

## MINUTES OF THE PRE-BID CONFERENCE

"Supply and Delivery of One (1) Unit Brand New Passenger Van for CIAC"

Date : 22 November 2018  
Time : 10:12 a.m.  
Venue : CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone

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### **1.0 ATTENDEES:**

Present/Members: Raul L Del Rosario (Vice Chairman)  
Arch.Federico G. Garcia Jr. (Member)  
Atty. Misheena Joyce T. Donina (Member)  
Engr.Federico E. Primero Jr. (Member)  
Melissa D. Feliciano (Alternate Member)

BAC-TWG: Kristober S. Gomez  
Arthur Z. Galang  
Robert S. Urbano (Provisional Member)

Secretariat: Atty. Rustico G. Quizon III  
Sharon C. Lingad  
Sierra Korina D. Siguenza  
Jesus Gerardo C. Capili  
Rogelio D. Catolos

Also present: Mitchelle Cruz (IAD)  
CAAM. Eduardo T. Lansang (CAAP)

Prospective bidders: Donette L. Samson (Toyota San Fernando)

### **2.0 INVOCATION**

Vice Chairman Raul L. Del Rosario, Airport Operation Management Group (AOMG) led the opening prayer.

### **3.0 CALL TO ORDER**

After the certification of quorum by the BAC Secretariat, the Vice Chairman Raul L. Del Rosario called the meeting to order and presided thereat.

Prior to the start of the discussion, Vice Chairman Del Rosario acknowledged the presence of CAAM. Eduardo T. Lansang from Civil Aviation Authority of the Philippines (CAAP) and Mitchelle S. Cruz Manager, Internal Audit Department.

### **4.0 APPROVAL OF THE AGENDA ITEMS**

Atty. Rustico D. Quizon III, OIC-BAC Secretariat, presented the agenda item for approval:



Pre-bid Conference on the project: "Supply and Delivery of One (1) Unit Brand New Passenger Van for CIAC".

The BAC unanimously approved the agenda items as cited.

## **5.0 ACKNOWLEDGMENT OF THE PROSPECTIVE BIDDER AND REPRESENTATIVE**

Vice Chairman Raul L. Del Rosario acknowledged the presence of the prospective bidder Toyota San Fernando, represented by Ms. Donette L. Samson.

Vice Chairman Raul L. Del Rosario reminded the prospective bidder that pursuant to the Department of Transportation (DOTr) department memorandum dated 26 June 2018, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) against the government.

Said document shall be included and submitted as part of the Bidder's Eligibility Documents.

## **6.0 PRE-BID CONFERENCE**

At the onset, the Vice Chairman mentioned that the purpose of the meeting that is to give opportunity for prospective bidder/s to seek clarifications regarding the tender process and the bidding documents.

After the Vice Chairman inquired whether the prospective bidder has read the contents of the bidding documents, it proceeded with the clarifications for the project.

Ms. Donette L. Samson of Toyota San Fernando replied that she has no clarification or query at the moment.

There being no other clarification or query, Vice Chairman Del Rosario instructed Atty. Rustico G. Quizon III to read the additional reminders for the information and guidance of the prospective bidder:

- a. Last day for Submission of clarification and queries is on **November 26, 2018 (Monday) not later than 5:00 pm.**
- b. Issuance of Supplemental Bid Bulletin is on **November 27, 2018 (Tuesday);**
- c. The deadline for the submission of bids is on **December 4, 2018 (Tuesday)** no later than **10:00 am** at the CIAC-Records Management Office (RMO);
- d. The Opening of Bids shall be conducted at **10:15 am Of December 4, 2018 (Tuesday)** at the CIAC Board Room, CIAC Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Pampanga;
- e. Should a bidder decide **not to submit** a bid, she/he should justify in writing to the BAC the reason for the non-submission. Sanctions shall be imposed to the bidders who withdraw from the bidding or submit late bids or submit patently insufficient bids for at least three (3) times within a year, except for a valid reason;
- f. Bidders are reminded that a suspended or blacklisted supplier, contractor or consultant shall not be allowed to participate in all procurement opportunities of the government for the duration of the suspension or blacklisting, regardless of the modality of procurement employed by the procuring entity and;
- g. Caution to prospective bidders, should there be individuals posing in behalf of the BAC and TWG as agents or fixers, the same should be reported to the BAC immediately. This shall not be tolerated by the BAC. The bidding shall be conducted impartially and fairly and no



favoritism shall be extended to any prospective bidder. For as long as the prospective bidders submit complete requirements.

Vice Chairman extended its appreciation to the prospective bidder for its interest in participating in the procurement activities of CIAC.

## **7. ADJOURNMENT**

There being no other matters to discuss, the meeting was adjourned at 10:21 a.m. on the 22<sup>th</sup> day of November 2018.

Prepared by:

  
**JESUS GERARDO C. CAPILI**  
Minutes/Agenda Officer

Reviewed by:

  
**ATTY. RUSTICO G. QUIZON III**  
Officer-in-charge  
BAC Secretariat

Read and Approved by:

  
**MELISSA D. FELICIANO**  
Member

  
**ARCH. FEDERICO G. GARCIA JR.**  
Member

*(-on official business-)*  
**NESTOR P. DEONA**  
Member

**ENGR. FEDERICO E. PRIMERO JR.**  
Member

  
**ATTY. MISHEENA JOYCE T. DONINA**  
Member

  
**RAUL L. DEL ROSARIO**  
Vice Chairman

*(-on-leave-)*  
**ATTY. JOSEP JEPRI M. MIRANDA**  
Chairman