

**Bids and Awards Committee for Goods
BCDA Corporate Center
2/F Bonifacio Technology Center, 31st BGC, Taguig City**

**Bidding for the Supply and Delivery of Twenty Seven (27)
Brand New Units of Motor Vehicle**

**Minutes of the Meeting
Pre-Bid Conference**

**21 December 2018 (Friday)
Conference Room A**

Present:

Bids & Awards Committee (BAC) for Goods:

Chairperson	BGen Carlos F Quita (Ret)
Vice Chairperson	Atty. Maria Soledad C. San Pablo
Members	Samuel John L. Vidallon Atty. Gisela Z. Kalalo Christian Paolo R. Quillamor

Technical Working Group (TWG):

Head	Almira S. Clarianes
Members	Vicenta M. Natividad Elmer C. Elizaga

Secretariat:

Head	Atty. Leah Anne R. Maligaya
Members	Queennie P. Bautista Vienna Inah M. De Francia

End-User:

Mr. Remo Stephen A. Ayo

Prospective Bidders:

Chevrolet Otis, Manila
Toyota Pasong Tamo Inc.
Nissan Commonwealth

The Pre-Bid Conference for the **Bidding for the Supply and Delivery of Twenty Seven (27) Brand New Units of Motor Vehicle** was presided by BAC-G Chairperson BGen Carlos F Quita (Ret).

1. Call to Order

There being a quorum, Chairperson Quita called the Pre-Bid Conference to order at 10:00AM. He opened the meeting by introducing the Members, Technical Working Group, and Secretariat of the Bids and Awards Committee for Goods and welcoming the prospective bidders.

2. Highlights of the Meeting

- 2.1 Mr. Reino Stephen A. Ayo presented and discussed the salient points of the **Bidding for the Supply and Delivery of Twenty Seven (27) Brand New Units of Motor Vehicle** by informing the prospective bidders of the operating budget in the amount of **Forty Six Million Seven Hundred Four Thousand & 00/100 (PhP46,704,000.00)** inclusive of VAT and all other applicable government taxes, fees and other charges, being the Approved Budget for the Contract (ABC) and the following Terms of Reference, *to wit*:

TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF TWENTY SEVEN (27) UNITS BRAND NEW MOTOR VEHICLE

This Terms of Reference (TOR) describes the procedures which shall be followed in connection with the procurement of twenty seven (27) units brand new motor vehicle for use of the Bases Conversion and Development Authority (BCDA).

1.0 TECHNICAL SPECIFICATIONS

LOT A **Six (6) Brand New Units of Crossover Utility Vehicles (CUV)**

ENGINE TYPE	Diesel, 4 Cylinder, euro 4 emission standards compliant
DISPLACEMENT	2700 - 2800 cc
TRANSMISSION	4-speed Automatic
TIRE/WHEELS	Alloy mag wheels
INTERIOR	Semi fabric seats, all power (side mirror, windows and door lock)
EXTERIOR	Rear defogger, backing camera with monitor
SAFETY FEATURES	Airbags (D & P), seat belts pretensioner, child lock, side impact beams, anti-lock brake system (ABS), alarm with keyless entry
AUDIO/VIDEO	LCD Screen, DVD player/tuner with USB port, bluetooth and auxiliary input
AIR CON SYSTEM	Dual, autoclimate
CAPACITY	Eight (8) Seating Capacity (including driver)
COLOR	To follow upon award of contract

OTHER REQUIREMENTS:

1. Dealer must have service centers at least in Metro Manila and Central Luzon.
2. Spare parts should be available all over Luzon.

3. Complete basic tool kit, new spare tire, early warning devices, floor mats, tint, seat cover.
4. Free labor on periodic maintenance service for the first 1,000 and 5,000 kilometer check-up.
5. Warranty of unit is 100,000km or three years whichever comes first.
6. Dealer must have at least 20 years experience in the business of car dealership in the Philippines.
7. Free LTO registration for the first three (3) years.

LOT B

Four (4) Brand New Units of Passenger Van

ENGINE TYPE	Diesel, 4 Cylinder, Turbo Charged, w/ Intercooler, euro 4 emission standards compliant
DISPLACEMENT	2500 - 3000 cc
TRANSMISSION	5-speed Manual
INTERIOR	Power windows (D & P), power door lock, power side mirrors, reclining passenger seats
EXTERIOR	Front and rear wiper w/ defogger, with backing camera with sensor.
TIRE/WHEELS	Alloy mag wheels
SAFETY FEATURES	Dual Airbags, Automatic (Anti-lock) Brake System, side door impact beams, High mount stop lamp
AUDIO/VIDEO	LCD Screen, DVD player/tuner with USB port, bluetooth and auxiliary
AIRCON	Dual, manual controls w/ rear individual register
CAPACITY	Thirteen (13) Seating Capacity (including driver)
COLOR	To follow upon award of contract

OTHER REQUIREMENTS:

1. Dealer must have service centers at least in Metro Manila and Central Luzon.
2. Spare parts should be available all over Luzon.
3. Complete basic tool kit, new spare tire, early warning devices, floor mats, tint, seat cover.
4. Free labor on periodic maintenance service for the first 1,000 and 5,000 kilometer check-up.
5. Warranty of unit is 100,000km or three years whichever comes first.
6. Dealer must have at least 20 years experience in the business of car dealership in the Philippines.
7. Free LTO registration for the first three (3) years.

