

26 May 2022

Minutes No. 05-07, Series of 2022

MINUTES OF THE PRE-BID CONFERENCE

Via Zoom Application

**"Supply and Delivery of One (1) Unit 29-Seater Brand New Mini Bus for
Clark International Airport Corporation (Re-bid)"
ABC: PHP4,000,000.00**

Date : 26 May 2022
Time : 10:30 a.m.

1.0 ATTENDANCE

Present Members Irish C. Calaguas (Chairperson)
Atty. Misheena Joyce C. Tiatco (Vice Chairperson)
Melissa D. Feliciano (Member)
Engr. Federico E. Primero Jr. (Member)
Robert S. Urbano (Provisional Member)

BAC-TWG: Arthur Z. Galang (Member)
Engr. Vergel Maria D. Lacanlale (Member)
Vina May Manalili (Member)
Noli D. Ocampo (Provisional Member)

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

Also Present: July Ann D. Torres (IAD-Observer)

Prospective Bidders:

1. Genesis Auto Corp. – Mr. Christopher D. Avila;
2. Areza Motor Sales – Ms. Cynthia C. Ruina;
3. Hino Pampanga, Inc. – Ms. Jennalyn M. Aquino; and
4. Hyundai Trucks and Buses Clark – Mr. Jarry Diaz
5. Aerotropolis Automotive Resources Corp.– Mr. Aaron James Teodosio

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

3.0 APPROVAL OF THE AGENDA ITEM

Ms. Lingad, presented the agenda item, as follows:

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- Pre-bid Conference for the project: "Supply and Delivery of One (1) Unit 29-Seater Brand New Mini Bus for Clark International Airport Corporation (Re-bid)" (ABC:PHP4,000,000.00).

On a motion duly made by Atty. Misheena Joyce C. Tiatco and seconded by Engr. Federico E. Primero Jr., the BAC unanimously approved the above cited agenda.

4.0 DISCUSSION PROPER

Ms. Lingad acknowledged the presence of the prospective bidders, namely:

1. Genesis Auto Corp. – Mr. Christopher D. Avila;
2. Areza Motor Sales – Ms. Cynthia C. Ruina;
3. Hino Pampanga, Inc. – Ms. Jennalyn M. Aquino; and
4. Hyundai Trucks and Buses Clark – Mr. Jarry Diaz
5. Aerotropolis Automotive Resources Corp.– Mr. Aaron James Teodosio

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

Approved Budget for Contract (ABC): PHP4,000,000.00

Contract Duration: Four (4) 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.	Mini Bus, 29 seater, Engine - 4.0L Diesel Engine, Euro 4, In-line 4 Cylinder 16 Valve	1	1	Within 120 Calendar Days
Nothing Follows				

Section VII. Technical Specifications

Item	Specification
1	<ul style="list-style-type: none"> • Engine – minimum of 4.0L Diesel Engine, Euro 4, In-line 4 Cylinder 16 Valve • Engine Displacement - 4009cc, Torque 390Nm • Transmission - Manual, Gear Box, 5 speed • Dimension and Capacity: <ul style="list-style-type: none"> - 2 Doors - Seating Capacity- 29 - Height- minimum of 2620mm - Length- minimum of 6975mm - Width- minimum of 2080mm - Wheel Base- minimum of 3935mm - Rear Tread- minimum of 1490mm - Front Tread- minimum of 1690mm - Gross Weight- minimum of 5670 kg • Suspension and Brakes- Front/Rear – Double Wishbone/Leaf Spring, Rigid/Ventilated Disc/Dual Two Leading Drum • Steering System – Power Assisted Recirculating Ball

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	<ul style="list-style-type: none"> • Safety - Anti-Lock Braking System, Seat Belt Warning, Rear Seat Belts, Door Ajar Warning, Front Impact Beams. • Security - Engine Immobilizer, Anti-Theft Device. • Comfort - Air Conditioner, Power Windows Front, Adjustable Seats, Rear A/C Vents, Height Adjustable Driver Seat. • Entertainment & Communication - FM/AM/Radio, USB & Auxiliary Input, CD Player, Speakers- Front/Rear • Exterior - Integrated Antenna, Adjustable Headlights Rear Window Wiper, Manually Adjustable Exterior Rear View Mirror, Rear Window Wiper/Washer.
2	<p>SCOPE OF SUPPLY</p> <ol style="list-style-type: none"> Supply the vehicle listed in the bill of quantities and specified in the present documents. The supplier shall provide the complete operators manual of the vehicle. 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. The supplier shall deliver the vehicle with CIAC logo on three (3) sides.
3	<p>SCOPE OF SERVICES</p> <ol style="list-style-type: none"> The supplier shall change the engine oil and filter after accumulating 1,000 km and 5,000 km run The supplier shall give orientation on the site of delivery so as to familiarize the end-user on the vehicle operations after acceptance
4	<p>WARRANTY/GUARANTEE</p> <ol style="list-style-type: none"> 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. The supplier shall guarantee the availability of spare parts to maintain normal operations for at least ten (10) years.
5	<p>VEHICLE REGISTRATION</p> <ol style="list-style-type: none"> Land Transportation Office (LTO) registration for three (3) years shall be for the supplier's expense. One (1) year Comprehensive Insurance from GSIS. Government/Red Plate.

