

## BIDS AND AWARDS COMMITTEE

BAC Secretariat Office: G/F Higher Education Development Center (HEDC) Bldg.,  
CP Garcia Avenue, UP Diliman, Quezon City  
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### PRE-BID CONFERENCE

### PROCUREMENT OF FOUR (4) ASIAN UTILITY VEHICLE OF LEB (REBID)

BAC Room, 2/F HEDC Bldg.,  
C.P. Garcia Avenue,  
Diliman, Quezon City  
August 9, 2017; 11:00 A.M.

#### ATTENDANCE

PRESENT	DESIGNATION/OFFICE
<b>BAC</b>	
EXEC. DIR KAROL MARK R. YEE	- Chair/ Presiding Officer
ATTY. CARMELITA Y. SISON	- Member
ATTY. SEPTON B. DELA CRUZ	- Member
<b>TWG-OGS</b>	
MS. APOLONIA R. VIVO	- Head
MR. GREGORIO ATIENZA	- Member
<b>SECRETARIAT</b>	
MR. ARTEMIO S. CAPELLAN, JR.	-Member
MS. BEATRIZ D. PASCUAL	-Member
MS. YVET R. MADLANGSAKAY	-Member
<b>COA OBSERVER</b>	
MS. MELANIE JULIE SALAZAR	- Representative
<b>CONSULTANT</b>	
MS. EVELYN V. MOJICA	
<b>END-USER</b>	
MR. RODRIGO C. SAGUM	- LEB Representative
<b>BIDDER</b>	
MR. RICKY CAMBUSA	- TOYOTA MAKATI, INC.
MR. EMILSON BUNAG	- TOYOTA MAKATI, INC.
<b>NOT PRESENT</b>	
DIR. LUISA S. VALENCIA	-Vice-Chair, BAC (on official business)
DR. LEONIDA S. CALAGUI	- Member, BAC (on official travel)
MS. EVA M. PASIGPASIGAN	- Member, TWG-OGS (on official business)
MS. MYRA PAZ B. MANALO	- Member, TWG-OGS (on official business)
MS. NENA B. ASINGJO	- Member, TWG-OGS (on official business)
MS. ROSALIE BUSCAR	- Head, BAC Secretariat (on official business)
COMM. MINELLA C. ALARCON	-Observer (on official travel)
MS. ALEEZA JANE D. NOFUENTE	- COA Observer (on official business)

*[Handwritten signatures and initials in blue ink]*

## I. CALL TO ORDER

There being a quorum, the pre-bid conference was called to order at 11:15 AM with Executive Director, Karol Mark R. Yee, BAC Chair, presiding.

## II. INTRODUCTION OF BIDDERS/REPRESENTATIVES/ BAC/TWG-OGS/OBSERVER

Mr. Artemio S. Capellan, Jr., Member-BAC Secretariat, presented the representatives of the bidder who attended the pre-bid meeting. He introduced the BAC members, TWG-OGS members, BAC Secretariat, Consultant, COA Observer and end-user who were present during the said meeting.

## III. OVERVIEW OF THE PROJECT AND PRESENTATION ON THE TERMS OF REFERENCE AND TECHNICAL COMPONENTS OF THE BID

Ms. Apolonia R. Vivo, Head, TWG-OGS, upon the instruction of Exec. Dir. Yee, presiding officer, presented the overview of the project. She gave emphasis also on the salient and important features of the technical specifications of the bidding documents on the Procurement of Four (4) Asian Utility Vehicle of LEB with an Approved Budget of the Contract (ABC) amounting to Php4,000,000.00.

## IV. COMMENTS/REACTIONS FROM THE PROSPECTIVE BIDDERS/BAC MEMBERS/TWG-OGS MEMBERS/END-USER

The BAC informed the prospective bidders that the Schedule for the Submission and Opening of Technical and Financial Bids shall be on August 23, 2017 as stated in the bidding documents. The deadline for the submission of the bid is 9:00 AM and the opening of the Technical and Financial Bids is at 10:00 AM.

## V. QUESTIONS AND ANSWERS

Particulars	Amendments / Clarification	Reference
Section VII of the Bidding Documents	Free 3-year TPL and LTO Registration  <b>Changed to:</b> Free One (1) year Insurance (TPL) from GSIS and Three (3) years LTO Registration	Page 70. Technical Specifications
Section VII of the Bidding Documents	Free tint, floormat, seatcover and rustproof  <b>Changed to:</b> Rustproofed with free tint, floor mat and seat cover	Page 70. Technical Specifications
Section VII of the Bidding Documents	Delivery Period should be within 30 days from receipt of the Notice to Proceed  <b>Changed to:</b> Delivery period should be within 60 days from receipt of the Notice to Proceed (NTP)	Page 70. Technical Specifications

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VIII. ADJOURNMENT

There being no other matter to discuss, the Pre-Bid Conference was adjourned at 11:45 AM

PREPARED BY:

APPROVED BY:

  
ARTEMIO S. CAPELLAN, JR.  
Member, BAC Secretariat

  
EXEC. DIR. KAROL MARK R. YEE  
Chairperson/Presiding Officer

  
ATTY. CARMELITA Y. SISON  
Member

  
ATTY. SEPTON A. DE LA CRUZ  
Member