

MINUTES OF MEETING

Thursday, January 24, 2019

1:00PM

CONFERENCE ROOM B

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Prebid Conference
PROJECT	Supply and Delivery of Mini Bus for the Civil Aviation Authority of the Philippines
REFERENCE NO.	PB No. 19-023-5
ATTENDEES	<p>Bids and Awards Committee V: Ms. Teresita J. Dela Cruz Chairperson Atty. Michelle Anne B. Recto Regular Member Engr. Nicole John D. Cabueños Provisional Member</p> <p>Procurement Division V: Ms. Rosemarie Andulan Secretariat</p> <p>End-user's Representatives Mr. Reynold Dalupang CAAP Mr. Gary Jadie CAAP</p> <p>Prospective Bidders: Ms. Ericka Macalinao Hyundai Cabanatuan Mr. Joseph Ramos Hyundai Alabang Mr. Jinggoy Bagaisaido Hyundai Alabang</p>
CALL TO ORDER	<ol style="list-style-type: none">1. The scheduled Pre-bid Conference started at 1:15PM with the Chairperson presiding.2. The Secretariat acknowledged the presence of the attendees.3. The Secretariat presented the Invitation to Observers however none confirmed attendance.4. Having established the required quorum, the Chairperson instructed the Secretariat to proceed with the presentation of general requirements in government procurement.

DISCUSSION

I. BID DOCUMENTS ⁵	
INSTRUCTIONS TO BIDDERS	<p>The Chairperson instructed the PMOIC to explain the requirements for the authority of signatory.</p> <p>The PMOIC explained that the participating company must issue a duly notarized Secretary’s Certificate if the same is a corporation, partnership, or cooperatives, to attest the authority of their representative.</p> <p>In connection to this, Ms. Macalinao of Hyunadai Cabanatuan inquired if it is still necessary for her to be the authorized representative together with the general manager.</p> <p>The PMOIC answered in the negative. He explained that the general manager alone will suffice so long as he is the signatory of their bid proposals.</p> <p>Furthermore, the Chairperson clarified that Ms. Macalinao can likewise be assigned as the authorized representative for the reason that the Secretary’s Certificate can include more than one delegate provided that the same is elected by the corporate secretary of the company.</p>
BID DATA SHEET	<p>The PMOIC discussed that the latest Value Added Tax Returns must be within the last six (6) months from the deadline of submission of bids or from June to December 2018.</p>
GENERAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	NO DISCUSSION
SCHEDULE OF REQUIREMENTS	NO DISCUSSION
TECHNICAL SPECIFICATIONS	<p>The PMOIC explained that the third (3rd) column of the Technical Specifications is reserved for the reference of their compliance in the requirements.</p> <p>xxx</p> <p>Moreover, the PMOIC emphasized that there are four (4) markings of name and logo of CAAP required to be manifested in the vehicle in the</p>

	<p>following locations, to wit: in the two (2) sides of the bus and in its front and rear.</p> <p>The PMOIC presented an illustration to further clarify the matter.</p> <p>xxx</p> <p>For the seat cover, the PMOIC explained that the requirement merely states for the seats to be covered except for the entire jump seats. He now asked if the same would still be acceptable if the bidder opted to offer a vehicle where jump seats are likewise covered.</p> <p>The Chairperson stated that should the bidder offered a vehicle which jump seats are likewise covered; a problem cannot be seen to arise since it is still favourable on the part of the End-User.</p> <p>xxx</p> <p>Ms. Macalinao informed the Committee that their floor matting only covers the front part of the bus.</p> <p>The Committee took note of this matter.</p> <p>xxx</p> <p>Furthermore, the PMOIC asked the End-User to identify the shade level of the tint.</p> <p>The End-User stated that their requirement is medium tint.</p>
BID FORM	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:10 PM
CERTIFICATION	We certify that the foregoing is a true account of the Pre-bid Conference conducted on January 24, 2019.
PREPARED BY	<p>The Procurement Division V:</p> <p style="text-align: center;">ENGR. NICOLE JOHN D. CABUEÑOS Provisional Member</p>

CERTIFIED CORRECT

Bids and Awards Committee V:

ATTY. MICHELLE ANNE B. RECTO
Regular Member

TERESITA J. DELA CRUZ
Chairperson

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.