LOT C

Seven (7) Brand New Units of Pick-up (4x4)

ENGINE TYPE	Diesel, 4 cylinders, Euro 4 emission standards compliant
TRANSMISSION	6-Speed Manual
DISPLACEMENT	2500 - 3000 cc
INTERIOR	w/ GPS Navigation, equipped w/ Front SRS Airbags (D and P), Power Windows & Door Locks
EXTERIOR	Wide Type Overfenders, Side Step
TIRE/WHEELS	Alloy mag wheels
SAFETY FEATURES	Front and driver knee SRS airbags, Anti-lock brake system, Seatbelt w/ pretensioner force limiter, child protection lock, backing camera with sensor
AUDIO/VIDEO	LCD Screen, DVD player/tuner with USB port, bluetooth and auxiliary
AIRCON SYSTEM	Auto air conditioning system
CAPACITY	Five (5) Seating Capacity (including driver)

COLOR To follow upon award of contract

OTHER REQUIREMENTS:

1. Dealer must have service centers at least in Metro Manila and Central Luzon.
2. Spare parts should be available all over Luzon.
3. Complete basic tool kit, new spare tire, early warning devices, floor mats, tint, seat cover.
4. Free labor on periodic maintenance service for the first 1,000 and 5,000 kilometer check-up.
5. Warranty of unit is 100,000km or three years whichever comes first.
6. Dealer must have at least 20 years experience in the business of car dealership in the Philippines.
7. Free LTO registration for the first three (3) years.
8. Free first year comprehensive insurance

LOT D Ten (10) Brand New Units of Passenger Van

ENGINE TYPE	Diesel, 4 cylinders, Euro 4 emission standards compliant
TRANSMISSION	5-Speed Manual
DISPLACEMENT	2500 - 3000 cc
INTERIOR	Alarm with central door Locks
EXTERIOR	Equipped w/ backing camera with sensor
TIRE/WHEELS	Alloy mag wheels
AUDIO/VIDEO	LCD Screen, DVD player/tuner with USB port, bluetooth and auxiliary
SAFETY FEATURE	Side door impact beam, seat belts
AIRCON SYSTEM	Dual
CAPACITY	Fifteen (15) Seating Capacity (including driver)
COLOR	To follow upon award of contract

OTHER REQUIREMENTS:

1. Dealer must have service centers at least in Metro Manila and Central Luzon.
2. Spare parts should be available all over Luzon.
3. Complete basic tool kit, new spare tire, early warning devices, floor mats, tint, seat cover.
4. Free labor on periodic maintenance service for the first 1,000 and 5,000 kilometer check-up.
5. Warranty of unit is 100,000km or three years whichever comes first.
6. Dealer must have at least 20 years experience in the business of car dealership in the Philippines.
7. Free LTO registration for the first three (3) years.

2.0 DELIVERY PERIOD

Thirty (30) calendar days upon receipt of Purchase Order (PO).

3.0 APPROVED BUDGET FOR THE CONTRACT (ABC)

Forty Six Million Seven Hundred Four Thousand & 00/100 Pesos Only (Php46,704,000.00)
inclusive of VAT and all other applicable government taxes, broken down as follows:

LOT NO.	QTY./UNIT	TYPE	AMOUNT (PHP)
A	Four (6) units	CUV (A/T)	Not exceeding Php1.584M (each) or a total of Php9.504M
B	Four (4) units	Passenger van	Not exceeding Php2M (each) or a total of Php8M
C	Seven (7) units	Pick-up (4x4)	Not exceeding Php1.6M (each) or a total of Php11.2M
D	Ten (10) units	Passenger van	Not exceeding Php1.8M (each) or a total of Php18M
Total	27 units		PhP46,704,000.00

4.0 The ABC per item shall be the upper limit or ceiling for the bid prices. Bid prices that exceed the ABC per item shall be disqualified outright. Bidders shall have the option to submit a proposal on any or all lots. Evaluation and contract award will be undertaken on a per lot basis.

In all cases, the NFCC computation, if applicable, must be equivalent to the ABC of the bid.

5.0 Any attempt by the bidder to influence the BAC or its authorized representatives in the evaluation of the bids or contract award decisions shall result in the rejection of its bid or revocation of award as the case may be, and the application of other sanctions and remedies provided by law.

