

CONFIDENTIAL



Republika ng Pilipinas
Tanggapan ng Pangulo

**PAMBANSANG AHENSIYA NA TAGAPAG-UGNAY SA PAMALAYAN
(National Intelligence Coordinating Agency)**

Bilang 5 Daang V. Luna, Lungsod Quezon 1100
Tel. 8927-4245 Fax 8927-4331 E-mail: maine@nica.gov.ph

BIDS AND AWARDS COMMITTEE (BAC)

**Pre-Bid Conference for the Supply and Delivery of One (1) Unit
Service Utility Vehicle (SUV)**

071330H December 2021

**Dimalupig Hall, 4th Floor Conference Room, NIC Bldg.,
No. 5 V. Luna Road, Quezon City**

ATTENDANCE:

BAC REGULAR MEMBERS

- | | |
|-----------------------------|----------------------|
| 1) Atty. Roberton G. Lapuz | - Chairperson |
| 2) Dir. Alberto M. Azores | - Vice Chairperson |
| 3) Dir. Ma Celia G. Ofrasio | - Member |
| 4) Dir. Theodore I. Libardo | - Member |
| 5) Dir. Rosalie A. Escobin | - Provisional Member |
| 6) Ms. Elida B. Galura | - Provisional Member |

Technical Working Group (TWG)

- | | |
|---------------------------------|--------------------|
| 7) Mr. Franklin P. Gabriel | - Chairperson |
| 8) Mr. Jaylorenzo C. Janer | - Vice Chairperson |
| 9) Mr. Alex V. Poquiz | - Member |
| 10) Ms. Maria Vivian R. Barrion | - Member |
| 11) Mr. Ariel G. Cayabyab | - Member |
| 12) Mr. Dennis C. Tungpalan | - Member |

BAC Secretariat

- | | |
|-----------------------------------|--------------------|
| 13) Ms. Ruby Anne M. Escandor | - Chairperson |
| 14) Atty. Jerome Abraham M. Reyes | - Vice Chairperson |
| 15) Mr. Erwin S. Josain | - Member |
| 16) Ms. Rhodelia G. Jimenez | - Member |
| 17) Mr. Joveneil N. Boniceli | - Member |
| 18) Mr. Rodolfo B. Bernabe Jr | - Member |

Prospective Bidder

- | | |
|-----------------------------|------------------------|
| 19) Ms. Justine May Navarro | - Toyota Quezon Avenue |
|-----------------------------|------------------------|

CONFIDENTIAL

This document is for the exclusive use of the requesting office only and may not be shared with others without the written consent of this Agency. Any violation hereof shall be dealt with accordingly.

CONFIDENTIAL

I. CALL TO ORDER

The Pre-Bid Conference was called to order at 1330H, presided by the BAC Chairperson Atty. **Roberton G. Lapuz**.

II. DETERMINATION OF QUORUM

The BAC Secretariat Chairperson acknowledged the attendees and confirmed the presence of a quorum with the attendance of six (6) BAC members -- four (4) BAC Regular members and two (2) BAC Provisional members -- out of total seven (7) BAC members.

After having established the required quorum, BAC Secretariat Chairperson likewise acknowledged the presence of the TWG and BAC Secretariat.

Only one (1) prospective bidder attended the pre-bid conference namely the **Toyota Quezon Avenue** represented by Ms. Justine May Navarro who was also duly acknowledged.

The BAC Chair noted that the representatives from the NSC Employees Association as well as from the COA Resident Auditor were unable to attend although Invitations to attend the Pre-bid conference were sent to them. Nonetheless, both have informed the BAC through the Secretariat that they will not be able to attend the Pre-bid conference.

III. PROCEEDINGS

1. The TWG presented the technical specification requirements of the Agency for the Supply and Delivery of one (1) unit SUV, upon the instructions of the BAC Chair.
2. The BAC Chair asked the prospective bidder for any questions and clarifications regarding the technical specifications as discussed by the TWG.

