

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

MINUTES OF PRE-PROCUREMENT CONFERENCE

Supply and Delivery of One (1) Unit Brand New Service Vehicle for LEB

BAC Room, 2nd Floor
HEDC Bldg., C.P. Garcia Avenue,
Diliman, Quezon City
November 29, 2018; 11:00 A.M.

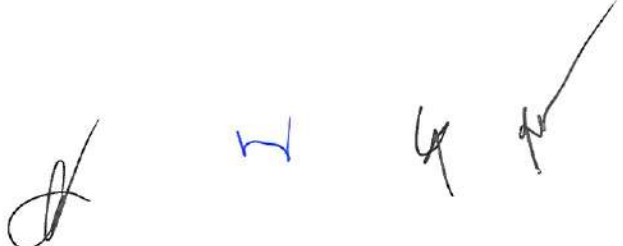
PRESENT	ATTENDANCE	DESIGNATION/OFFICE
BAC		
ATTY. CINDERELLA FILIPINA BENITEZ-JARO		- Chair
DIR. NELSON G. CAINGHOG		- Member
ATTY. MICHELLE DIANA P. MANIWANG-BASA		- Member
MR. RODRIGO C. SAGUM		- Provisional Member/End-user
TWG-OGS		
MR. GREGORIO ATIENZA		- Member
SECRETARIAT		
MR. ARTEMIO S. CAPELLAN, JR.		-Member
MS. BEATRIZ D. PASCUAL		-Member
MS. YVET R. MADLANGSAKAY		-Member
MS. DINA L. ABRENICA		-Member
MS. DESIREE P. VERDEFLORES		- Member
CONSULTANT		
MS. EVELYN V. MOJICA		
NOT PRESENT		
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 4:20 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.



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 P1,650,000.00

- 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

Mr. Rodrigo C. Sagum, 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"> ➤ Pre-Procurement Conference - November 29, 2018 ➤ Posting in the Website of CHED, PhilGEPS & at a conspicuous place - December 5 - 12, 2018 ➤ Preparation of Bidding Documents- December 5 - 26, 2018 ➤ Pre-bid Conference- December 13, 2018; 10:00 AM ➤ Submission of Bids- December 26, 2018; 9:00 AM ➤ Opening of Bids - December 26, 2018; 10:00 AM ➤ Presentation to BAC of the Result of Bid Evaluation- December 26, 2018 ➤ Post Qualification Evaluation - December 27, 2018 ➤ BAC approves Lowest Calculated and Responsive Bid - December 27, 2018 ➤ CEB approves the BAC recommendation of LCRB - December 28, 2018 ➤ Issuance of Notice of Award-December 29, 2018 ➤ Submission of Performance Bond - December 29, 2018 ➤ Contract Preparation and Signing - December 29, 2018 ➤ Issuance of the Notice to Proceed - December 31, 2018 	The BAC approved the proposed procurement timelines

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Technical Specifications	Supply and Delivery of One (1) Unit Brand New Service Vehicle for LEB		The BAC instructed the end-user of the following: 1. Preparation of the bidding documents and posting of the invitation at the PhilGEPS
	Procurement of service vehicle for the LEB Chairman with the following requirements and specifications:		
	Maximum Engine Displacement	2,800	
	Fuel Type:	Diesel	
	Overall Dimension	Length: 4,785 Weight: 1,815 Height: 1,805	
	Wheelbase	2,745	
	Power (minimum)	160ps/3200rpm or its equivalent	
	Torque (minimum):	245Nm/4,000rpm or its equivalent	
	Transmission:	6-Speed Automatic or Manual Transmission	
	Warranty:	Three (3) years or 100,000 kms., whichever comes first	
		Free one (1) year Comprehensive Insurance (Third Party Liability) from GSIS and LTO Registration for three (3) years	
	Price	Price should be inclusive of VAT and other government charges	
	Delivery Site: CHED, HEDC Buiding, C.P. Garcia Avenue, UP Diliman Campus, Quezon City		
Delivery Period: Within 60 days upon receipt of NTP			

V. ADJOURNMENT

There being no other matter to discuss, the Pre-Procurement Conference was adjourned at 4:35 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


MR. RODRIGO C. SAGUM
Provisional Member/End-user