



REPUBLIC OF THE PHILIPPINES
Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Conservatory Shaw Plaza Building, 605 Shaw Boulevard, Mandaluyong City 1552
www.pcsso.gov.ph



Minutes of Pre- bid Conference Procurement of One (1) Unit Passenger Van

Date: February 7, 2019 Time: 1:30 PM Place: BAC Room (3/F Conservatory Bldg., Mandaluyong City)

Attendees:

Present:		Absent: Atty. John Derek N. Porciuncula Atty. Marissa O. Medrano Engr. Maximino Balayo, Jr. Atty. Salvador Justino Occiano Ms. Ana Liza Manlapaz Ms. Marileth S. Rodriguez Mr. Roderick A. Ydel Ms. Ma. Catherine Reyes
BAC Members AGM Lauro A. Patiag DM Jose Bernardo H. Gochoco, Jr. DM Alegria A. Asuit	Secretariat: Ms. Marifi Baladad Ms. Jennie R. Nabong Ms. Ava Catherine T. Ordillano Mr. Francis Albert Enriquez Ms. Jennifer A. Ila Mr. Narciso Maniquis	
Provisional Member Mr. Eugenio Jose- Tech. Expert	Support Staff: Ms. Erika Laine Ong Ms. Joana Marie Perez Ms. Daisy Barrios	
Permanent TWG:		
Technical Working Group Engr. Renier Luistro Mr. Mark Vergabera Mr. Cary Natividad		
Observer: Mr. Ryan Avelino – IAS	Others: Mr. Mike Lopez – Mantrade Development Corp. Ms. Lala Medina – Toyota Pasong Tamo, Inc. Mr. Michael Gaa – Areza Motors (arrived at 2:15pm)	

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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 One (1) Unit Passenger Van</p> <p>ABC: Php 2,160,000.00</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 and to allow the prospective bidders to ask clarificatory questions.</p> <p>Ms. Jennie R. Nabong explained to the prospective bidders the pertinent information of the procurement as contained in the bidding documents such as the following:</p>				

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		<ol style="list-style-type: none"> 1. ABC of the Procurement in the amount of Php 2,160,000.00; 2. Technical Specifications of the Procurement; and, 3. Demonstration of sealing and marking of envelopes. <p>Mr. Enriquez conducted the sealing of the bid box that shall be used for the said project.</p> <p>To officially open the acceptance of the bids for the project, the bid box was locked/sealed and the keys were enclosed in an envelope duly signed and sealed by the Committee along with the IAS Representative, Mr. Ryan Avelino.</p>				
2.	Queries asked by the Prospective Bidders during the Pre-Bid Conference	<p>During the Pre-Bid Conference, no questions were raised by Mantrade Development Corp. and Toyota Pasong Tamo regarding the required attachments and the Technical Specifications.</p> <p>At the end of the Pre-Bid Conference, the prospective bidders were given forms for their queries/questions and clarifications.</p>				

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		<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>After the termination of the pre-bid conference, the representative of Areza arrived. He was informed that the activity has concluded. Nonetheless, the Committee asked him whether he has queries on the bidding documents. He then submitted a written request on the reduction of the market presence requirement from 25 years to 15 years.</p>	<p>Answer: The inquiry of Areza shall be endorsed to the TWG for its comment and submission to the Committee not later than February 11, 2019.</p> <p>The Committee will accept additional written queries 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 bid opening on February 19, 2019.</p>			

Pre-Bid Conference for the project was adjourned at 2:12pm.

Prepared by:


DAISY G. BARRIOS



Attested by:

MARILETH S. RODRIGUEZ
Head, BAC Secretariat

Approved:


LAURO A. PATIAG
Chairperson, BAC

-on official business-
MARISSA O. MEDRANO
Vice-Chairperson, BAC


ALEGRIA A. ASUIT
Member, BAC

-on official leave-
JOHN DEREK N. PORCIUNCULA
Member, BAC


JOSE BERNARDO GOCHOCO, JR.
Member, BAC

Absent
MAXIMINO BALAYO, JR.
Provisional Member


EUGENIO JOSE, JR.
Technical Expert