6.0 RESERVATION CLAUSE

BCDA reserves the right to accept or reject any and all proposals, to terminate the procurement process, or to reject all proposals at any time prior to the contract award, without thereby incurring any liability to the affected bidders.

2.2 Mr. Elmer C. Elizaga then presented and discussed the matters relative to the checklist of requirements the prospective bidders shall prepare and submit to participate in the bid.

On the required Form SF-Good-13a and Form SF-Good-13b, the Statement / List of ALL ON-GOING, and COMPLETED government and private contracts, similar in nature to the contract/project subject of the bidding at hand should cover the period within at least the past three (3) years, from October 2015 to October 2018.

3. Questions from Bidders

Questions raised by Prospective Bidders	Answers and/or Clarifications from the End-user Unit
a) On the number of years of existence of the brand in the Philippine Market.	The brand should be in the Philippine Market for at least 20 years.
b) On the delivery schedule.	The winning bidder/s is/are required to follow the delivery period of Thirty (30) calendar days upon the receipt of Notice of Award (NOA).
c) On the head rest requirement for Lots B and D vehicles.	<i>A bid bulletin shall be issued to clarify the matter.</i>
d) On the engine displacement requirement of all the vehicles.	<i>A bid bulletin shall be issued to clarify the matter.</i>
e) On the required seating capacity for Lot A vehicles.	<i>A bid bulletin shall be issued to clarify the matter.</i>
f) On the number of passengers in the front seat for Lots B and D vehicles.	<i>A bid bulletin shall be issued to clarify the matter.</i>
g) On the first year comprehensive insurance for the service vehicles.	<i>A bid bulletin shall be issued to clarify the matter.</i>
h) On the seating capacity of Lots B and D vehicles.	No change.
i) Whether the bidders can request for the soft editable copies of the sample forms.	Only the proponents who bought the bidding documents will be provided with the editable soft copies of the sample forms.
j) Processing of registration of vehicles.	The winning bidder/s is/are required to process all the necessary documents for the registration of the vehicles.
k) On the audio system requirement for the vehicles.	<i>A bid bulletin shall be issued to clarify the matter.</i>
l) On the seating orientation of Lots B and D vehicles.	<i>A bid bulletin shall be issued to clarify the matter.</i>

4. Clarifications from the BAC

4.1 The bidders should be registered with PHILGEPS under Platinum Membership, otherwise the bidders will be rated failed which shall result in declaring them as "ineligible". *However, per GPPB Circular No. 07-2017, prospective bidders may opt to submit their PhilGEPS Certificate of Registration or their Class "A" Eligibility Documents, or a combination thereof, during the bid submission. The Platinum Membership remains as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.*

4.2 The bid documents can be accessed in the PHILGEPS and BCDA Websites. The bid bulletin (if any) shall be posted in PHILGEPS and BCDA websites on or before 26 December 2018 (Wednesday). However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.

5. Reminders from the BAC

- 5.1 BCDA adheres to the "No-Contact Rule". All clarifications should be made in writing and addressed to the BAC-G Secretariat (Atty. Leah Anne R. Maligaya, bagsecretariat@bcda.gov.ph). Deadline for the submission of clarification is on 24 December 2018 (Monday). Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- 5.2 Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- 5.3 **The deadline for the submission of bids is on 07 January 2019 (Monday) at 9:00AM** at the BCDA Central Receiving and Releasing Area (CRRA) located at the 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue Bonifacio Global City, Taguig City. The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 9:00AM of 07 January 2019 (Monday) shall not be accepted.**
- 5.4 Bidders may submit their eligibility documents a day before the deadline for submission to avoid the possibility of being late for submission.
- 5.5 **Bid opening shall be on 07 January 2019 (Monday) at 10:00AM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue Bonifacio Global City, Taguig City. Bids will be opened in the presence of the Bidders. However, the Bidders' attendance during the Opening of Bids is not compulsory but it is advised that bidders will send their representative to assist the BAC and answer clarifications, if any.
- 5.6 Each and every page of the Bid Form must be appropriately signed by the bidders or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- 5.7 The BAC expects the bidders to exercise due diligence in going through the bidding documents to be able to prepare their bids intelligently.
- 5.8 BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.

BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

There being no other matters to discuss relative to the **Bidding for the Supply and Delivery of Twenty Seven (27) Brand New Units of Motor Vehicle**, the Pre-bid Conference was adjourned at 12:05PM.

Prepared by:


ATTY. LEAH ANNE R. MALIGAYA
Head, BAC-G Secretariat

BIDS AND AWARDS COMMITTEE FOR GOODS


BGEN CARLOS F. QUITA (RET)
Chairperson


ATTY. MARIA SOLEDAD C. SAN PABLO
Vice Chairperson


SAMUEL JOHN L. VIDALLON
Member

ON LEAVE
ATTY. GISELA Z. KALALO
Member

ON LEAVE
CHRISTIAN PAOLO R. QUILLAMOR
Member