



DENR Bids and Awards Committee for Regular Operations

**MINUTES OF BAC MEETING
14 August 2018**

- Venue** : Field Operations Conference Room, 5th Floor, DENR Main Building
- Date/Time** : 14 August 2018, Tuesday
9:30 AM onwards
- Agenda** : **1. Pre-Procurement Conference**
- Supply, and Delivery of Various Motor Vehicles for the Department of Environment and Natural Resources-Central Office (DENR-CO) under IB No. DENR-CO-2018-015
- 2. Pre-Bid Conference**
- Supply and Delivery of Ten (10) Units Brand New Passenger Van for the Department of Environment and Natural Resources-Manila Bay Coordinating Offices (DENR-MBCO) under IB No. DENR-CO-2018-013
- 3. Presentation of Post-Qualification Report**
- Supply, Delivery, Installation and Configuration of Brand New Network Security Appliances for the Department of Environment and Natural Resources-Community Environment and Natural Resources (DENR-CENROs) under IB No. DENR-CO-2018-011
- 4. Other Matters**

I. ATTENDANCE

DENR Bids and Awards Committee

USEC Marcial C. Amaro, Jr.	Chairperson
Evelyn G. Nillosan	Alternate Vice Chairperson
ASEC Bresilda M. Gervacio	Member/End-User
Monina M. Cunanan	Member
Elzar S. Cantuba	Member
Engr. Guillermo V. Estipona, Jr.	Provisional Member/End-User
Dr. Donna Mayor-Gordove	Provisional Member/End-User

BAC Technical Working Group

Atty. Anthony Raymond M. Velicaria	Head
Engr. Roberto M. Aguda	Member
Engr. Guillermo V. Estipona, Jr.	Member/End-User
Roy Jake E. Castillo	Member
Gilbert Castro	Member
John Vincent Liabares	Member/End-User

BAC Secretariat

Marian R. Ada Cruz	Head Secretariat
Dianne G. Ibias	Member
Lamberto S. Ramos	Member
Jessa B. Montes	Member
Ann Joanna B. Villarama	Member

Other office staffs

Attendance of Prospective Bidder/s

Prospective Bidder/s	Representative/s
Supply and Delivery of Ten (10) Units Brand New Passenger Van for DENR-MBCO	
Nissan Marikao	1) Eric John Palastao 2) Ira Armona

II. CALL TO ORDER

The meeting was called to order at 9:30 AM and presided by the Chairperson, to discuss the agenda stated above.

III. ROLL CALL

The Head, BAC Secretariat called the roll and informed the Chairperson that seven (7) members are present which constitute a quorum. The Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

IV. SALIENT FEATURES OF DISCUSSION

2) Pre-Bid Conference

Supply and Delivery of Ten (10) Units Brand New Passenger Van for DENR-MBCO

- The BAC Chairperson welcomed and introduced the composition of the BAC, TWG and Secretariat to the prospective bidder, Nissan Manilao.
- Before the discussion started, the prospective bidder affirmed their familiarity with the Government bidding process. The prospective bidder also confirmed that they are the one in charge in the preparation of their bidding documents.
- A brief presentation on the bidding documents was presented by the Head of the BAC Secretariat emphasizing the following requirements:
 - Packaging and Envelope Labeling Instructions
 - Invitation to Bid
 - Instruction to Bidders
 - Bid Data Sheet
 - General Conditions of the Contract
 - Special Conditions of the Contract
 - Eligibility Documents
 - Legal, Technical and Financial Requirements
 - Documentary Requirements for Post-Qualification
 - Schedule of Requirements
 - Technical Specifications
 - Follow instructions as indicated in Section VII. Failure to follow instructions will result in a rating of "Failed".
 - Bidding Forms
 - How to properly fill-up the provided forms.

- Recommended format of the Secretary's Certificate
 - Usage of "any of the following" or "and/or" in specifying the authorized representative/s.
 - However, if the bidder has more than one (1) authorized representative and use the word "and", all representatives must sign/initial in the prescribed forms provided. Otherwise, shall be a ground for the rejection of the bid and will result in a rating of "Failed".

➤ Checklist of Requirements

- During the discussion, some issues and concerns were raised by the prospective bidder and will be officially clarified/answered thru bid bulletin, as stated below:

➤ On the Technical Specifications:

- Tires and Wheels: 15" Alloy Mags Wheels

Will the BAC consider revising the requirement from 15" Alloy Mags Wheel to Manufacturer's Standard as it may entail additional cost.

However, the end-user justified the needs for such requirement and advised the prospective bidder to double check the costing and inform the BAC formally thru letter.

- Interior Features: Power Side View Mirrors

Will the BAC consider deleting the requirement Power Side View Mirrors requirement since Manufacturer's Standard for such are only manual.

The BAC considered the requested changes and shall be reflected in the Supplemental/Bid Bulletin.

- The BAC Secretariat emphasized to the prospective bidder to read judiciously the bidding documents and any additional queries/clarifications must be sent to the BAC not later 17 August 2018.
- The BAC Secretariat reminded the prospective bidder to purchase the bidding documents amounting to PHP25,000.00 not later than the scheduled submission of bids on 28 August 2018, 10:00 AM to be able to participate in the bidding.

VI. ADJOURNMENT

There having no matters to discuss, the BAC meeting was adjourned at 12:12 PM.

Prepared by:

Noted by:

(sgd) **MARIAN R. ADA CRUZ**
Head, BAC Secretariat

(sgd) **MARCIAL C. AMARO, JR., CESO III**
Assistant Secretary for Field Operations-Visayas and
OIC-Undersecretary for Field Operations In Concurrent Capacity &
Chairperson, Bids & Awards Committee