

25 April 2022

Minutes No. 04-03, Series of 2022

MINUTES OF THE PRE-BID CONFERENCE

"Supply and Delivery of Two (2) Units Brand Van for Clark International Airport Corporation (CIAC)" ABC: PHP2,000,000.00

Date : 25 April 2022
Time : 3:00 p.m.
Venue : CIAC Board Room and Via Zoom Application

1.0 ATTENDANCE

Present Members Irish C. Calaguas (Chairperson)
 Gerry A. Naguit (Member)
 Engr. Federico E. Primero Jr. (Member) Via Zoom App
 Robert S. Urbano (Provisional Member)

BAC-TWG: Arthur Z. Galang (Member)
 Kristober S. Gomez (Member)
 Vina May Manalili (Member) Via Zoom App
 Noli D. Ocampo (Provisional Member)

Secretariat: Sharon C. Lingad
 Miriam M. Pamindanan
 Sierra Korina D. Siguenza Via Zoom App

Also Present: July Ann D. Torres (IAD)

Prospective Bidder:

1. MCX International Inc. – Ms. Catherine C. Castillo and Mr. Melchor Baloca

2.0 CALL TO ORDER

After certification of a quorum by the BAC Secretariat, Chairperson Irish C. Calaguas called the meeting to order and presided thereat.

Ms. Sharon C. Lingad acknowledged the Technical Working Group (TWG) and observer; Ms. July Ann D. Torres from the Internal Audit Department (IAD) of CIAC.

3.0 ACKNOWLEDGEMENT OF PROSPECTIVE BIDDER/S

The BAC Secretariat, Ms. Lingad, acknowledge the prospective bidder present in the said meeting namely:

1. MCX International Inc. – Ms. Catherine C. Castillo and Mr. Melchor Baloca

4.0 DISCUSSION PROPER

To start the discussion, Mr. Noli D. Ocampo presented the following:

25 April 2022

Approved Budget for Contract (ABC): PHP2,000,000.00

Project Duration: Two (2) Months

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1.	Van : 4N14 – 2.2 Liter 4-in line 16 valve DOHC with Turbocharged intercooler system	2	2	Within 60 Calendar Days
Nothing Follows				

Section VII. Technical Specifications

Item	Specification
1	<p>Engine Model Type : 4N14 – 2.2 Liter 4-in line 16 valve DOHC with Turbocharged intercooler system Engine Displacement : 2268cc Minimum Power : 99.25 / 3500 Ps Fuel tank capacity : 55 Liters (minimum) Minimum Torque 200/1000-3500 Nm</p> <p>General Specification : Overall length 4,440 mm (minimum) Overall width 1,695 mm (minimum) Overall height 1,915 mm (minimum) Wheelbase 2,350 mm (minimum) Ground Clearance 195 mm (minimum) Gross Vehicle Weight 2,345 kg (minimum) Curb Weight 1,130 kg (minimum)</p> <p>Seating Capacity: Front Cabin with two (2) side doors seating three (3) passengers, including the driver, on a full width seat, and the rear deck accommodating eight (8) to 16 passengers with facing collapsible bench seats accessible through rear doors.</p> <p>Suspension : Front : Independent Wishbone with Coil Spring Rear : Semi - Elliptical Leaf Spring</p> <p>Brakes : Front : 10 inch Ventilated Disc (minimum) Rear : 10 inch Leading and Trailing Drums (minimum)</p> <p>Tires : 185 / R14C – 8PR (minimum) Wheels : 14" x 5.0 J Steel Rims (minimum)</p> <p>A/C : Dual Air conditioning System</p>
2	<p>SCOPE OF SUPPLY a. Supply the vehicle listed in the bill of quantities and specified in the present</p>

25 April 2022

	<p>documents.</p> <p>b. The supplier shall provide the complete operators manual of the vehicle.</p> <p>c. The supplier shall provide the standard tools as per factory specifications but not limited to; jack, tire wrench, pliers, adjustable wrenches, flat and Philip screw drivers and etc.</p> <p>d. The supplier shall deliver the vehicle with CIAC logo on three (3) sides.</p>
3	<p>SCOPE OF SERVICES</p> <p>a. The supplier shall change the engine oil and filter after accumulating 1,000 km and 5,000 km run</p> <p>b. The supplier shall give orientation on the site of delivery so as to familiarize the end-user on the vehicle operations after acceptance</p>
4	<p>WARRANTY/GUARANTEE</p> <p>a. The supplier shall have a warranty of three (3) years for products and spare parts or at 100,000 km whichever comes first on the general condition of the vehicle.</p> <p>b. The supplier shall guarantee the availability of spare parts to maintain normal operations for at least ten (10) years.</p>
5	<p>VEHICLE REGISTRATION</p> <p>a. Land Transportation Office (LTO) registration for three (3) years shall be for the supplier's expense.</p> <p>b. One (1) year Comprehensive Insurance from GSIS.</p> <p>c. Government/Red Plate.</p>

