



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

Project: Procurement of Service Utility Vehicle

Contract No. 2018-08/Goods
April 11, 2018 at 11:30 a.m
Venue : USEP-RDE Conference Room,
Obrero Campus, Davao City
Approved ABC : PhP. 3,600,000.00

Present were:

Bids and Award Committee:

Dr. MARLYN D. BITON	-	Chairperson
Dr. ANNWEDA C. MINA	-	Vice Chair
Dr. EDELIZA S. GONZALES	-	Member
Dr. EMILIA P. PACOY	-	Member
Dr. MAYCHELLE M. NUGAS	-	Member
Dr. REYNILO D. GARCA	-	Member
Ms. MA. LUISA B. FAUNILLAN	-	Member/VPAdmin

BAC Secretariat:

Ms. OLIVIA D. ESTREMOS	-	Chairperson
Ms. RESTITUTA MACARAYO	-	Member
Ms. MA. LUZ M. SERAFICA	-	Member
Ms. MELANIE PAGKALIWAGAN	-	Member

TWG/END-USER /OBSERVER:

Prof. Rolando Villotes	-	TWG/Automotive
Mr. RICARDO ATANGAN, JR.	-	COA-Observer
Ms. NORA DELA VIÑA	-	Procurement Head

BIDDER:

No bidder

Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order at 11:30 o'clock in the afternoon. She acknowledged the presence of the BAC members, BAC Secretariat Members, Observers & Bidders.

Dr. Biton informed the prospective bidders on the manner by which the pre-bid conference is conducted depends on the discretion of the BAC. However, several events need to take place in the conference, namely:

1. The presentation by the BAC of the eligibility requirements as well as the technical and financial components of the contract to be bid, the evaluation procedure, evaluation criteria, and possible causes of failure of the bidding.

2. The BAC chairperson shall also discuss the requirements in the ITB, the replies to the bidders' queries about the requirements, specifications and other conditions of the project, the bid evaluation of all bidders and post qualification evaluation of the lowest calculated bidder. Emphasis should also be given to the warranty requirement of the project and the different offenses and penalties provided for in IRR-A of R.A. 9184. Under Section 22, 2016 IRR, the Pre-bid Conference, as one major requirement in the conduct of public bidding, is now structured in such a manner that it will provide the procuring entities and prospective bidders clear guidelines when to conduct pre-bid conference, and more importantly, it provide an avenue for clarification of some gray areas or cloudy matters of a certain procurement project, thereby enhancing an effective and efficient procurement process.

In Section 22.1. the approved budget of the contract (ABC) is used as the determining factor as to whether or not conduct a pre-bid conference. For contracts to be bid with an ABC of One Million Pesos or more, it is a mandatory requirement that at least one pre-bid conference should be convened. If it is less than 1 Million Pesos, it will be discretionary upon the Bids and Awards Committee (BAC), but if the prospective bidders deemed it necessary, then they can make a written request to the BAC to conduct a pre-bid

THE TECHNICAL WORKING GROUP REPRESENTATIVE

The TWG represented by Prof. Rolando Villotes discuss on the technical specifications on the procurement of utility vehicle as follows:

Service Utility Vehicles

Four wheels M/T; with a seating capacity of at least 5 Passengers; Euro 4 compliant; with three-year LTO registration and one year insurance; with engine displacement not exceeding 2000cc gasoline-fed, or 2400cc diesel-fed 2 units.

Utility Van

Four wheels M/T; Dual Aircon; with a seating capacity of at least 12 passengers; folding; facing seats; Euro 4 compliant; with three-year LTO registration and one year insurance; with engine displacement not exceeding 2200cc gasoline-fed, or 3000cc diesel-fed, 1 unit

OPEN FORUM/QUERIES/CLARIFICATIONS:

None

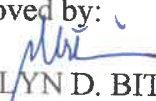
Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 11:45 a.m.

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:


MARILYN D. BITON
Chairman, BAC