

**Minutes of the Pre-Bid Conference**  
**for the Procurement of Supply and Delivery of One (1) Unit of Passenger Van**  
Conference Room, Unit 2506 Raffles Corporate Center  
F. Ortigas Jr. Road, Ortigas Center, Pasig City  
**31 October 2018**  
**10:00 AM**

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***Bids and Awards Committee (BAC) Members Present:***

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|--------------------------------------|---|------------------------|
| 1. Atty. Melissa A. Santiago-Yan     | - | <i>BAC Chairperson</i> |
| 2. Atty. Francesco Benzon P. Anbochi | - | <i>Member</i>          |
| 3. Mr. Randy E. Flores               | - | <i>Member</i>          |

***BAC Technical Working Group (TWG) Present:***

- |                                  |   |                   |
|----------------------------------|---|-------------------|
| 4. Mr. Philippe D. Cortes        | - | <i>Head, TWG</i>  |
| 5. Mr. Mark Gil M. Taguba        | - | <i>TWG Member</i> |
| 6. Mr. Vykmon B. Gasco           | - | <i>TWG Member</i> |
| 7. Atty. Katherine Rose T. Merza | - | <i>TWG Member</i> |

***BAC Secretariat Present:***

- |                                 |   |                             |
|---------------------------------|---|-----------------------------|
| 8. Ms. Diane Angela A. Marcos   | - | <i>BAC Secretariat Head</i> |
| 9. Engr. Emma Emilia M. Paz     | - | <i>Member</i>               |
| 10. Atty. Erwin S. Jorda        | - | <i>Member</i>               |
| 11. Ms. Ivy Stephanie T. Caluza | - | <i>Member</i>               |
| 12. Mr. Jerickson A. Reyes      | - | <i>Member</i>               |
| 13. Ms. Monica Marie A. Sadia   | - | <i>Member</i>               |

***Prospective Bidders Present:***

- |                         |   |                          |
|-------------------------|---|--------------------------|
| 1. Mr. Elmar Sagalongos | - | <i>Toyota North EDSA</i> |
| 2. Mr. Joseph Cacayuran | - | <i>Toyota North EDSA</i> |

**I. CALL TO ORDER AND QUORUM**

The activity was presided over by the BAC Chairperson, Atty. Melissa A. Santiago-Yan, who formally called it to order at 10:25 in the morning, upon certification by the BAC Secretariat of the presence of a quorum.

**II. PRESENTATION FOR THE REQUIREMENTS OF THE PROJECT**

The BAC Secretariat presented the eligibility requirements and the points to consider for the preparation of bidding documents including the format and signing of bids, so as to ensure a successful procurement project.

The following points have been reiterated in the presentation:

- The Approved Budget for the Contract (ABC) is Two Million One Hundred Thousand Pesos (PhP2,100,000.00);
- The Bid Security to be used may be any of the following forms:
  - Cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank (2% of the ABC); or
  - Surety bond (5% of the ABC) with a Certificate from the Insurance Commission; or
  - Bid Securing Declaration
- The bid and bid security validity must be until **March 12, 2019**, which is 120 days from the date of bid opening;
- The deadline for the submission of bids is **November 12, 2018, 2:00 p.m.** Philippine Standard Time (PST); and
- The date and time of bid opening is **November 12, 2018, 2:30 p.m.** (PST).

### III. QUESTION AND ANSWER

1. Clarification on the amount to be paid for the bidding documents.

-The bidding documents issued by GPPB-TSO is free of charge. Bid Docs may be downloaded at the website of the GPPB-TSO or the PhilGEPS.

2. Is Comprehensive Insurance included in the requirement?

- The requirement should be Third-Party Liability Insurance. The BAC informed the prospective bidder that a Supplemental/Bid Bulletin shall be issued to clarify the requirement.

### IV. ADJOURNMENT

Having no other matters to discuss, the activity was adjourned at 11:00 A.M..


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**MELISSA A. SANTIAGO-YAN**  
*Chairperson*

(on leave)  

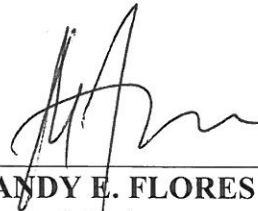

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**ALLYSON S. GOLEETIAN**  
*Vice-Chairperson*



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**FRANCESCO BENZON P. ANBOCHI**  
*Member*



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**RANDY E. FLORES**  
*Member*

(on leave)

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**DIANA LOU P. DONOSO**  
*End User Representative*  
*Administrative and Finance Division*