

# BIDS AND AWARDS COMMITTEE

BAC Secretariat Office: G/F Higher Education Development Center (HEDC) Bldg.,  
CP Garcia Avenue, UP Diliman, Quezon City  
Website: <http://www.ched.gov.ph> email: [chedbac@ched.gov.ph](mailto:chedbac@ched.gov.ph)

## MINUTES OF PRE-PROCUREMENT CONFERENCE

### Supply and Delivery of Five (5) Units Brand New Passenger Van for CHED Central Office

BAC Room, 2<sup>nd</sup> Floor  
HEDC Bldg., C.P. Garcia Avenue,  
Diliman, Quezon City  
November 29, 2018; 10:00 A.M.

PRESENT	ATTENDANCE	DESIGNATION/OFFICE
<b>BAC</b>		
ATTY. CINDERELLA FILIPINA BENITEZ-JARO		- Chair
DIR. NELSON G. CAINGHOG		- Member
ATTY. MICHELLE DIANA P. MANIWANG-BASA		- Member
MS. MIRRIAM V. MIRANDA		- Provisional Member/End-user
<b>TWG-OGS</b>		
MR. GREGORIO ATIENZA		- Member
<b>SECRETARIAT</b>		
MR. ARTEMIO S. CAPELLAN, JR.		-Member
MS. BEATRIZ D. PASCUAL		-Member
MS. YVET R. MADLANGSAKAY		-Member
MS. DINA L. ABRENICA		-Member
MS. DESIREE P. VERDEFLORES		- Member
<b>CONSULTANT</b>		
MS. EVELYN V. MOJICA		
<b>NOT PRESENT</b>		
DIR. LUISA S. VALENCIA		- Vice-Chair, BAC (on official leave)
ATTY. JOSELITO C. ALISUAG		- Member, BAC (on official travel)
ATTY. SEPTON B. DELA CRUZ		- Member, BAC (on official travel)
MS. APOLONIA R. VIVO		- Head, TWG-OGS (on official business)
MS. EVA M. PASIGPASIGAN		- Member, TWG-OGS (on official business)
MS. DIANA C. AGUILAR		- Member, TWG-OGS (on official business)
MS. SHIELA F. JALBUENA		- Member, TWG-OGS (on official business)
MR. NELSON E. ESPINA		- Member, Secretariat (on official business)

#### I. CALL TO ORDER

There being a quorum, the pre-procurement conference was called to order at 3:30 PM with Atty. Cinderella Filipina S. Benitez-Jaro, BAC Chairperson, presiding.

#### II. INTRODUCTION

Mr. Artemio S. Capellan, Jr., member, BAC Secretariat introduced the BAC members, TWG-OGS member, Secretariat, end-user and the Consultant who were present during the meeting.

### III. BUSINESS MATTERS

- a. Review PPMP and APP

The proposed project was verified and found to be included in the PPMP and APP of CHED for FY 2018 with an approved Budget of Php 7,590,000.00

- b. Determine the readiness of procurement:

The PPMP, APP, specifications, approved budget for the contract, draft of advertisement were peented and properly deliberated.

- c. Review, modify and agree on criteria for eligibility screening.

Criteria of eligibility screening was in accordance with R.A. 9184 and its 2016 Revised IRR, Bid Documents and the GPPB Regulations.

- d. Review, modify and agree on criteria for evaluation of proposals.

Criteria for bid evaluation was in accordance with R.A. 918 and its 2016 Revised IRR and Bid Documents and the GPPB Regulations.

### IV. AGREEMENTS

Engr. Juan F. Puriran, Jr., end-user, as instructed by Atty. Jaro, Presiding Officer, explained the technical specifications (which includes the financial requirements and other salient features) of the project and clarified the issues raised by the BAC members and the TWG-OGS.

Particulars	Amendments/Clarification	Agreement/Action
Timelines	<ul style="list-style-type: none"> <li>➤ Pre-Procurement Conference - November 29, 2018</li> <li>➤ Posting in the Website of CHED, PhilGEPS &amp; at a conspicuous place - December 5 - 12, 2018</li> <li>➤ Preparation of Bidding Documents- December 5 - 26, 2018</li> <li>➤ Pre-bid Conference- December 13, 2018; 10:00 AM</li> <li>➤ Submission of Bids- December 26, 2018; 9:00 AM</li> <li>➤ Opening of Bids - December 26, 2018; 10:00 AM</li> <li>➤ Presentation to BAC of the Result of Bid Evaluation- December 26, 2018</li> <li>➤ Post Qualification Evaluation - December 27, 2018</li> <li>➤ BAC approves Lowest Calculated and Responsive Bid - December 27, 2018</li> <li>➤ CEB approves the BAC recommendation of LCRB - December 28, 2018</li> <li>➤ Issuance of Notice of Award-December 29, 2018</li> <li>➤ Submission of Performance Bond - December 29, 2018</li> <li>➤ Contract Preparation and Signing - December 29, 2018</li> <li>➤ Issuance of the Notice to Proceed - December 31, 2018</li> </ul>	The BAC approved the proposed procurement timelines



Technical Specifications	One (1) Unit of Passenger Van with Engine displacement not exceeding 2000 cc for gasoline or 3000cc for diesel for the Chairman.		The BAC instructed the end-user of the following: 1. Preparation of the bidding documents and posting of the invitation at the PhilGEPS
	Four (4) Units of Passenger Van with Engine displacement not exceeding 2000 cc for gasoline or 3000cc for diesel for the four (4) Commissioners.		
<b>SUPPLY AND DELIVERY OF FIVE (5) UNITS BRAND NEW PASSENGER VAN, AIR-CONDITIONED</b>			
Body Type:	Van		
Transmission Type:	Manual		
Engine Type:	3.0 L Diesel, 4 Cylinder / 16 Valve DOHC		
Emission Compliance:	Euro 4 Diesel		
Displacement (cc):	2800 (minimum) - 3000 (maximum)		
Maximum Output:	130 (minimum)		
Maximum Torque:	300 (minimum)		
Transmission:	5-Speed (minimum)		
Fuel Type:	Diesel		
Tire Size	185 R 15 (minimum) with full cap		
Seating Capacity:	13-15 passengers		
Suspension	Front: Double Wishbone Suspension (with stabilizer bars)		
	Rear: Rigid Axle Leaf, Spring Suspension		
Safety Features	Airbags, Seatbelts, Child Lock Protection, Side Door Impact Beam, Back Up Sensor		
Brakes	Front: Disc		
	Rear: Leading and Trailing Drums		
Steering Type	Rack and Pinion		
Air conditioning System:	Equipped		
Audio System:	Equipped		
Warranty:	100,000 KM or 3 Years whichever comes first.		
Others:	Provide 3 Years LTO Registration		
	With complete standard tools (Jack, tire wrench, and early warning device)		

## V. ADJOURNMENT

There being no other matter to discuss, the Pre-Procurement Conference was adjourned at 4:15 PM.




PREPARED BY:


  
**ARTEMIO S. CAPELLAN, JR.**  
Member, BAC Secretariat

APPROVED BY:

  
**ATTY. CINDERELLA FILIPINA BENITEZ-JARO**  
Chairperson

  
**DIR. NELSON G. CAINGHOG**  
Member

  
**ATTY. MICHELLE DIANA P. MANIWANG-BASA**  
Member

  
**MS. MIRIAM V. MIRANDA**  
Provisional Member/End-user