Lastly, Mr. Ocampo enumerated the amended Checklist of Technical and Financial Documents, in accordance with GPPB Resolution No. 15-2021 as follows:

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- (b) Pursuant to the Department of Transportation (DOTr) Department Order, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) against the government.

Technical Documents

- (c) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- (d) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (f) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-

25 April 2022

sales/parts, if applicable; **and**

- (g) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (j) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form;
- (b) Original of duly signed and accomplished Price Schedule(s); **and**
- (c) Bill of Quantities

At this juncture, Mr. Ocampo ended his presentation and the Committee opened the floor for queries to the prospective bidder.

There being no queries and/or requests for clarifications from the representative of MCX International Inc., Ms. Lingad read the additional reminders for the information and guidance of all prospective bidders, as follows:

- The deadline for the submission of queries and/or requests for clarification is on **May 2, 2022 (Monday), not later than 5:00 p.m.** All queries should be sent thru the email address: ciac_bacsecretariat@yahoo.com. All correspondences

25 April 2022

and/or notices sent to and issued by the CIAC-BAC shall be coursed through the email address provided. All prospective bidders or bidders are required to provide the BAC Secretariat their respective official email addresses. Otherwise, the email address used by the company in communicating with the BAC thru the BAC Secretariat shall be considered the official email address of the said company. All prospective bidders or bidders are also required to acknowledge the receipt of all notices or correspondences issued by the BAC.

- The issuance of the Supplemental/Bid Bulletin is on **May 4, 2022 (Monday)**. Said Supplemental/Bid Bulletin shall be posted at the websites of CIAC (ciac.gov.ph) and PhilGEPS (philgeps.gov.ph) on the same day.
- The deadline for the Submission of Bids is on **May 11, 2022 (Wednesday)**. Bids must be duly received by the CIAC Records Management Office located in the CIAC Corporate Office Building **not later than 10:00 a.m.** Late bids shall not be accepted.
- The Opening of Bids shall be conducted at **10:15 a.m. of May 11, 2022** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application. Bidders can only attend the said opening of bids thru video conferencing using Zoom Application.
- For proper identification, bidders who will attend the said opening of bids thru video conferencing are advised to indicate their Full Name and Company Name as their username.
- Bidders are required to submit one (1) original and two (2) copies of the first and second components of its bid which shall be signed or initialed on each and every page thereof by the duly authorized representative/s of the Bidder.
- Prospective 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.
- Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume **no responsibility** for the misplacement of the contents of the improperly sealed or unmarked bid, or for its premature opening.
- Should a bidder decide **not to submit** a bid, said bidder should justify in writing to the BAC the reason for the non-submission. This provision is applicable to companies who have purchased the bidding documents for the said project. Pursuant to Section 69.1 of the Revised of IRR of RA No. 9184, sanctions shall be imposed to the bidder who habitually withdraws from bidding, submits late bids or patently insufficient bids for at least three (3) times within a year, except for a valid reason.
- Note: Caution to prospective bidders, should there be individuals posing in behalf of the CIAC-BAC and TWG as agents or fixers, the same should be reported to the CIAC-BAC immediately. This shall not be tolerated by the CIAC-BAC. The bidding

25 April 2022

shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder or bidders. For as long as the same submits complete requirements, the said bidder shall be qualified.

The Chairperson concluded the Pre-bid Conference by extending her appreciation to the prospective bidder for attending the said meeting.

5.0 ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 3:29 p.m. on the 25th day of April 2022.

Prepared by:

MIRIAM M. PAMINDANAN
Minutes/Agenda Officer

Reviewed by:

SHARON C. LINGAD
Manager-BAC Secretariat

Read and Approved by:

GERRY A. NAGUIT
Member

-on official business-
MELISSA D. FELICIANO, EnP
Member

ENGR. FEDERICO E. PRIMERO JR.
Member

ROBERT S. URBANO
Provisional Member

-on leave-
ATTY. MISHEENA JOYCE C. TIATCO
Vice Chairperson

IRISH C. CALAGUAS
Chairperson