



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

EXCERPTS OF THE MEETING	
Description	Bids and Awards Committee Meeting
Date	10 February 2021
Time	09:40AM
Venue	Philippine Statistics Authority Central Office and via Zoom Meeting ID: 839 4417 1856

Project/Activities/Program	Pre-Bid Conference for the Procurement of Supply and Delivery of Three (3) Units of Crossover Utility Vehicle for PSA Central Office and Thirty-Seven (37) Multi-Purpose Vehicle for PSA Field Offices (Rebidding)
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Attendees	Bids and Awards Committee	
	Minerva Eloisa P. Esquivias	Chairperson
	Editha R. Orcilla	Vice-Chairperson
	Henedine P. Palabras	Member
	Fely V. Collado	Member
	BAC Secretariat Support Staff	
	Joseph P. Cajita	Chair
	Barbara Jeniffer D.J. Bautista-Boado	Support Staff
	Perseus C. Queyquep	Support Staff
	Karla Mae M. Juliano	Support Staff
	Michelle M. Silverio	Support Staff
	End-User/Technical Working Group	
	Edgar M. Fajutagana	ANS/End-User
	Donna De Jesus	PRO
	Robby Estanislao	PRO
	Elpidio Nogales	PRO
	Christopher Domingo	PRO
	Lance Alamar	PRO
	Ann Gile	PRO
	Angelica Solis	PRO
	Maribelle Baluyot	PRO
	Noel G. Perez	SOID
	Ripol Abalos	SOID
	Jam Ruiz	AFCD
	Erma Aquino	AFCD
	Participating Bidder	
	Apple Gan Pascual	Toyota Otis Inc.
	April Janica Angeles	Toyota Otis Inc.
	Suzette Canare	Toyota Bataan Inc.



	Elton Arcina Mary Grace Umultog Julian Andre Romano CJ Rañeses Elaine Pre Jocelyn Ocampo	Areza Motor Sales Areza Motor Sales Toyota Quezon Ave. Toyota Quezon Ave. Toyota Quezon Ave. Toyota Pasong Tamo
	Observers Leo Camacho Arnel Dacut	Resident COA Auditor Representative from Commission on Audit

HIGHLIGHTS

- The Chairperson gave a brief introduction for the procurement of Supply and Delivery of Three (3) Units of Crossover Utility Vehicle for PSA Central Office and Thirty-Seven (37) Multi-Purpose Vehicle for PSA Field Offices (Rebidding).
- The Chairperson informed the bidder that this procurement is on the second round of bidding. The BAC-TWG did a careful review of the technical specifications and requirements of the project, taking into consideration the developments in the automotive industry in the Philippines particularly the imposition of Tariff.
- The Chairperson informed the bidders of the rationale as to why this activity is being conducted via the Zoom platform- that is, due to the restrictions brought by the General Community Quarantine (GCQ). Nonetheless, the BAC requested for the bidders to submit the bid proposals physically at the address indicated in the PBD.
- The Approved Budget for the Contract is Php 48,935,000.00.
- The above-mentioned procurement consists of two (2) lots:
 - Lot 1- Three (3) Units of Crossover Utility Vehicle with an ABC of Php 4,350,000.00
 - Lot 2- Thirty-Seven (37) Multi-Purpose Vehicle with an ABC of Php 44,585,000.00
- The Chairperson apprised the bidders on the Thirty-Seven (37) Multi-Purpose Vehicle which includes the distribution list to the PSA Field Offices.
- The Chairperson mentioned the applicable fees of the bidding documents of the two (2) lots-- Php 5,000.00 for Lot 1 and Php 25,000.00 for Lot 2. For both lots it will cost Php 25,000.00.
- The Secretariat acknowledged the presence of the bidder's representatives:

Toyota Otis Inc.	Apple Gan Pascual
	April Janica Angeles
Toyota Bataan Inc.	Suzette Canare

Areza Motor Sales	Elton Arcina
	Mary Grace Umultog
Toyota Quezon Ave.	Julian Andre Romano
	CJ Raneses
	Elaine Pre
Toyota Pasong Tamo	Jocelyn Ocampo

- The Chairperson instructed the Secretariat to proceed with the highlight of this Pre-Bid Conference.
- The Secretariat presented the bidding documents.
 - Section VIII: Checklist of Technical and Financial Documents

Legal Documents

- Bidders were apprised of the documentary requirements to be submitted during bid submission. These are:
 - PhilGEPS Certification – bidders should have a Platinum Membership. In lieu of the PhilGEPS certification, bidders should submit those documents under Annex A of the same document. In case of undergoing membership registration, bidders may submit the old PhilGEPS certification and the official receipt of the renewal of membership
- Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document
- Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas
- Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)

Technical Documents

- Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and



- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration; and
- Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; and
- Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder

Financial Documents

- The Bidders audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
 - The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation
 - If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence
 - Original of duly signed and accomplished Financial Bid Form; and
 - Original of duly signed and accomplished Price Schedule(s)
- Section II - Instruction to Bidders
- The Source of funds will be charged to 2020 GAA.
 - SLCC must be at least equivalent to equivalent to at least fifty percent (50%) of the ABC.
 - Bidders are required to submit only one (1) original copy of the bidding document. However, the PSA-BAC would like to request for the submission of USB copy of the same bidding documents. Failure to comply with such request will not render disqualification for the bidder.
 - As PSA does not yet have an online portal, the bidders were required to submit the bidding documents physically at the prescribed address in the PBD.

