

MINUTES OF THE PRE-BID CONFERENCE

Supply and Delivery of Two (2) Passenger Vans for the Philippine Sports Commission

15 February 2021, 10:00 AM

3<sup>rd</sup> Floor, Administration Building

PHILIPPINE SPORTS COMMISSION

RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

A. Prospective Bidders

	Name	Company/Address/Contact No/E-mail Address
1	Arvin M. Gonzales	Nissan Commonwealth, Inc. - 41 Commonwealth Ave., Brgy. Holy Spirit, Quezon City - 09260521150

B. BAC Members and Staff

	Names	Position
1	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2	Manuel G. Bitog	BAC Vice-Chairman
3	Marc Edward D. Velasco	BAC Member
4	Anna Christine S. Abellana	BAC Member
5	Abigail Marie V. Rivera	BAC Member
6	Charlie C. Esquivel	Alternate BAC Member
7	Violeta R. Tuazon	Provisional BAC Member
8	Janette S. Manalo	Provisional BAC Member
9	Atty. Michelle C. Labajanan	BAC Secretary
10	Oscar A. Papelera, Jr.	BAC Support Staff
11	Jeanette B. Dinglasan	BAC Support Staff
12	Ma. Luisa Carmela D. Berguia	BAC Support Staff

C. TWG

	Names	Position
1	Erwin M. Guillermo	TWG Member
2	Caroline S. Tobias	TWG Member
3	Norberto C. Dinglasan	TWG Member

D. Observers

	Names	Position
1	Salvacion De Los Angeles	Supervising Auditor

E. Others

	Names	Position
1	Ethel M. Goh	Procurement Head
2	Engr. Jose Damole	Technical Consultant

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Supply and Delivery of Two (2) Passenger Vans for the Philippine Sports Commission**, with an Approved Budget for the Contract of **Three Million Eight Hundred Sixty-Eight Thousand Pesos (Php3, 868, 000.00)**.

The BAC Chairman acknowledged the presence of the BAC Members, BAC Secretariat, TWG, and the representative of the Commission on Audit. The Philippine Chamber of Commerce and Industry (PCCI) and

Philippine Institute of Supply and Management (PISM), were invited, however, the said offices failed to send their representatives to attend the Pre-Bid Conference.

The BAC Chairman also acknowledged the presence of the prospective bidder. *(the company name, its address and representative as listed above were mentioned)*

## **BUSINESS MATTERS TAKEN AND DISCUSSED**

### **A. Clarification and discussion of the project:**

The BAC Chairman started with discussing the requirements under the rules and regulations of R.A. No. 9184. All instruction to bidders must strictly be adhered to otherwise would be considered ineligible.

Prior to the discussion of the requirements for the competitive bidding, prospective bidders are reminded that the Bids and Awards Committee will evaluate the submitted bids using the pass/fail criteria pursuant to the Revised Implementing Rules and Regulations of R.A. No. 9184. In addition, prospective bidders are reminded to ensure that submitted bids are in order and in compliance with the requirements as stated in the Bid Documents.

The Bid Documents is downloadable in the PhilGEPS and the PSC website and those who paid the Bid Documents are provided with a printed copy. Bidders must read through and follow the Instruction to Bidders and the Bid Data Sheet (BDS) as provided in the Bid Documents to ensure that all submissions during the Opening of Bids are in order and in accordance with the Bid Documents. The requirements are included in the checklist and discussed.

### **B. The Technical Component Envelope, Financial Component Envelope of the bid, and Instructions to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated on the checklist, were then deliberated and discussed:**

The Checklist of Technical and Financial Documents must state the name of the bidder, office address, telephone no, fax no., email address, authorized managing officer, citizenship, position and/or designation, type of organization whether sole proprietorship, partnership or corporation.

#### ***B.1. Technical Component Envelope***

##### ***Class "A" Documents***

##### **Legal Documents**

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
and

Pursuant to GPPB Resolution No. 9-2020, if the Mayor's Permit/Business Permit is not yet issued, prospective bidders may submit their expired Mayor's Permit/Business Permit with the Official Receipt of payment as proof of renewal application.

- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).



### Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and

Single Largest Contract is fifty percent (50%) of the Approved Budget for the Contract or Php1, 934, 000.00. The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of Vehicles and must have been completed within three (3) years prior to the deadline for submission and receipt of bids.

- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
or  
Original copy of Notarized Bid Securing Declaration; and

The Bid Security may be in the following forms:

- g.1. Cash, Check, Cashier's Check, Manager's Check – 2% of the ABC or Php77, 360.00;
  - g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php77, 360.00;
  - g.3. Surety Bond – 5% of the ABC or Php193, 400.00, must be valid 120 days from the date of the Opening of Bids, stating therein the company, its telephone number, Official Receipt Number, validity period, callable upon demand and accompanied by an Insurance Commission Certificate stating that the surety and/or insurance company is authorized to issue such security.
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
  - (i) Original duly signed Omnibus Sworn Statement (OSS);  
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

In accordance with the GPPB Resolution No. 9-2020, prospective bidders may submit unnotarized Omnibus Sworn Statement provided that a notarized Omnibus Sworn Statement will be submitted after the award but before payment.

### Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
or  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Net Financial Contracting Capacity (NFCC) must be at least equal to the ABC. The Committed Line of Credit must be at least equal to ten percent (10%) of the ABC or Php386, 800.00.

### **Class "B" Documents**

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (m) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

The Technical Specifications and Schedule of Requirements were discussed.

