



MINUTES OF MEETING

Wednesday, May 6, 2020	10:00 AM	PS Conference Room A
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MEETING CALLED BY	INTERNAL BIDS AND AWARDS COMMITTEE 1
TYPE OF MEETING	Pre-Bid Conference
PROJECT	Supply and Delivery of Six Wheeler Delivery Trucks, Closed Van for the Procurement Service (PS)
REFERENCE	PB No. 003-2020
ATTENDEES	<p>Internal Bids and Awards Committee:</p> <p>Atty. Michelle Anne B. Recto, LL.M. Chairperson Mr. Joseph Conrad D. Dueñas Vice Chairperson Mr. Mark Anthony G. Huertas Provisional Member Ms. Catherine Ann D. Mirabel Ad Hoc Member/Representative</p> <p>iBAC1 Secretariat:</p> <p>Ms. Rhazel C. Rigoroso Head</p> <p>Technical Working Group:</p> <p>Mr. Paul Armand Estrada Primary TWG Member Mr. Jeffrey M. Bertumen Support TWG Member, WALD</p> <p>Prospective Bidders:</p> <p>Mr. Dante Ciudad Prince Motor Corporation Ms. Jovanariz Sonaco Manindra Corporation</p>
CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Pre-bid Conference started at 10:15 AM with the Chairperson presiding. Pursuant to the Presidential Proclamation on Enhanced Community Quarantine and STRICT implementation of social distancing due to the Covid19 pandemic, the Procurement Service opened the Pre-Bid Conference to video conferencing to continuously communicate and

	<p>collaborate with stakeholders. Interested parties and Observers were given access to the Pre-Bid Video Conference call through this link: meet.google.com/qpu-pgwk-ivj using the Google Meet Platform on the scheduled Pre-bid conference.</p> <p>3. Potential bidders and Observers who accessed the link were required to input their name, representation, and contact details as traditionally required in physical meetings in the Video Conference Chat. The session was duly recorded.</p> <p>4. The Chairperson acknowledged the presence of the attendees.</p> <p>5. Having established the required quorum, the Secretariat proceeded with the presentation of the project.</p>
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DISCUSSION

I. BID DOCUMENTS															
INVITATION TO BID	<p>Page 4.</p> <p style="text-align: center;">xxx</p> <p>2. The summary of the bidding activities is as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Advertisement/Posting of Invitation to Bid</td> <td style="padding: 2px; text-align: center;">April 22, 2020</td> </tr> <tr> <td style="padding: 2px;">Issuance and Availability of Bid Documents</td> <td style="padding: 2px; text-align: center;">April 22, 2020</td> </tr> <tr> <td style="padding: 2px;">Pre-bid Conference</td> <td style="padding: 2px; text-align: center;">April 29, 2020</td> </tr> <tr> <td style="padding: 2px;">Last day of Submission of Written Clarification</td> <td style="padding: 2px; text-align: center;">May 4, 2020</td> </tr> <tr> <td style="padding: 2px;">Last day of Issuance of Bid Bulletin</td> <td style="padding: 2px; text-align: center;">May 6, 2020</td> </tr> <tr> <td style="padding: 2px;">Deadline for Submission of Bids</td> <td style="padding: 2px; text-align: center;">May 13, 2020 @ 10:00 AM</td> </tr> <tr> <td style="padding: 2px;">Opening of Bids</td> <td style="padding: 2px; text-align: center;">Immediately after the Deadline of Submission of Bids</td> </tr> </table> <p style="text-align: center;">xxx</p> <p style="text-align: center;">Due to the postponement of the pre-bid conference from its original schedule, the succeeding bidding activities after the pre-bid conference shall be rescheduled. The amendment shall be reflected in the Supplemental Bid Bulletin.</p>	Advertisement/Posting of Invitation to Bid	April 22, 2020	Issuance and Availability of Bid Documents	April 22, 2020	Pre-bid Conference	April 29, 2020	Last day of Submission of Written Clarification	May 4, 2020	Last day of Issuance of Bid Bulletin	May 6, 2020	Deadline for Submission of Bids	May 13, 2020 @ 10:00 AM	Opening of Bids	Immediately after the Deadline of Submission of Bids
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INSTRUCTION TO BIDDERS	<p>"No discussion"</p>														

BID DATA SHEET	<p>BDS Clause 29.2 Page 45-46.</p> <p>The Chairperson reminded the bidders to carefully review the requirements under the mentioned clause which shall be submitted upon receipt of the notice of lowest calculated bid. In addition, the chairperson stated to send a written clarification on the requirements that needs to be explained/clarified.</p>						
GENERAL CONDITIONS OF THE CONTRACT	"No discussion"						
SPECIAL CONDITIONS OF THE CONTRACT	"No discussion"						
SCHEDULE OF REQUIREMENTS	"No discussion"						
TECHNICAL SPECIFICATION	<p>Page 77.</p> <table border="1"> <tr> <td>xxx</td> <td></td> </tr> <tr> <td>CBM: 20 CBM</td> <td></td> </tr> <tr> <td>xxx</td> <td></td> </tr> </table> <p>The representative from Manindra Corp. asked about the intended items to be transported by the trucks.</p> <p>The Chairperson replied that the items to be delivered were limited to the Office Supplies, Equipment, etc. being offered by the Procurement Service to the Government.</p> <p>The Vice Chairperson stated that, in sum, these are limited to dry goods.</p>	xxx		CBM: 20 CBM		xxx	
xxx							
CBM: 20 CBM							
xxx							
BIDDING FORMS	"No discussion"						

II. OTHER DISCUSSIONS	
OTHER MATTERS	"No Discussion"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:23 AM

CERTIFICATION	We certify that the foregoing is the true account of the Pre-procurement Conference conducted on May 06, 2020.
PREPARED BY	(SGD) JEROME JEROLD A. CATAPANG Secretariat
CERTIFIED CORRECT	Internal Bids and Awards Committee 1: <p style="text-align: center;">(SGD) CATHERINE ANN D. MIRABEL Ad Hoc Member/Representative</p> <p style="text-align: center;">(SGD) MARK ANTHONY G. HUERTAS Provisional Member</p> <p style="text-align: center;"><i>-Not present-</i> MARY ANN G. PEÑAFLOR Regular Member</p> <p style="text-align: center;">(SGD) JOSEPH CONRAD D. DUEÑAS Vice Chairperson</p> <p style="text-align: center;">(SGD) ATTY. MICHELLE ANNE B. RECTO, LL.M. Chairperson</p>