



Republic of the Philippines
Department of Education



PROCUREMENT MANAGEMENT SERVICE

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Bids and Awards Committee V

Minutes of Pre-Bid Conference

Project : **Procurement of Service Provider for the Repair and Maintenance of DepEd Vehicles**
APP Code : **AdmS5-024**
ABC : **PhP3,941,857.63**
End-User : **Administrative Service – General Service Division**
Date & Time : **November 26, 2019; 2:00P.M.**
Venue : **Internal Audit Service Conference Room, Ground Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City**

Present:

Bids and Awards Committee (BAC) V : Asec. Ramon Fiel G. Abcede, Chairperson; Dir. Samuel R. Soliven, Regular Member; and Dir. Milagros T. Talinio, Provisional Member

Procurement Management Service: Mr. James Ronald G. Ybiernas, Project Development Officer III; Ms. Marilou A. Caagbay, Administrative Officer II; Ms. Phoebe Ann R. Wagan, Technical Assistant II; and Mr. Danilo P. Catague, Administrative Support I

Prospective Bidder(s): Rizalina C. Madriaga and Domeng Mananghaya (Carsan Auto Service & Trading Center

I. CALL TO ORDER

Asec. Ramon Fiel G. Abcede, BAC V Chairperson, presided and called the pre-bid conference to order at 2:05 P.M. The BAC Secretariat documented the minutes of meeting.

II. CERTIFICATION OF QUORUM

The BAC V Chairperson certified that the quorum of the BAC was present to transact business. He acknowledged the presence of the BAC members, BAC Secretariat, and prospective bidders.

III. HIGHLIGHTS OF DISCUSSION

The BAC V Chairperson welcomed everyone to the pre-bid conference.

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The BAC V Chairperson gave a brief description of the project and asked the prospective bidders to introduce themselves and the company they represent. Moreover, the BAC V Chairperson announced that the floor was open to queries, information, proposals or other concerns coming from the prospective bidders or suppliers on the assumption that the prospective bidders have downloaded bidding documents from the PhilGEPS, requested from the BAC Secretariat for copies of the same, or bought copies of the same. The floor was open to all and the BAC Secretariat moderated the discussion.

The BAC Secretariat proceeded with the presentation of the project information and focused on the salient features of the Bidding Documents and opened the floor for queries after each provision as follows:

<i>Technical Specifications/ Schedule of Requirements</i>		
<i>Questions/ Queries/ Clarifications</i>	<i>BAC's/TWG Response</i>	<i>For Bid Bulletin (Y/N)</i>
Do the Hyundai Starex and Hyundai County only require repairs of the fuel injector 1set/change oil and inner door handle mechanism?	This matter will be relayed to the Technical Working Group for clarification. The BAC also clarified if the Hyundai county be still included in the list knowing that said vehicles are still under warranty period.	Maybe

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<i>Instructions to Bidders/Bid Data Sheet</i>			
<i>Provision</i>	<i>Questions/ Queries/ Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
SCC, GCC Clause 10.3	What is the manner of payment for this project? Will they be paid per vehicle repair, per accomplishment or in tranches?	This matter will also be relayed to the End-User for clarification.	Y

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Dir. Milagros T. Talinio, Provisional Member, recommended indicating the order of priority and the cost allocation of the repair and maintenance per vehicle to be included in the bid bulletin. The rest of the BAC V members agreed.

The BAC V Chairperson announced that having exhausted the bidders' queries and issues, the prospective bidders may write a clarification which may be sent via BAC Secretariat e-mail address on or before November 28, 2019, 5:00 P.M. Furthermore, the BAC V Chairperson stated that the BAC will issue a Bid Bulletin on or before December 2, 2019.


Having no other matters to discuss, the pre-bid conference was adjourned at 2:45 P.M.

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Prepared by:

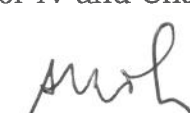

PHOEBE ANN R. WAGAN
Technical Assistant II
BAC Secretariat Division

Reviewed by:


MARILOU A. CAAGBAY
Administrative Officer II
BAC Secretariat Division

Concurred by:
BIDS AND AWARDS COMMITTEE V


RAMON FIEL G. ABCEDE
OIC, Office of the Assistant Secretary for Finance,
Director IV and Chairperson


SAMUEL R. SOLIVEN
Education Program Supervisor
OIC, Office of the Director III for Bureau of Curriculum Development
Regular Member


MILAGROS T. TALINIO
Director IV for Project Management Service
Provisional Member

Minutes of Pre-Bid Conference

Project : **Procurement of Service Provider for the Repair and Maintenance of DepEd Vehicles**
APP Code : **AdmS5-024**
ABC : **PhP3,941,857.63**
End-User : **Administrative Service – General Service Division**
Date & Time : **November 26, 2019; 2:00P.M.**
Venue : **Internal Audit Service Conference Room, Ground Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City**



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BIDS AND AWARDS COMMITTEE V
ATTENDANCE SHEET FOR BIDDERS

◇ Pre-Procurement

◆ Pre-Bid Conference

◇ Bid Opening

◇ Other BAC Meeting

Project No. : **2019-11-ADMS5(002)-BV-CB-039**

Project(s) : **Procurement of Service Provider for the Comprehensive Repair and Maintenance of DepEd Vehicles**

End-User : **General Services Division**

Date : **November 26, 2019**

Time: **2:00 P.M.**

Venue : **Internal Audit Service Conference Room, Ground Floor, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City**

PLEASE PRINT LEGIBLY.

No.	FULL Name of Company	Name of Representative	Contact No.	Signature
1	GARGAN AUTO SERVICE & TRADING CENTER	RIZALINA C. MADRIAGA	09411537590	
2		DOMENG MANANGHAYA	09230959189	
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 Telefax: 633.93.43 / 636.65.42

Bids and Awards Committee V

ATTENDANCE SHEET

- ◇ Pre-Procurement Conference ◆ Pre-Bid Conference ◇ Bid Opening ◇ Other BAC Meeting:

Project(s) : **Procurement of Service Provider for the Comprehensive Repair and Maintenance of DepEd Vehicles**

Date : **November 26, 2019** Time : **2:00 PM**

Venue : **Internal Audit Service Conference Room, Ground Floor, Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City**

I. BAC Officials		BAC Secretariat/Division	
Name / Position	Signature	Name / Position	Signature
Chairperson		Paula Janine L. Manuel, TA II	
Asec. Ramon Fiel G. Abcede Finance-BPM		Reymark B. Nagallo, TA II	
Vice-Chairperson		Lee Jeffrey Roedell C. Oliva, TA II	
Asec. Alma Ruby C. Torio Curriculum and Instruction		Marianes M. Parcon, TA II	
Regular Member		Phoebe Ann R. Wagan, TA II	
Dir. Samuel R. Soliven Bureau of Curriculum Development		Homer A. Silva, AS II	
Provisional Members		Danilo P. Catague, ASI	
Dir. Milagros T. Talinio Project Management Service		Rally M. Jandoc, AS I	
Dir. Edel B. Carag BLR-Manila		Adrian Paul D. Esplana, Driver II	
Dir. Jennifer E. Lopez BHROD		Roderin C. Balla, Messenger	
II. Office of the Asst. Sec. for Procurement and Administration		Arben Allan A. Gomez, Messenger	
Atty. Salvador C. Malana III, Assistant Secretary			
III. Procurement Management Service			
Joel S. Erestrain, Director IV Iraybiernas/prwagan/Attendance (for all)			

Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
IV. Technical Working Group (TWG)					
V. End-User Representative(s)					
VI. Observer(s)					