Technical Specifications	
1	<b>Passenger Van Unit</b> <b>Branded</b> <b>1 Unit</b>
	Engine: Diesel Fed Euro-4 Emission Standard Not to exceed 3000cc Engine Displacement Front Mounted
	Transmission: Automatic Transmission (A/T)
	Steering System: Power Steering
	Brake System: Front – Disc Rear – Disc or Drum
	Seating Capacity: Twelve (12)
	Safety Provisions:  Anti-lock Braking System (ABS) Dual Air Bags (Driver and Front Passenger) Stability Control Others:
	Number of Service Center in Metro Manila at least fifteen (15)
	<b>Passenger Van Unit</b> <b>Branded</b> <b>1 Unit</b>
	Engine: Diesel Fed Euro-4 Emission Standard Not to exceed 3000cc Engine Displacement Front Mounted
	Transmission: Manuel Transmission (M/T)
	Steering System: Power Steering
	Brake System: Front – Disc Rear – Disc or Drum
	Seating Capacity: Fifteen (15)
	Safety Provisions:  Anti-lock Braking System (ABS) Dual Air Bags (Driver and Front Passenger) Others:
	Number of Service Center in Metro Manila at least fifteen (15)



Schedule of Requirements				
Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Passenger Van, Automatic Transmission	1 unit	1 unit	Within fifteen (15) calendar days from the receipt of the Notice to Proceed
2	Passenger Van, Manual Transmission	1 unit	1 unit	Within fifteen (15) calendar days from the receipt of the Notice to Proceed

Additional Requirements in ITB Clause 21.2 states that the bidder shall submit a list of all its service centers within Metro Manila, with complete address, telephone number and contact person.

The Bids and Awards Committee will issue a Supplemental Bid Bulletin on the particular color of the vehicles, on the specifications of the airconditioning unit, whether the same is power or dual, and on the inclusion of other requirements.

**B.1. Financial Component Envelope**

- (a) Original of duly signed and accomplished Financial Bid Form; and
- (b) Original of duly signed and accomplished Price Schedule(s).

**C. Instruction to Bidders**

1. Bid should be in chronological order, tabbed, and signed by the authorized representative.
2. Request for clarifications on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC at least 10 calendar days before the deadline for submission and receipt of bids (Sec. 25.5.1, IRR, RA No. 9184; ITB Clause 9).
3. The bidders must submit two (2) envelopes, one (1) original and a copy that shall be placed in the mother envelope. Envelopes must be brown in color and shall be properly marked, signed, sealed, and labeled, as shown in the sample. Bidders are free to improvise but must strictly comply with the color.
4. Supplemental Bid Bulletin will be issued to reflect the changes, if warranted.
5. All pages of the bid should be signed by the authorized representative.
6. All copies of documents should be presented during the Opening of Bids.
7. Bidders shall put “Comply” or “Not Comply” in each of the technical specification to manifest that the same has been complied with.
8. A photocopy of the signatory’s government issued ID must be attached to each notarized document.
9. Opening of Bids is on 1 March 2021, 10:00 AM at the same venue.

The BAC Secretary manifested that as stated in the Bidding Documents, bidders shall present a negative RT-PCR test result taken at least three (3) days prior to the opening of bids and shall submit a Health Declaration Form two (2) days before the opening of bids.

Engr. Damole manifested that he will coordinate with the Bids and Awards Committee Secretariat on the color of the vehicles for there is a particular color for the price. He added that the color white vehicles has a higher price that any other color. The BAC Chairman noted the statement of Engr. Damole.

On the airconditioner system, Engr. Damole manifested that when the prospective bidders submit their offers and brochures, it shall be indicated therein that airconditioner and sound system are included in their bid proposal.

The Bids and Awards Committee will issue a Supplemental Bid Bulletin that a brochure will be included in their bid proposals.

The following clarifications and/or queries were asked:

1. The prospective bidder asked on the seating capacity whether the 12-seating capacity stated in the technical specifications is the minimum requirement. The BAC Chairman affirmed that the 12-seating capacity requirement is a minimum requirement.
2. The prospective bidder asked if it possible that the required number of service centers in Metro Manila be a minimum of ten (10) and a maximum of fifteen (15). The BAC Chairman noted the bidder's request.
3. The prospective bidder asked on the safety provision if anything that is equivalent to stability control may be allowed. The BAC Chairman replied that anything is allowed for as long as it is within the definition of stability control.

Engr. Damole manifested that the minimum requirement of service centers in Metro Manila is fifteen (15) as stated in the bidding documents.

The BAC Chairman reminded the prospective bidder to read the Philippine Bidding Documents and to use the forms indicated in the Philippine Bidding Documents.

The BAC Chairman likewise reminded the prospective bidder on the submission of the opening of bids that bids must be submitted on or before 10:00 AM of 1 March 2021.

The BAC Chairman emphasized the proper marking, signing, sealing, and labelling of bids.

The BAC Secretary reminded the prospective bidder that the submission of bids is manual as stated in the Invitation to Bid. The BAC Secretary reiterated the requirement of negative RT-PCR Test result on the submission of bids as also stated in the Invitation to Bid.

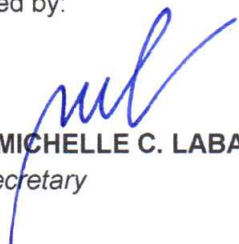
The Pre-Bid Conference adjourned at 10:30 AM.

Prepared by:



**MA. LUISA CARMELA D. BERGUIA**  
*BAC Support Staff*

Approved by:



**ATTY. MICHELLE C. LABAJANAN**  
*BAC Secretary*

Noted by:



**ATTY. GUILLERMO B. IROY, JR.**  
*BAC Chairman*