

## **MINUTES OF THE PRE-BID CONFERENCE**

Held on 25<sup>th</sup> of November 2019 (Monday) at 1:00 P.M

At the 2<sup>nd</sup> Floor Acob Building, TESDA MIMAROPA

Regional Office, Calapan City

### **ATTENDEES**

MARISA S. LAGAR	BAC Chairperson
MANUEL C. LACSON, JR.	BAC Vice- Chairperson
CECILLE A. MAGALING	BAC Member
BABY LYNE E. LOGDAT	BAC Secretariat Member
MYRNA B. LUNARIAO	Observer (COA)
KRISTINE MAE RAMOS	Toyota Calapan City Representativ
JAY AR Y. DIMAILIG	Toyota Calapan City Representative

#### **I. Call to Order**

The quorum was confirmed by the BAC Chairperson and the pre bid conference for the Procurement of Service Motor Vehicle for the TESDA MIMAROPA Regional Office. The meeting proper was presided over by the BAC Chairperson, MARISA S. LAGAR, thus the meeting was called to order at 1:30 in the afternoon.

#### **II. Highlights Of The Meeting**

Ms. Marisa Lagar, the BAC Chairperson introduced the member of the BAC and the BAC Secretariat as well as the observer from the Commission of Audit. The representatives from the prospective bidder likewise introduced themselves. She explained the purpose of the pre-bid conference which is to discuss and clarify the eligibility requirements and the technical and the financial components of the contract to be bid. She also discussed the technical specification of the service motor vehicle which is stated under the technical specifications: One (1) Sports Utility Vehicle with engine displacement not exceeding 2,400cc diesel, the engine type, displacement, transmission, maximum output, minimum torque, brakes, tires/wheels, airconditioning system, audio system, power features, other accessories, manufacturer's warranty with the duration of three (3) years of or 100,000 kms whichever comes first, three (3) years LTO Registration with TPL insurance and the color


to be determined by the Procuring Entity. The Approved Budget for the Contract (ABC) is amounting to Php 1,442,166.67. The eligibility requirements and the documents to be submitted were discussed including the legal documents, technical documents and financial documents. The eligibility criteria, the SLCC which should be completed within January to December 2018 and January to October 2018 and the NFCC were also mentioned. The representative of the bidder asked if they can use the Bid Securing Declaration instead of a check or cash as the bid security. The BAC agreed that they can use the said document as stated in the Bid Data Sheet. The representatives of the bidder were also reminded on the proper sealing and marking of bids.

Without other matters to discuss, the BAC adjourned the meeting at 2:30 P.M.

Prepared by:

  
**Baby Lynne E. Logdat**  
BAC Secretariat Member

Noted by:

  
**Marisa S. Lagar**  
BAC Chairperson