



**BIDS AND AWARDS COMMITTEE I**

MINUTES OF THE PRE-BID CONFERENCE

NINE (9) MONTHS RENAL OF TWO (2) FULLY AIR-CONDITIONED SHUTTLE BUSES  
FOR SSS MAIN OFFICE PERSONNEL

DECEMBER 7, 2020 (MONDAY)-2:30 P.M., MICROSOFT TEAMS

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Present

BAC I Members: ERNESTO D. FRANCISCO, JR.  
BOOBIE ANGELA A. OCAY  
JOSELITO A. VIVIT  
NEIL F. HERNAEZ  
CRISTINA A. BACALLA

BAC Secretariat: ROSALYN AZUL-CONDAT  
MARIVIC P. VILLARUBIA  
JULINA ROSE DL. DE OCAMPO

TWG Representative: ALBERTO A. DIAZ

Participating Bidders: EXCELSIOR TRANSPORT - Sally Maningas  
VIKING RENT A CAR -Anareza Estimo

1. The Pre-Bid Conference was called to order at 3:00 P.M.
2. The published Approved Budget for the Contract is ₱5,006,232.00
3. The following observers were invited through BAC notice dated 27 November 2020:
  - 3.1 Commission on Audit
  - 3.2 Anti-Corruption Training Center
  - 3.3 Anti-Trapo Movement of the Philippines, Inc.
  - 3.4 Makati Business Club
  - 3.5 Philippine Chamber of Commerce and Industry

However, none of them attended the activity.

4. Nobody paid/secured the Bidding Documents (BD) upon the Pre-Bid Conference.
5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.
6. The following issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
6.1	On the requirement of seating capacity (30-31) passengers, can the bidder provide a van to comply with the requirement number of seating capacity?	To be clarified through Bid Bulletin.
6.2	Can the bidder submit the OR/CR as proof of purchase of buses?	To be clarified through Bid Bulletin.

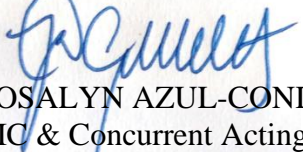
7. The BAC Secretariat announced the Composition of Envelopes No.1 (Technical Documents) and No.2 (Financial Proposal), and additional documents.
8. The BAC I informed the bidders that the bid proposals will be subjected to Bid Evaluation. The bidder with the Lowest Calculated Bid (LCB) shall be required to submit the following additional documents within a non-extendible period of five (5) calendar days from receipt of BAC Notice:
  - a) 2019 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
  - b) Quarterly VAT for the period January to June 2020;
  - c) SEC/DTI Registration;
  - d) 2020 Mayor's Permit;
  - e) Valid Tax Clearance;
  - f) 2019 Audited Financial Statements filed through EFPS.
9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:
  - a) Signed by the Notary Public (attorney) himself/herself;
  - b) The Notary Public has an updated Authority to notarize, issued by the Regional Trial Court.
10. The BAC Secretariat also presented the schedule of the following activities:
 

10.1 Deadline of Written Queries	: Wednesday, 09 December 2020
10.2 Issuance of Bid Bulletin	: Friday, 11 December 2020
10.3 Submission and Opening of Technical and Financial Proposal	: Monday, 21 December 2020 at 2:00 P.M. at the Bidding Room (formerly CDPRD Computer Room), 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Late submission shall not be accepted.

Prepared by:

  
 JULINA ROSE DL. DE OCAMPO  
 Staff, BAC Secretariat  
 Date Signed: 12/11/2020

Certified Correct:

  
 ROSALYN AZUL-CONDATT  
 OIC & Concurrent Acting CEO III  
 Administrative Support Section  
 BAC Secretariat  
 Date Signed: 12/11/2020

Concurred by:



ALBERTO A. DIAZ  
TWG Chairperson

Date Signed: 12/11/2020

Approved by:



ERNESTO D. FRANCISCO, JR.  
SVP and BAC I Chairperson

Date Signed: 12/11/2020