



DENR Bids and Awards Committee for Regular Operations

MINUTES OF BAC MEETING 28 August 2018

- Venue** : Field Operations Conference Room, 5th Floor, DENR Main Building
- Date/Time** : 28 August 2018, Thursday
10:30 AM onwards
- Agenda** : **1. Bid Opening for the Supply and Delivery of Ten (10) Units Brand New Passenger Van for DENR-MBCO**
- 2. Pre-bid Conference for the Supply and Delivery of Brand New Motor Vehicles for DENR-Central Office**

I. ATTENDANCE

DENR Bids and Awards Committee

Evelyn G. Nillosan	Alternate Vice Chairperson
Elizar S. Cantuba	Member
Engr. Gilbert C. Mondroy	Member
Engr. Guillermo V. Estipona, Jr.	Provisional Member

BAC Technical Working Group

Engr. Roberto M. Aguda	Member
Marian R. Ada Cruz	Member
Roy Jake E. Castillo	Member
Gilbert C. Castro	Member
John Vincent T. Llabres	Member

BAC Secretariat

Marian R. Ada Cruz
Ann Joanna B. Villarama
Jessa B. Montes

Head Secretariat
Member
Member

Raquel G. Maale

MBCO Representative

Other office staffs

***Note: Attached as Annex "A" is the copy of Attendance for BAC Meeting dated 28 August 2018**

Attendance of Prospective Bidder/s

Prospective Bidder/s

Representatives

A. Supply and Delivery of Ten (10) Units Brand New Passenger Van for DENR-MBCO under IB No. DENR-CO-2018-013

1) Nissan Gallery Ortigas

Merilou Bago

B. Supply and Delivery of Brand New Motor Vehicles under IB No. DENR-CO-2018-015

1) Diamond Motor Corp.

James Cangco

Eric Pelayo

2) Nissan Gallery Ortigas

Merilou Bago

3) Toyota Commonwealth, Inc.

Cedy Vega

Romeo Mallari

4) Toyota Cubao

Terce Acebedo

5) Tetra Sales & Services Inc.

Romeo Ignacio

6) Toyota Quezon Avenue

Roswen Averion

7) Matterhorn Motor Inc.

Erwin Jasper Sanchez

II. CALL TO ORDER

The meeting was called to order at 10:30 AM and presided by the BAC Alternate Vice Chairperson, to discuss the agenda stated above.

III. ROLL CALL

The Head BAC Secretariat called the roll and informed the BAC Alternate Vice Chairperson that four (4) members are present which constitute a quorum. The BAC Alternate Vice Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

IV. SALIENT FEATURES OF DISCUSSION

2) Pre-bid Conference for the Supply and Delivery of Brand New Motor Vehicles for DENR-Central Office

- The BAC Vice Chairperson introduced the composition of the BAC, TWG and Secretariat to the following prospective bidders:
 - 1) Diamond Motor Corp;
 - 2) Nissan Gallery Ortigas;
 - 3) Toyota Commonwealth, Inc.
 - 4) Toyota Cubao
 - 5) Tetra Sales & Services Inc.
 - 6) Toyota Quezon Avenue
 - 7) Matterhorn Motor Inc.
- Before the discussion started, all participating bidders affirmed that they are familiar with the government bidding process and also assigned in the preparation of their bid proposals.
- A brief presentation on the bidding documents was made by the Head, BAC Secretariat emphasizing the following requirements:

- Packaging and envelope labelling instructions
 - Bidders shall submit ONE (1) original containing eligibility/technical and financial documentary requirements and TWO (2) copies, marked “copy 1” and “copy 2” containing the same requirements
- Instructions to Bidders
- Bid Data Sheet
- General condition of the Contract
- Special Condition of the Contract
- Eligibility Documents
 - Legal, technical and financial requirements
 - Documentary Requirements for Post Qualification
- Schedule of Requirements
- Technical Specifications
- Bidding Forms
- Checklist of Requirements

- During the discussion, some issues and concerns were raised and will be officially clarified / answered thru bid bulletin, as stated below:

DENR REQUIREMENTS	PROSPECTIVE BIDDERS SUGGESTIONS/ CLARIFICATIONS
On Technical Documents	
Submission of Statement Bidder's Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC	What is the definition of Similar in Nature?
On Schedule of Requirements	
Delivery of all units is within thirty (30) calendars days from receipt of Notice to Proceed (NTP).	Delivery of 30 calendar days after receipt of NTP is too tight. May we request 60 cd instead? Sixty (60) calendars days from receipt of Notice to Proceed (NTP).
On Technical Specifications	
Lot No. 1 : 10 Units Passenger Vans	
Seating Capacity Twelve (12) Seater	Up to 15 Seater
Tires and Wheels : 15" Alloy Mags Wheels	15" Mags Steel Rim Wheels instead of Alloy Mags Wheels
Interior Features : Power Door Locks Power Windows	May we request to remove this requirement as the budget is not sufficient of this will be included
<i>Accessories/Inclusions</i> Leatherette Seat Material with Rear Fold and Tumble Front Row: as is for re-upholstery (leatherette)	Leatherette seat cover instead of re-upholstery
2DIN Android Head Unit with GPS Navigation	2DIN Head Unit with GPS Navigation only Android is too expensive
Reverse Back-up Camera & Sensor	Is this Built -in or Add on?
Car Alarm Front Bumper Fog Lamp	Is this Built -in or Add on?
DENR Logo & "FOR OFFICIAL USE ONLY" Sticker	End-user can provide clear digital of design with size indicated of DENR Logo & "official use only" sticker for 2 front doors
One (1) Year Road Assistance	What is the scope/coverage or requirement for the One (1) year Road Side Assistance?

Lot 2: 6 units 4x4 Pick-Up	
Transmission Type : Five (5) Speed, Manual	May we request to amend this requirement to a minimum Five (5) Speed, Manual?
Reverse Backup Camera	Is this Built-in or as accessory?
One (1) year Road Assistance Free Labor for Preventive Maintenance Services for 1,000 kms and 5,000 kms	Please clarify coverage of Road Assistance.
Lot 3: 1 unit AUV/CUV	
Seven (7) Seater	May we request that the seating capacity be amended to minimum of Five (5) Seater?
Power Side View Mirrors	May we request to remove this requirement as the budget is not sufficient if this will be included
Engine Push Start	May we request to remove this requirement as the budget is not sufficient if this will be included
Rain Window Visor	May we request to remove this requirement because it's not yet available in the market

- The BAC Secretariat emphasized that all the participating bidders read judiciously the bidding documents in particular to the instructions and properly fill up the bidding forms to avoid any failure during opening of bids.
- All participating bidders were advised to submit queries or clarifications, if any, thru a letter addressed to BAC Chairperson on or before 31 August 2018.
- For the End-User Unit, to respond to the queries of the bidders on 5 September 2018 in order to proceed with the scheduled Bid Opening on 13 September 2018.
- For the Secretariat to include changes in the bid bulletin and ensure that for the succeeding projects, provisions in the Bidding Documents are updated/ revised based on the latest issuances relative to procurement.

A. ADJOURNMENT

There having no matters to discuss, the BAC meeting was adjourned at 4:15 PM.

Prepared by:

Noted by:

(sgd)**MARIAN R. ADA CRUZ**
Head, BAC Secretariat

(sgd)**EVELYN G. NILLOSAN**
Chief, Management Division and
Alternate Vice Chairperson, Bids and Awards Committee