



## DENR Bids and Awards Committee for Regular Operations

### MINUTES OF BAC MEETING 14 October 2021

- Venue** : Field Operations Conference Room, 5<sup>th</sup> Floor, DENR Main Building & Online via Google Meet Platform
- Date/Time** : 14 October 2021, Thursday  
9:30 AM onwards
- Agenda** : Pre-Bid Conference for the Supply and Delivery of Two (2) units Brand New Passenger Vans for the Department of Environment and Natural Resources –Manila Bay Coordinating Office (DENR-MBCO) under Bid Ref. No. DENR-CO-2021-032 Rebid

#### I. ATTENDANCE

##### DENR Bids and Awards Committee

Ms. Evelyn G. Nillosan	Alternate Vice-Chairperson
Engr. Gilbert C. Mondroy	Member
Dir. Jacob F. Meimban, Jr.	Member/End-user

##### DENR Technical Working Group

Atty. Anthony Raymond M. Velicaria	Head
Ms. Dianne G. Ibias	Member
Mr. Lamberto S. Ramos	Member
Ms. Ann Joanna B. Villarama	Member
Ms. Lia Kassandra Logmao	Member
Ms. Raquel Maale	Member/End-User

##### BAC Secretariat

Ms. Jessa B. Montes	Member
Ms. Alleli G. Vergara	Member
Ms. Ma. Rosario T. Santiago	Member
Procurement Staff	
Other Office Staffs	

##### Attendance of Bidder/s

Bidder/s	Representatives
ZOOMHUB, INC.	<ul style="list-style-type: none"><li>Jennifer D. Villacorta</li></ul>
MANINDRA AUTO CORP.	<ul style="list-style-type: none"><li>Jonathan V. Chua</li><li>Dante B. Ciudad</li></ul>
NISSAN COMMONWEALTH, INC.	<ul style="list-style-type: none"><li>Dianne Camille D. Diesta</li></ul>

**\*Note:** Attached as Annex "A" is the copy of Attendance for BAC Meeting dated 14 October 2021

## I. CALL TO ORDER

The meeting was called to order at 10:00 AM and presided by the BAC Alternate Vice Chairperson, to discuss the agenda stated above.

## II. ROLL CALL

The BAC Secretariat called the roll and informed the BAC Alternate Vice Chairperson that three (3) 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.

## III. SALIENT FEATURES OF DISCUSSION

Supply and Delivery of Two (2) units Passenger Vans for the DENR-MBCO under Bid Ref. No. DENR-CO-2021-032 Rebid

- The BAC Alternate Vice Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the following prospective Bidders:
  - ✓ ZOOMHUB, INC.
  - ✓ MANINDRA AUTO CORP.
  - ✓ NISSAN COMMONWEALTH, INC.
- Before the discussion started, all prospective bidders affirmed their familiarity with the Government bidding process and requirements under RA 9184 and its Revised Implementing Rules and Regulation (IRR).
- A brief presentation on the new and simplified bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
  - ✓ Packaging and Envelope Labeling Instructions
    - Bidders shall submit ONE (1) Envelope containing technical and financial documentary requirements
  - ✓ Invitation to Bid
  - ✓ Instructions to Bidders
  - ✓ Bid Data Sheet
  - ✓ General Conditions of the Contract
  - ✓ Special Conditions of the Contract
  - ✓ Eligibility Documents
    - Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to the bidder with attached Annex A
      - The valid & current certificate of PhilGEPS Certificate of Registration (Platinum Membership shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated document, the bidder shall submit, together with the certificate certified true copies of the updated documents.
    - Statement of all its ongoing government and private contracts
      - Form provided as per Annex I of the bidding documents
      - Within the last 3 years
    - Statement of the Bidder's Single Largest Completed Contract (SLCC)
      - Form provided as per Annex I-A of the bidding documents

- SLCC of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least 50% of the ABC
- Attached copy of End User's Acceptance or Official Receipt/s or Sales Invoice

▪ **Original Bid Security**

Project ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Bid Securing Declaration ( <i>Annex II</i> )
3,300,000.00	66,000.00	165,000.00	No required amount

