

## 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 THE OPENING OF BIDS

#### SUPPLY AND DELIVERY OF FIVE (5) UNITS BRAND NEW PASSENGER VAN FOR CHED CENTRAL OFFICE ABC: Php7,590,000.00

BAC Room, 2/F, HEDC Bldg.,  
C.P. Garcia Avenue,  
Diliman, Quezon City  
December 26, 2018; 10:00 A.M.

PRESENT	ATTENDANCE	DESIGNATION/OFFICE
<b>BAC</b>		
ATTY. CINDERELLA FILIPINA BENITEZ-JARO		- Chairperson/Presiding Officer
DIR. LUISA S. VALENCIA		-Vice-Chair
DIR. NELSON G. CAINGHOG		-Member
ATTY. SEPTON A. DE LA CRUZ		-Member
<b>TWG-OGS</b>		
MS. APOLONIA R. VIVO		-Head
MS. EVA M. PASIGPASIGAN		-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
<b>END-USER</b>		
ENGR. JUAN F. PURIRAN, JR.		-GSD, AFMS
<b>PROSPECTIVE BIDDER/REPRESENTATIVE</b>		
MR. JULIUS PAUL CASTILLO		- TOYOTA- BATANGAS INC.
MR. DEXTER P. VILLANUEVA		- TOYOTA- BATANGAS INC.
<b>NOT PRESENT</b>		
ATTY. JOSELITO C. ALISUAG		-Member, BAC
MS. DIANA C. AGUILAR		-Member, TWG-OGS
MS. SHIELA F. JALBUENA		-Member, TWG-OGS
MR. GREGORIO T. ATIENZA		-Member, TWG-OGS
MR. NELSON E. ESPINA		-Head, Secretariat
MS. DESIREE P. VERDEFLORES		-Member, Secretariat
MS. EVELYN V. MOJICA		-Consultant

#### 1. CALL TO ORDER

There being a quorum, the meeting was called to order at 1:20 PM with the BAC Chair, Atty. Cinderella Filipina S. Benitez-Jaro, presiding.



2. INTRODUCTION OF BIDDERS/REPRESENTATIVES/ BAC/TWG-OGS/ OBSERVER

Upon the instruction of the presiding officer, Mr. Artemio S. Capellan, Jr. member of the Secretariat, presented the bidder who attended the bid opening. He introduced the BAC members, TWG-OGS members, Secretariat and end-user who were present during the bid opening.

In addition, Mr. Capellan informed also the Committee that invitations were sent to the COA representative and to three (3) GPPB- recognized Observers namely, Mr. Vicente T. Lazatin, Executive Director-Transparency Accountability Network (TAN), Mr. Crisanto S. Frianeza, Secretary-General, Philippine Chamber of Commerce and Industry (PCCI) and Ms. Imelda Carillo, Philippine Institute for Supply Management (PISM). Said invitations were confirmed received by the invited observers. However, none of them attended the bid opening.

Mr. Artemio S. Capellan, Jr, member of the Secretariat, mentioned the two (2) vehicle providers who viewed the posting at PhilGEPS per attached Document Request List, namely: a) Toyota Fairview, Inc. and Nissan Commonwealth, Inc. However, only Toyota-Batangas City Inc., availed of the bidding documents and submitted the technical and financial bid documents including the Financial bid envelope.

3. OPENING OF THE FIRST ENVELOPE (ELIGIBILITY DOCUMENTS/, EXAMINATION OF ELIGIBILITY DOCUMENTS AND THE TECHNICAL PROPOSAL, EXAMINATION AND DETERMINATION OF RESPONSIVENESS AND DECLARATION OF ELIGIBLE/INELIGIBLE BIDDERS

Upon the instruction of the Presiding Officer, the BAC Secretariat submitted the envelope to the BAC. The BAC members opened the **first envelope** of the submitted bidding documents and requested the assistance of the members of the Technical Working Group for Other Goods and Services (TWG-OGS) to evaluate the eligibility documents and the technical bid proposal.

The bidder's envelopes were opened and the name/label was read. The documents inside the envelopes ~~which were marked~~ "original copy" were forwarded to the members of the Bids and Awards Committee for affixing of their initials in each page. The documents inside the envelopes marked "copy 1" were used as reference by the members of the TWG-INFRA for eligibility checking and evaluation purposes. The last set of documents marked "copy 2" was retained by the BAC Secretariat for safekeeping and custody.

Upon careful checking of the eligibility documents, the members of the TWG-OGS reported to the Bids and Awards Committee the result of their evaluation, as follows;

NAME OF BIDDER	Bid Security	EVALUATION RESULT (Eligibility based on the Technical Requirements)
Toyota-Batangas Inc.	Bid Securing Declaration	Failed

The BAC, upon checking of the eligibility and technical documents submission by the TWG-OGS, found the bid of Toyota-Batangas Inc. not complying with the eligibility requirements particularly on the provisions of Clause 20.1 and 20.2 of the Bidding documents: Sealing and Marking of Bids, because the bidder submitted Copy 1, Copy 2 and Copy 3 Technical and Financial Components instead of Original-Technical/Financial Components, Copy 1-Technica/Financial Components and Copy 2-Technical/Financial Components as stated in Clause 20.1 and 20.2 of the Bidding Documents:

- **Clause 20 of the Bidding Documents: Sealing and Marking of Bids**
- a. Bidders shall enclose their original eligibility and technical documents described in ITB Clause **Error! Reference source not found.** in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".
  - b. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_\_\_ - TECHNICAL COMPONENT" and "COPY NO. \_\_\_\_ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. \_\_\_\_", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

The BAC, after thorough deliberation of the TWG-OGS recommendation, declared that Toyota-Batangas Inc. **"failed"** in the eligibility document requirements of the bidding for its failure to comply with Clause 20 of the Bidding Documents as well as Section 25 of the IRR of RA 9184 particularly on the Submission and Receipt of Bids and with the Non-Policy Memorandum No. 082-2015 issuance of GPPB.

**4. COMMENTS/REACTION FROM THE BAC AND THE BIDDER**

The Bids and Awards Committee, upon deliberation of TWG-OGS recommendation, declared a "Failure of Bidding" and reposting of said invitation, subject to the approval of the 2018 Continuing Appropriation by the Office of the President.

**5. ADJOURNMENT**

There being no other matter to discuss, the opening of bids was adjourned at 1:40 P.M.


PREPARED BY:

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

APPROVED BY:

  
**ATTY. CINDERELLA-FILIPINA BENITEZ-JARO**  
 Chairperson/ Presiding Officer

REVIEWED BY:

  
**NELSON E. ESPINA**  
 Head, BAC Secretariat

  
**DIR. LUISA S. VALENCIA**  
 Vice-Chair

  
**DIR. NELSON G. CAINGHOG**  
 Member

  
**ATTY. SEPTON A. DE LA CRUZ**  
 Member