IV. DISCUSSION

3. The prospective bidder requested clarifications on the requirement for the Year Model 2021 and informed the body that **2022** year model is currently being produced by Toyota. The TWG agreed to the proposal to change the Year Model from 2021 to **2022**.

CONFIDENTIAL

This document is for the exclusive use of the requesting office only and may not be shared with others without the written consent of this Agency. Any violation hereof shall be dealt with accordingly.

CONFIDENTIAL

4. Mr. **Josain** verified with the prospective bidder the difference of specifications between 2021 and 2022 year model. The prospective bidder confirmed that there is no difference except for the production year. Mr. **Poquiz** further clarified whether there will be any new features for the 2022 year model and whether this would change the price. The prospective bidder replied that there would be no change in price.
5. The BAC Chair asked the prospective bidder if they have additional questions on the technical specifications and after hearing none, instructed the BAC Secretariat to discuss the common mistakes committed by the bidders (to lessen the possibility of the disqualification of the bidders on the submitted documents) and to present the checklist of requirements for the guidance of the prospective bidder.
6. Mr. **Josain** advised the prospective bidder to read the Philippine Bidding Documents 6th edition before he proceeded with the presentation of the Checklist of Eligibility and Technical documents for the procurement of Goods. He enumerated the "Class A" documents which comprises legal and technical documents. He also cited the submissions of the previous bidders which causes their disqualification i.e. incomplete entries on the statements of the bidders **ongoing private and government contracts**, and the **single largest completed projects of similar project** in a matrix form. He reminded the prospective bidder that **each column should be completely filled-out**. He also discussed the financial document and "Class B" documents as well as the financial component requirements.
7. The BAC Chair added the observation from the previous bidders who failed to conform to the technical specifications due to the practice of "copy-pasting" simply from the original publication without regard for any bid bulletin that was subsequently issued and reminded the prospective bidder to be very careful on their submissions. The Chair stressed that the BAC has no discretion and further emphasized that a non-discretionary "pass or fail" methodology based on the absence or presence of the required documents is the mandated procedure during bid opening.
8. The BAC Chair also explained the correct packaging of the 1st and 2nd envelopes and its contents. He also mentioned the mistakes traditionally committed by the bidders in the packaging of submitted bids.
9. The BAC Provisional Member Ms. Elida Galura verified with the prospective bidder the availability of the vehicle in the market or whether the same is still under production. The prospective bidder answered that upon receipt

CONFIDENTIAL

This document is for the exclusive use of the requesting office only and may not be shared with others without the written consent of this Agency. Any violation hereof shall be dealt with accordingly.

CONFIDENTIAL

of the Notice of Award they can place the order from the vehicle manufacturing plant and the 30 days stipulated period would suffice.

10. The BAC Chair also discussed other actual cases of disqualification of bidders and advised the prospective bidder to adopt the good practice of having another person review the submission's correctness and completeness before sealing the envelopes.
11. The prospective bidder asked the schedule of the bid opening and was reminded by the BAC Chair that the Bid Opening will be on 20 December 2021 at 9:00 AM. The BAC Chair also emphasized that the Deadline of the submission of the bids is on 20 December 2021 at 8:30 am or 30 minutes before the opening of bids.
12. The BAC Chair reiterated that the BAC will publish a Bid Bulletin for the purpose of reflecting the changes that were accepted as proposed during the Pre-bid conference with respect to the model year of the vehicle.
13. The BAC Chair reminded the bidder to regularly check the PhilGEPS and NICA website for the issuance of Bid Bulletin that will be posted by the BAC not later than seven (7) calendar days before the Bid Opening on 20 December 2021 along with the Minutes of Pre-Bid Conference.

V. ADJOURNMENT

14. Having no other matters for discussion, the meeting was adjourned at 1500H.

Prepared by:


Ms. **Ruby Anne M. Escandor**
BAC Secretariat Chairperson

Approved by:


Atty. Roberton G. Lapuz
BAC Chairperson

CONFIDENTIAL

This document is for the exclusive use of the requesting office only and may not be shared with others without the written consent of this Agency. Any violation hereof shall be dealt with accordingly.