- **Schedule of Requirements & Technical Specifications**
  - Duly conformed per Section VI and VII of the bidding documents
  - Write "comply" only
  - Follow instructions as indicated in Section VII. Failure to follow instructions will result in a rating of "Failed".
- **Sworn Statement**
  - Form provided as per Annex III of the bidding documents
  - Usage of any of the following" or "and/or" in specifying the authorized representative/s.
  - However, if the bidder has more than one (1) authorized representative and used the word "and", all representatives must sign/initial in the prescribed forms provided. Otherwise, shall be a ground for the rejection of the bid and will result in a rating of "Failed".
  - Attached Proof of Authority of the bidder's authorized representative. For Sole Proprietorship must submit Duly notarized or unnotarized Special power of Attorney. If Corporations, Cooperative of the Members of the Joint Venture must submit Duly notarized or unnotarized Secretary's Certificate/Board Resolution
- **Audited Financial Statements (AFS)**
  - Submit CY 2020 stamped "received" by the BIR or its duly accredited and authorized institutions dated CY 2021
- **Net Financial Contracting Capacity**
  - Form provided with detailed computation as per Annex IV of the bidding documents
  - Computation must be equal to the ABC of the project
  - Or submit Committed Line of Credit issued by a Local Universal of Local Commercial Bank with machine validation at least equal to 10% of the ABC
- ✓ **Financial Documents**
  - Completed and signed Financial Bid Form per Annex VI of the bidding documents
  - The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.
  - If the bid amount is inconsistent with words and in numbers, amount in words will prevail.
  - Signed and Accomplished Prices Schedule(s)
- ✓ **Documentary Requirements for Post-Qualification**
  - PO or Contract for all Ongoing Contracts as listed per submitted Annex I
  - Certificate of Performance Evaluation as per Annex VII
  - Company Profile as per Annex VIII

- Certification issued by the manufacturer accompanied with proof such as, but not limited to contract, delivery receipts, sales invoice and literature verifying that the brand being offered has been sold and marketed continuously in the Philippine Market for the last twenty (20) years
  - Certificate of Spare Parts availability in the Philippines for the next five (5) years after end-of-production issued by the manufacturer or authorized dealer.
  - Brochure (original or internet download/Technical Data Sheet or equivalent) of the items/services being offered showing compliance to the technical specifications. (If not in English, please refer to Section 23.2 of the 2016 Revised IRR of RA 9184);
- After the presentation, the prospective bidders were given the chance to raise their queries and clarifications which were answered as follows:

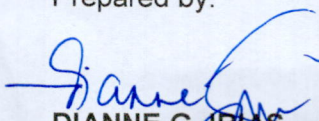
Queries/Clarifications	Response
Terms of Reference <b>IV. Technical Requirements</b> <ul style="list-style-type: none"> <li>• Can we provide other color of the unit aside from black and silver metallic?</li> <li>• Can we provide customized GPS? We can add the customized GPS as an accessory.</li> <li>• May we clarify the prefer One (1) year-round assistance per Manufacturer's Standard of the End-user?</li> </ul>	<ul style="list-style-type: none"> <li>• We will stick to the prescribed color based on the TOR.</li> <li>• Approved by the End-User</li> <li>• The Supplier must provide 1-year assistance free of charge.</li> </ul>

- After thorough discussion, all prospective bidders were advised to submit queries or clarifications, if any, thru a letter addressed to the BAC Chairperson on or before 15 October 2021, 12:00 NN.
- For the End-user Unit, to respond to the queries and clarifications of the bidders on or before 18 October 2021 in order to proceed with the scheduled Bid Opening on 26 October 2021.
- For the Secretariat, to include changes/amendments to the Bidding Documents on the bid bulletin to be issued not later than 19 October 2021, if any.
- The BAC Secretariat reminded the prospective bidders to purchase the bidding documents amounting to PhP5,000.00 not later than the scheduled submission of bids on 26 October 2021, 9:00 AM to be able to participate in the bidding.


### III. ADJOURNMENT

There having no matters to discuss, the BAC meeting was adjourned at 11:30 AM.

Prepared by:

  
**DIANNE G. IBIAS**  
 OIC-Chief, Procurement  
 Management Section, PSMD &  
 Head, BAC Secretariat

Noted by:

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