

MINUTES OF THE PRE-BID CONFERENCE

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

23 June 2021, 10:00 AM

Athlete's Dining Hall, Administration Building

PHILIPPINE SPORTS COMMISSION

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

Present were:

A. BAC Members and Staff

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

B. TWG

	Names	Position
1	Erwin M. Guillermo	TWG Member
2	Caroline S. Tobias	TWG Member
3	Irene N. Dato	TWG Member

C. Observers

	Names	Position
1	Salvacion De Los Angeles	Supervising Auditor

D. Others

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

The BAC Vice 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 (Re-bid)**, with an Approved Budget for the Contract of **Three Million Four Hundred Thirty-Six Thousand Pesos (Php3,436,000.00)**.

The BAC Vice Chairman acknowledged the presence of the BAC Members, BAC Secretariat, TWG, other attendees and the representative of the Commission on Audit. No representatives from the Philippine Chamber of Commerce and Industry (PCCI) and Philippine Institute of Supply and Management (PISM) were present despite prior notice.

BUSINESS MATTERS TAKEN AND DISCUSSED

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

The BAC Vice 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) [Certificate of Incorporation, Articles of Incorporation and By-Laws], 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;  
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 Php1,718,000.00 The similar contract as stated in ITB Clause 5.3 is Supply and Delivery of Vehicles and have been completed within three (3) years prior to the deadline for the 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 Php68,720.00;
- g.2. Bank Draft Guarantee or Irrevocable Letter of Credit – 2% of ABC or Php68,720.00;
- g.3. Surety Bond – 5% of the ABC or Php171,800.00, 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 Php343,600.00.

#### **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.

Item	Specification
1	<b>Passenger Van</b>
	<b>2 Units</b>
	Engine: Diesel Fed
	Euro-4 Emission Standard
	Not to exceed 3000cc engine displacement
	Front Mounted
	Transmission:
	Manual Transmission (M/T)
	Steering System: Power Steering
	Brake System: Front – Disc
	Rear – Disc or Drum
	Seating Capacity: Twelve (15)
	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)

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

**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).

The templates of Financial Bid Form and Price Schedule are provided in the bidding documents

**Additional Document/s Pursuant to Section III (Bid Data Sheet)**

- (a) List of bidder's service centers within Metro Manila, with complete address, telephone number and contact person.

**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. Bidders are required to use the envelope label to be provided by the BAC upon purchase and issuance of the bidding documents.
4. Envelopes must be brown in color. Bidders are free to improvise but must strictly comply with the color. All envelopes SHALL:
  - a. Contain the name of the contract to be bid in capital letters;
  - b. Bear the name of and address of the Biddiner in capital letters;
  - c. Be addressed to the Procuring Entity's BAC in accordance with ITB;
  - d. Bear the specific identification of this bidding process indicated in the ITB; and
  - e. Bear a warning "DO NOT OPEN ON OR BEFORE..." the date and time of the Opening of Bids, in accordance with ITB.

The actual sample of the envelopes was presented in the Pre-Bid Conference.

Bidders shall submit one original and one duplicate copy of the first and second components of its bid, both of which should be placed in one mother envelope, as indicated in ITB Clause 21.2

Actual envelopes will be provided to the bidders upon purchase and issuance of the bidding documents.

- f. Supplemental Bid Bulletin will be issued to reflect the changes, if warranted.
- g. All pages of the bid should be signed by the authorized representative.
- h. All original copies of documents should be presented during the Opening of Bids.
- i. Bidders shall put "Comply" or "Not Comply" in each of the technical specification to manifest that the same has been complied with.
- j. A photocopy of the signatory's government issued ID must be attached to each notarized document.
- k. Opening of Bids is on 5 July 2021, 10:00 AM at the same venue.

Ms. Abellana asked if the air-conditioning system, which is not stated in the technical specifications, should be in the offer of prospective bidders. Engr. Damole responded to Ms. Abellana that all prospective bidders are required to submit a brochure upon the submission of bid proposal. A supply of a fully loaded air-conditioning system should be stated in the brochure. Although the requirement of technical specifications is basic technical specifications, and that fully loaded air-conditioning system is not in the technical specifications, however, if a prospective bidder cross-referenced its bid proposal, the air-conditioning system is an extension of prospective bidders' bid proposal. The additional items indicated in the bid proposal in the form of the brochure of the winning bidder shall be supplied.

Ms. Abellana stated that the submission of brochure should be indicated in the requirements.

Engr. Damole said that prospective bidders are required to submit a brochure upon the submission of bid proposal otherwise, the bidder will be declared in eligible.

Ms. Abellana asked if the submission of brochure is indicated in the requirements.

Mr. Bitog said that a Supplemental Bid Bulletin will be issued to address the said concern.

Ms. Abellana made statement that the PSC should require a brochure on this projects as PSC require sample on other projects.

Mr. Bitog stated that big companies have brochures on new units of vehicles. Fully loaded vehicles are with the inclusion of air-conditioning system, hence, the BAC will determine whether or not the said air-conditioning system is dual. The BAC Secretary together with the Technical Consultant and the End-user Unit will be working on the issuance of the Supplemental Bid Bulletin.

Ms. Manalo made a request that if possible, red plate and three (3) years of free registration be included in the Supplemental Bid Bulletin. Engr. Damole replied that registration of vehicles is not mentioned in the BDS. Hence, it is the agency that will register the vehicles in coordination with the winning bidder. In case the registration will be included in the bidder's bid proposal, it will be on their end to register the vehicles.

Mr. Bitog stated that the offer of free registration of vehicles varies. Some motor companies offer 3 years of free registration while others offer 5 years and some offers are with the inclusion of car insurance. Mr. Bitog asked the End-User Unit to coordinate with the Technical Consultant on the issuance of Supplemental Bid Bulletin.

Ms. Abellana submitted to the statement of Mr. Bitog that offers of different motor companies vary.

Engr. Damole made a manifestation that since the registration and insurance are not included in the Bidding Documents, whatever freebies or additional offer made by the bidders will be considered on the bid evaluation. The most advantageous bid will get the award if there will be more than one (1) bidder. The award will be based on the Lowest Calculated Responsive Bid not Lowest Calculated Bid.

Mr. Bitog likewise manifested that aside from looking into the offer of freebies, the ability to supply the requirements must also be considered especially the safety of the PSC employees.

Ms. Manalo stated that PSC should request that vehicles be red-plated upon the delivery of the same. Engr. Damole answered that the said request can be coordinated with the winning bidder. Mr. Bitog agreed with the statement of Engr. Damole and stated that the said matter be likewise coordinated with the end-user.

Mr. Guillermo suggested that the requirement of red-plate be included in the Supplemental Bid Bulletin.

The BAC Secretary requested the End-User Unit to coordinate with Engr. Damole if any changes in the Technical Specifications be made.

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

The BAC Secretary reminded the prospective bidders 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. 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 as stated in the ITB.

The Pre-Bid Conference was adjourned at 10:35 AM.


Prepared by:

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

Approved by:

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

Noted by:

  
**MANUEL G. BITOG**  
BAC Vice Chairman