September 25, 2018.</p>			

**Pre-Bid Conference for the project was adjourned at 2:20 pm.**

**Business Arising from the Meeting;**

1. The Committee directed the TWG to submit its comments relative to the queries of the prospective bidders and from the BAC.

Prepared by:

  
**DAISY G. BARRIOS**

Attested by:

  
**MARILETH S. RODRIGUEZ**  
Head, BAC Secretariat

 mm 9 18

Approved:

  
**LAURO A. PATIAG**  
Chairperson

  
**MARISSA O. MEDRANO**  
Vice-Chairperson

  
**ALEGRIA A. ASUIT**  
Member

 7/11  
**JOHN DEREK N. PORCIUNCULA**  
Member

  
**JOSE BERNARDO GOCHOCO, JR., M.D.**  
Member

  
**EUGENIO JOSE**  
Provisional Member