○ Section I – Invitation to Bid

- The Secretariat presented the bidding schedule to the attendees of the meeting.

Submission of Bids	23 February 2021 On or before 3:00PM
Opening of Bids	24 February 2021 at 02:00PM

- The opening of bids will be conducted virtually.

○ Section III – Bid Data Sheet

- Per Clause 5.3, the bidder should have one (1) similar contract completed within 5 years prior to the deadline for the submission and receipt of bids.
- Per Clause 20.2, PSA is requiring the proof of dealership, as an additional document to be submitted, to all participating bidders.

○ Section IV - General Conditions of Contract

- This is a generic contract and template under the Philippine Bidding documents which states that *“Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract”*. Additional requirements for the completion of this Contract shall be provided in the Special Conditions of Contract (SCC).
- Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184
- The bidders were informed that within ten (10) calendar days from the receipt of the Notice of Award, the winning bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184
- The PSA will specify the required Inspection and Tests and where it will be conducted and it will be discussed on the Technical Specification.
- Under Section 62.1 of the 2016 revised IRR of RA No. 9184, For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. The bidder shall repair or replace the defective Goods or parts thereof without cost to the Procuring Entity.

○ Section V - Special Conditions of Contract

- The bidders were informed of the delivery and other documentary requirements, Incidental Services and Spare parts, packaging, transportation and Intellectual Property Rights.




- Partial payment is not allowed.
- Section VI. Schedule of Requirements
 - The delivery is within 30 days after vehicle inspection and that the vehicle inspection is within 15 days from receipt of Notice to proceed.
- Section VII. Technical Specification.
 - The bidder was apprised of the importance of bidder's statement of compliance.
- The bidders were given the opportunity to raise questions:

Bidder/s	Queries/Clarification	Responses of the BAC-TWG
Jocelyn Ocampo	<p>For lot 1 and 2, On the provision regarding "3-year TPL", can this be amended to "1-year TPL"?</p> <p>For instance, the government specifically the GSIS required or issue only only 1 year TPL for the 1 year comprehensive insurance.</p>	<p>The TWG instructed the bidders to put their queries in writing in order for them to better discuss whether there will be changes on the specification.</p> <p>any changes in the specifications will be clarified through bid bulletin.</p>
Elaine Pre	As stated in Section VI, the units are to be expected be inspected at the dealer's site. Can we assume that the PSA will check the units before delivery?	Yes, for both lots.
Elton Ercina	For lot 1 and 2, On the specifications under "Inclusions" which pertains to the "PMS free labor cost up to 20k kms", can PSA consider to lessen the requirement up to 5k kms only?	The Technical Working Group that based on their market study, most of the suppliers can comply with the said requirements.
April Janina Angeles	<p>Please clarify the requirement for the engine displacement (i.e., 1.5 L vs. 2500cc) for Lot 2?</p> <p>Note:</p> <p>Jocelyn Ocampo clarified that the above-mentioned query may pertain to the conversion from</p>	<p>The Technical Working Group answered that 1.5 L was the minimum requirement.</p> <p>Regarding the conversion, a bid bulletin on the matter will be issued accordingly</p>



	cubic centimeter (cc) to liters (L), as the conversion may not be exact.	
Elaine Pre	On payment collection after delivery of units, are we to assume that we can only process the billing once all the units have been delivered?	The payment process can be discussed during contract negotiation or contract implementation
Jocelyn Ocampo	Please indicate the color requirement for the thirty-seven (37) units of vehicle for Lot 2 as this may cause delay in the delivery should the color of the vehicles be uniform.	A bid bulletin on the matter will be issued accordingly.

- When asked until when will the BAC accept request for clarifications on this procurement, the Secretariat informed that bidders have ten (10) calendar days before the opening of bids, to raise their concerns/queries and seven (7) calendar days for the BAC-TWG to respond through supplemental bid bulletin.
- The BAC expressed appreciation to the bidders who participated in this meeting.
- Having no other question, discussion and clarifications made, the meeting is adjourned.

Prepared by:	Reviewed by:
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Recommended by:	Approved by:
 JOSEPH P. CAJITA Chair, BAC Secretariat	 MINERVA ELOISA P. ESQUIVIAS Chairperson, Bids and Awards Committee