



MINUTES OF PRE-BID CONFERENCE

Supply and Delivery of Service Vehicle Passenger Van of Solana, Iraga

Present were:

Mr. Abraham C. Bangayan, JD, MLS	BAC 2 – Chairperson
Mr. Ronaldo P. Sumait, MLIS	BAC 2 – Member
Mr. Johanness Paolo B. Roy	BAC 2 – Member
Prof. Lorraine S. Tattao, Ph.D.	BAC 2 – Member
Mr. Reynard P. Cacatian II	Head, University BAC Secretariat
Mr. Daniel D. Merdrano	BAC Secretariat Support Staff
Engr. Ma. Haidee A. Mabborang	CEO Solana – End user
Prof. Chrissa Dayag	Solana – End user TWG
Prof. Maria Bernadette M. De La Cruz	Solana – End user TWG
Mr. Alfie Guitering	Elite North Inc.
Mr. Dennis Bintan	Nissan Commonwealth
Ms. Roxanne Corpuz	Toyota Tuguegarao

The Prebid Conference for **Supply and Delivery of Service Vehicle Passenger Van of Solana, Iraga** at CSU Coffee Shop, Cagayan State University, Andrews Campus was called to order at 10:00 am of May 2, 2023 and was presided by the Chairperson, Mr. Abraham C. Bangayan.

I. Business Matters and Discussions:

1. Attendance and quorum:
 - a. the Committee obtained quorum with presence of four members
 - b. End-User
2. Attendance and presence of prospective bidders;
 - a. Prospective bidders are present
3. The BAC Chairperson, through the BAC Secretariat presented the following:
 - a. Availability of Bidding documents; *April 21, 2023*
 - b. Letter of invitation were sent to observers:
 - i. PCCI- *April 20, 2023*
 - ii. COA- *April 20, 2023*
 - iii. MASCOOP- *April 20, 2023*
 - c. The project is present in PPMP, APP and NEP
 - d. The correct and accurate name of the project as appeared in PPMP, APP and NEP;

Motor Vehicle (Passenger Van) for Campus Official Travels





- e. The available of the pertinent budget release for the project, ABC, source of fund and completion period;

Project Name and Reference Number:	Supply and Delivery of Service Vehicle Passenger Van of Solana, Iraga (PROJECT REF.NO: CSU2023-04-002-PASSENGER VAN-ANDREWS)
ABC:	₱ 2,265,000.00
Source of Fund:	RA 8292 Special Trust Fund 2023
Completion of Delivery:	90 CALENDAR DAYS

- f. The applicable and appropriate method of procurement and the related milestones: Public Bidding: Single LOT
- g. The prospective bidders are given to raise their Queries and clarification until Feb. 10, 2023, 5:00 pm under **22.5.1. Requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids.**

Deadline of submission clarification: **May 5, 2023, 5:00 pm**

- h. Eligibility requirements the prospective bidders need to submit are included in the Bidding Documents and the former are advised to read such;
- i. Discussion on the evaluation procedure and criteria under **30.1. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion, as stated in the Instructions to Bidders. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed."**
- j. Reminded the body the possible causes of failure of bidding, grounds for disqualification, suspension and blacklisting; that It is mentioned in the BID DOCUMENTS, in case of Bid Securing Declaration, there is a waiver of due process for blacklisting and automatic blacklisting in case of violation of any conditions stated.
- k. Reminded the body the prospective bidders regarding the Right of the HoPE under Section 41 (reservation clause): The HoPE reserves the right;





- i. to reject any and all bids
- ii. declare a failure of bidding, or
- iii. not award the contract in the following situations:
 1. If there is prima facie evidence of collusion
 2. If the BAC is found to have failed in following the prescribed bidding procedures; or
 3. the award of the contract will not redound to the benefit of the CSU.

- l. Scheduling of deadline of submission and opening of bid:
May 15, 2023, 10:00 AM
BAC Office (deadline of submission), Research Building
Conference Hall (opening of bids)

Andrews Campus, Cagayan State University
Tuguegarao, Cagayan

- m. Bid should be addressed to:

Mr. Abraham C. Bangayan, JD, MLS
Chairperson, BAC 2
BAC Office, Research Building
Andrews Campus, Cagayan State University
Tuguegarao, Cagayan

- n. The end-user presented the items and specifications of the project.

II. Noted comment/reaction from the BAC, TWG and End-user:

1. Representatives from Elite North Inc. and Nissan Commonwealth inquired if the engine size, engine dimension and speed may be changed into 2.5, 2.5 and 5 respectively so that their proposed unit may fit;
2. BAC Member Mr. Sumait expressed that amending those may change all other specifications and affect the needs of the end-user;
3. Upon inquiry of the Chairperson, the end-user expressed that in drafting the ABC, it considered the unit or the specifications that would cater their needs considering the possible number of passengers, comfort, convenience and performance;
4. The Chairperson and BAC member Mr. Sumait requested the representatives from Elite North Inc. and Nissan Commonwealth to submit to the Secretariat a brochure or documents showing the proposed unit and its specifications;
5. The Committee suggested that a meeting may be conducted to re-evaluate the needs of the end-user and consider the proposal of Mr. Guitering and Mr. Bintan;
6. Both representatives agreed to submit their proposal after the conference;
7. The end-user inquired if the completion of delivery may be shortened to 30 CDs;
8. All prospective bidders answered in affirmative after asking, through Chairperson, if they can meet the requirements in case the completion of delivery is reduced to 30 CDs;





9. The Chairperson noted that the 30 CDs may be considered provided but must conduct research first to assure that it would not discourage other possible bidders to join who are not present at the conference;
10. Upon the inquiry of all prospective bidders, the Committee decided to change the Number of Doors and Turning Circle requirements to minimum of 4 and 5.5, respectively;
11. Considering the ABC, the end-user asked if the prospective bidders may include the insurance, LTO registration and Early Warning Device:
 - a. Representatives from Elite North Inc. and Nissan Commonwealth answered that those may be included if their income analysis would allow and such would be communicated to the Committee through their proposal;
 - b. Toyota representative explained that considering the specifications, the ABC can only include the unit vehicle itself and an ABC of Php 2,275,210.00 is needed if those are to be required;
 - c. All prospective bidders further explained that if included, as required by law, the insurance shall be processed by the Procuring entity
12. The end-user further inquired from the Committee if an increase of ABC is possible to include the insurance, LTO registration and Early Warning Device;
13. The Committee, through Chairperson, explained that changing or request for increase of ABC may cause delay on the project as it needs approval first from DBM and Board;
14. The Committee, through the Secretariat, guaranteed the end-user that with the assurance made by Budget Officer Mr. Alvin Alisasis, the insurance, LTO registration and Early Warning Device will be catered later; and
15. The Chairperson expressed that the pre bid conference is the opportunity for body to clarify matters and the determination of Lowest Calculated and Responsive Bid may only happen after post-qualification.

There having no other remaining topics for discussion, the Prebid Conference adjourned at 12:00 nn.

Prepared by:

MR. REYNARD R. CACATIAN II
Head, University BAC Secretariat

Noted by:

MR. ABRAHAM C. BANGAYAN, JD, MLS
Chairperson, BAC 2

