



REPUBLIC OF THE PHILIPPINES  
Office of the President

**PHILIPPINE CHARITY SWEEPSTAKES OFFICE**

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



### Minutes of Pre- Bid Conference

### Procurement for the Four (4) Brand New Units of Asian Utility Vehicles (AUV)

**Date:** March 14, 2019 **Time:** 10:00 AM **Place:** BAC Room (3/F Conservatory Shaw Plaza Bldg., Mandaluyong City)

#### Attendees:

##### Present:

##### BAC Members

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

##### Provisional Members:

Mr. Eugenio Jose- Technical Expert

##### Permanent TWG:

##### Technical Working Group

##### Support Staff:

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

##### Secretariat:

Ms. Marifi Baladad  
Ms. Jennie R. Nabong  
Ms. Ava Catherine T. Ordillano  
Ms. Jennifer A. Ilao  
Ms. Ma. Catherine Reyes  
Mr. Narciso Maniquis

##### Observer:

Mr. Ryan Avelino – IAS

##### Others:

Mr. Herard Lambert Cruz – Diamond Motor Corporation  
Ms. Nora Mae Francisco – Foton Marilao  
Ms. Angelica joy Santos – Foton Marilao  
Ms. Maylene Francisco – Foton Marilao  
Ms. Leovie Medina – Toyota Pasong Tamo, Inc.

##### Absent:

Atty. Marissa O. Medrano  
Ms. Marileth S. Rodriguez  
Engr. Maximino Balayo, Jr.  
Mr. Roderick A. Ydel  
Atty. Salvador Justino Occiano  
Ms. Ana Liza Manlapaz  
Engr. Renier Luistro  
Mr. Mark Vergabera  
Mr. Cary Natividad  
Mr. Francis Albert Enriquez

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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 Four (4) Brand New Units of Asian Utility Vehicles (AUV)</p> <p><b>ABC:</b> <b>Php 5,400,000.00</b></p>	<p>The Chairperson acknowledged the presence of the Members of the Committee, the Secretariat, the Technical Working Group (TWG), Representative from the 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"> <li>1. ABC for the procurement in the amount of Php 5,400,000.00;</li> <li>2. Technical Specifications of the Procurement; and,</li> <li>3. Demonstration of sealing and marking of envelopes.</li> </ol> <p>Mr. Narciso Maniquis 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>A representative from Diamond Motor Corporation, Mr. Herard Lambert Cruz, raised the following issues and concerns in relation to the required attachments and the Technical Specifications:</p> <ul style="list-style-type: none"> <li>• For Item No. 2 – Engine displacement-he asked if a dealer offers below 1900cc minimum as stated in the</li> </ul>				



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		<p>Technical Specifications can be considered;</p> <ul style="list-style-type: none"> <li>• For Item No. 8 – Engine –Air cleaner, he suggested that instead of indicating “dry type element” it is more appropriate if it’s a manufacturers standard;</li> <li>• For Item No. 1 – Suspension, he likewise suggested that manufacturers standard is better than “Independent Suspension”;</li> <li>• For Item No. 4 - Driver and Passengers Seats seating capacity he clarified if what is the required maximum capacity;</li> <li>• For Item No. 4 – Safety and Security, clarified on the desired fire extinguisher preference;</li> <li>• For Item No. 1 – Other requirements he clarified as to the stated three (3) years free LTO registration.</li> </ul> <p>At the end of the Pre-Bid Conference, the prospective bidders were given forms for their queries/questions and clarifications.</p>	<p><b>Answer:</b> Considering that the members of the TWG were not present to answer the queries raised, the prospective bidder was advice to put into writing its queries for the TWG’s comments.</p> <p>The Committee will accept additional written queries ten (10) calendar days before Bid Opening.</p> <p>Issuance of Supplemental Bid Bulletin, if necessary shall be made not later</p>			

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		Prospective bidders were informed that submission of questions may also be emailed to the official BAC email address ( <i>bac@pcso.gov.ph</i> ).	Issuance of Supplemental Bid Bulletin, if necessary shall be made not later than seven (7) calendar days before the scheduled bid opening on March 26, 2019.			

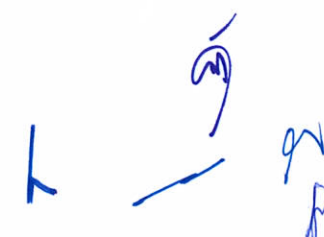
**Pre-Bid Conference for the project was adjourned at 10:50 a.m.**

Prepared by:

  
**DAISY G. BARRIOS**

Attested to by:

  
**MARIFI C. BALADAD**




Approved:

  
**LAURO A. PATIAG**  
Chairperson, BAC

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

  
**ALEGRIA A. ASUIT**  
Member, BAC

  
**JOHN DEREK N. PORCIUNCULA**  
Member, BAC

  
**JOSE BERNARDO H. GOCHOCO, JR.**  
Member, BAC

Absent  
**MAXIMINO BALAYO, JR.**  
Provisional Member

  
**EUGENIO JOSE, JR.**  
Technical Expert