



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City, 1104

**MINUTES OF THE PRE-BID CONFERENCE FOR THE
PUBLIC BIDDING FOR THE SUPPLY AND DELIVERY OF ONE (1) UNIT
BRAND NEW MOTOR VEHICLE REQUIREMENT (VAN) OF THE
OFFICE OF THE OMBUDSMAN
(PB 2019-02)**

**APPROVED BUDGET FOR THE CONTRACT:
THREE MILLION ONE HUNDRED THOUSAND PESOS
(PHP 3,100,000.00)**

19 March 2019, Hearing Room, 2:30 P.M.

The Pre-Bid Conference started at 2:40 p.m. with an invocation led by Ms. Joan DC. Escalada, Member, BAC Secretariat. It was followed by the introduction of the parties in attendance by Ms. Marjorie Hazel R. Cofino, Member, BAC Secretariat, to wit:

The Bids and Awards Committee:

DIR. ADORIE T. CORNITO	- Vice-Chairperson
ATTY. LORENZO G. VERGARA	- Member
ATTY. JANET CABIGAS-VEJERANO	- Member

The Technical Working Group:

ATTY. LORETO C. CUNANAN	- Chairperson
ATTY. REINER C. SADSAD	- Vice Chairperson
ATTY. EMILYN CRISTINA M. CASTILLO	- Member
MR. LEOPOLDO M. BINGCANG IV	- Member
MR. ANTHONY A. VILLARAMA	- Member

BAC Secretariat:

MS. JOSEPHINE S. VARGAS	- Head
MS. MARJORIE HAZEL R. COFINO	- Member
MR. ROMMEL T. NAKANOMI	- Member
MS. JOAN DC. ESCALADA	- Member
MS. RONALYN S. CALAYO	- Member

Observer:

MS. CANDY BRIGADE CRIZALDO	-COA Representative
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Ms. Cofino likewise announced the presence of one (1) prospective bidder AREZA MOTOR SALES, represented by Mr. Elton Encina.

Ms. Josephine S. Vargas, Head, BAC Secretariat, reported the following activities on the Office's compliance with the requirements of R.A. No. 9184:

- 1) The Invitation to Bid (ITB) was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on 05 February 2019.
- 2) Letters of Invitation for the Pre-Bid Conference, Opening of Bids and Post-Qualification were sent and received by the following Witnesses and Observers:
 - a. Hon. Melchor Arthur H. Carandang (Overall Deputy Ombudsman, OODO)
 - b. Atty. Kristine Joy M. Meñez-Macalalad (Assistant Ombudsman, OMB-Proper)

- c. Mr. Crisanto S. Frianeza (Secretary General, Philippine Chamber of Commerce Industry)
 - d. Ms. Ma. Asuncion M. Golez (National President, Philippine Institute of Certified Public Accountants)
 - e. Mr. Joey I. Bernardino (State Auditor IV, Audit Team Leader, COA)
 - f. Mr. Gerhard G. Basco (OMBEA Representative).
- 3) Supplemental / Bid Bulletin No. 1 was issued on 08 March 2019 for the Postponement of the Pre-Bid Conference, Deadline of Submission of Bids and Opening of Bids and New Bidding Schedules (Pre-Bid Conference – 19 March 2019, 2:30 p.m; Deadline of Submission and Opening of Bids – 01 April 2019, 1:30 p.m.) It was posted at the PhilGEPS, OMB Website, and BAC Bulletin Board on the same day.

With the presence of the Vice-Chairperson and two (2) Members of the Bids and Awards Committee (BAC) and the Chairperson and four (4) Members of the Technical Working Group (TWG), a quorum to transact business was manifested by Ms. Vargas.

The Pre-Bid Conference was called to order by Dir. Adorie T. Cornito, BAC Vice Chairperson. She then turned over the floor to the TWG for the discussion of the eligibility, technical component, financial component and post-qualification documents.

Mr. Anthony A. Villarama, TWG Member, discussed the contents of the Invitation to Bid, the eligibility requirements and post-qualification documents.

Atty. Loreto C. Cunanan, TWG Chairperson, discussed the technical specifications.

Dir. Cornito encouraged the prospective bidder to ask questions. She also made a clarification in the Checklist of Documents that the requirement for the Audited Financial Statement (AFS) is for CY 2017.

PARTICULARS	ISSUES RAISED	REPLY / ADDITIONAL COMMENTS
Technical specifications	AREZA MOTOR SALES (Mr. Elton Encina): Is the comprehensive insurance required?	TWG: The insurance is for the account of the Office of the Ombudsman.
	Clarification on the Free LTO Registration	TWG: LTO Registration shall be for at least 3 years.
	Clarification on the 60-calendar day delivery period	BAC / TWG: The 60-day delivery period includes the registration in the LTO. The Office of the Ombudsman will not pay unless the vehicle is registered.
	Clarification on the Warranty (5 years or 500,000 kms, whichever comes first)	TWG: This is the standard warranty.


Technical specifications	Clarification on the Accessories: Leather seats	TWG: The color of the leather seats shall be “as manufactured.”
	Clarification on the Accessories: TV Monitor	TWG: We may add the specification “LED” for the TV Monitor.
	AREZA (Mr. Encina): It would be better if you would specify the accessories.	BAC / TWG: The request was noted.

Atty. Cunanan reminded the prospective bidder to tick all comply boxes in the bid form, sign all the bid forms, properly accomplish the Financial Proposal and the Schedule of Prices.

The BAC Secretariat then showed a short video / presentation on how the bidders should prepare their bids.

There being no more further queries, the Pre-Bid Conference for the Public Bidding for the Supply and Delivery of One (1) Unit Brand New Motor Vehicle Requirement (Van) of the Office of the Ombudsman (PB 2019-02) was adjourned at 3:21 P.M.

Prepared and attested by:


JOSEPHINE S. VARGAS
 Member, BAC Secretariat

BIDS AND AWARDS COMMITTEE


JANET CABIGAS-VEJERANO
 Member


LORENZO G. VERGARA
 Member

- ON LEAVE -
MARY RAWNSLE V. LOPEZ
 Member


ADORIE T. CORNITO
 Vice-Chairperson

MARIBETH T. PADIOS
 Chairperson