



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



Minutes of Pre- Bid Conference

Re-Bidding for the Two (2) Units Mini Bus

Date: April 3, 2019 **Time:** 1:30 PM **Place:** BAC Room (3/F Conservatory Shaw Plaza Bldg., Mandaluyong City)

Attendees:

Present:

BAC Members

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

Provisional Members:

Engr. Maximino Balayo, Jr.
Mr. Eugenio Jose- Technical Expert

Technical Working Group

Engr. Renier Luistro
Mr. Mark Vergabera

Secretariat:

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

Support Staff:

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

Observer:

MS. Catherine C. Mateo – IAS

Others:

Mr. Dennise. Laoagan – Prince Motor Corp.
Ms. Jasmine Kahulugan - Prince Motor Corp.
Ms. Leovie Medina – Toyota Pasong Tamo, Inc.
Mr. Ed Angel – TracMac Marketing

Absent:





Ms. Marileth S. Rodriguez
Mr. Roderick A. Ydel
Mr. Francis Albert Enriquez
Mr. Cary Natividad
Ms. Ana Liza Manlapaz
Atty. Salvador Justino Occiano
Mr. Arnold Oiga

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Item No.	AGENDA ITEM	HIGHLIGHTS/ ISSUES/ CONCERNS	AGREED ACTION	RESPONSIBLE PERSON/S	TIMELINE	
					Time Start	Time End
1.	Pre-Bid Conference for the Re-Bidding of Two (2) Units Mini Bus ABC: Php 9,000,000.00	<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>			1:35	

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					Time Start	Time End
		<ol style="list-style-type: none"> 1. ABC for the procurement in the amount of Php 9,000,000.00; 2. Technical Specifications of the Procurement; and, 3. Demonstration of sealing and marking of envelopes. <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, Ms. Catherine Mateo.</p>				
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 and the TWG, as follows:</p> <ol style="list-style-type: none"> 1. Ms. Leovie Medina representative from Toyota Pasong Tamo, Inc. inquired if 	<p>Answer: The prospective bidder was advised to put into writing its queries for the BAC and TWG's comments.</p>			

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		<p>the delivery period of 100 day/s can be extended to 120 day/s?</p> <p>2. A representative from Prince Motor Corporation requested for consideration of the following:</p> <p>a) For Item No. 2 – Braking System, he asked if “disc brake type” can be changed to “Manufacturers Standard”?;</p> <p>b) For Other Requirements Item No. 5, Market presence, he inquired if the Committee can amend the 25 year/s presence in the Philippine Market?</p> <p>At the end of the Pre-Bid Conference, the Chairperson inquired from the Legal Officer until when can the BAC receive written queries from the prospective bidders.</p>	<p>Answer: The prospective bidder was advised to put into writing his queries for the TWG’s comments.</p> <p>The Committee will accept additional written queries until April 5, 2019.</p>			

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		Prospective bidders were informed that submission of questions may also be emailed to the official BAC email address (bac@pcso.gov.ph).	Issuance of Supplemental Bid Bulletin, if necessary shall be made not later than seven (7) calendar days before the scheduled bid opening on April 15, 2019.			2:30

Pre-Bid Conference for the project was adjourned at 2:30 p.m.

Prepared by:


DAISY G. BARRIOS

Attested to by:



MARIFI C. BALADAD
BAC Secretariat

Approved:


LAURO A. PATIAG
Chairperson, BAC


JOSE BERNARDO H. GOCHOCO, JR.
Vice-Chairperson, BAC


ALEGRIA A. ASUIT
Member, BAC


ROSALYN C. CORTES
Member, BAC

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JOHN DEREK N. PORCIUNCULA
Member, BAC


MAXIMINO BALAYO, JR.
Provisional Member


EUGENIO JOSE, JR.
Technical Expert