Mr. Ocampo also enumerated the Checklist of Technical and Financial Documents followed by the Bidding Forms, as stated in the bidding documents.

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

Below are the queries and requests for clarification raised by the prospective bidders, as well as the corresponding remarks or instructions made by the Bids and Awards Committee (BAC) members and Office of Prime Responsibility (OPR):

Queries/Clarifications	Remarks from the BAC and OPR
<p>Queries and/or requests for clarification from Mr. Christopher D. Avila of Genesis Auto Corporation.</p> <p>May we request for Supplemental/Bid Bulletin for the delivery period, from 120 calendar days to 15 calendars from receipt of the Notice to Proceed (NTP).</p> <p>Also, may we suggest the following:</p>	<p>We take note of that and will answer your request through a Supplemental/Bid Bulletin.</p> <p>We will also clarify the matter</p>

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<p>1. Engine Displacement - minimum of 4000cc; 2. Torque - maximum of 390Nm; and 3. Safety – manufacturing standard.</p> <p>Can we submit written queries and/or requests for clarification?</p>	<p>through a Supplemental/Bid Bulletin.</p> <p>Yes. You may address your formal letter to the BAC Chairperson, Ms. Irish C. Calaguas and send your email at ciac_bacsecretariat@yahoo.com until 5:00 p.m. of 30 May 2022</p>
<p>Queries and/or requests for clarification from Ms. Cristina C. Ruina of Areza Motor Sales.</p> <p>Are we allowed to submit written queries and/or requests for clarification?</p>	<p>Yes.</p>
<p>Queries and/or requests for clarification from Ms. Jennalyn M. Aquino of Hino Pampanga, Inc.</p> <p>Regarding the Technical Specifications, are they final or can we request for amendments or Supplemental/Bid Bulletin? Like, for the engine displacement, is it required for an Engine to be 16 valve or can we request for a standard type?</p>	<p>We will answer your query/request through a Supplemental/Bid Bulletin.</p>
<p>Query and/or request for clarification from Mr. Aaron James Teodosio of Aerotropolis Automotive Resources Corporation.</p> <p>How much is the bidding documents fee?</p>	<p>A complete set of Bidding Documents may be acquired upon payment of Five Thousand Pesos (PHP5,000.00).</p>

There being no other queries and/or requests for clarifications from prospective bidders to discuss, 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 30, 2022, not later than 5:00 p.m.** All queries should be sent thru the email address: ciac_bacsecretariat@yahoo.com. All correspondences 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 **June 1, 2022 (Wednesday)**. Said Supplemental/Bid Bulletin shall be posted at the websites of CIAC (ciac.gov.ph) and PhilGEPS (philgeps.gov.ph) on the same day.

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- The deadline for the Submission of Bids is on **June 8, 2022 (Wednesday)**. Bids must be duly received by the CIAC Records Management Office located in the CIAC Corporate Office Building **not later than 11:00 a.m.** Late bids shall not be accepted.
- The Opening of Bids shall be conducted at **11:15 a.m. of on June 8, 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 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.

Lastly, the Chairperson concluded the Pre-bid Conference by extending her appreciation to all the prospective bidders for attending the said meeting.

5.0 ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 10:54 a.m. on the 26th day of May 2022.

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Prepared by:

MIRIAM M. PAMINDANAN
Minutes/Agenda Officer

Reviewed by:

SHARON C. LINGAD
Manager-BAC Secretariat

Read and Approved by:

-absent-
GERRY A. NAGUIT
Member

MELISSA D. FELICIANO, EnP
Member

ENGR. FEDERICO E. PRIMERO JR.
Member

ROBERT S. URBANO
Provisional Member

ATTY. MISHEENA JOYCE C. TIATCO
Vice Chairperson

IRISH C. CALAGUAS
Chairperson