



BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

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

MARCH 4, 2021 (THURSDAY)-2:30 P.M., MICROSOFT TEAMS

Present

BAC I Members: RIZALDY T. CAPULONG
MARIO R. SIBUCAO
CRISTINA A. BACALLA
NEIL F. HERNAEZ
NICHOLAS C. BALBUENA

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

TWG Representative: ALBERTO A. DIAZ

Participating Bidders: CIRCLE TRANSPORT CORP. -Edna Mamuyac

ALPHA VENICE TRANSPORT
& TRAVEL SERVICES, OPC -Cherryl Ann Chan

ANAREZA -Anareza Estimo

KINGS COACH

ISLAND DRAGON

1. The Pre-Bid Conference was called to order at 2:40 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 18 February 2021:
 - 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. The following bidders paid/secured the Bidding Documents (BD) during the previous advertisement:
 - Alpha Venice Transport and Travel Services, Opc

- Circle Transport Corporation
- Golden Spring Travel & Tours
- Rockred Corporation

5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.

6. The following were issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
1	Who will certify that its drivers are COVID-free and Drug-Free Certificate?	The authorized representative of the company shall submit a notarized certification stating that its drivers are COVID-free and Drug-Free.
2	Is it acceptable if the date indicated in the OR is the year when the bus was brought to the Philippines, not the date when the bus was manufactured?	Yes. The date stated in the OR issued by the LTO is acceptable.
3	When is the start of the contract?	Probably on July
4	How many trips per day?	4
5	After 7am, will the bus drivers wait for the employees for drop off?	Yes.
6	What will be the mode of billing?	Every 2 weeks
7	Is trip ticket required as an attachment for the payment?	No, the attachment will be the attendance per trip of the buses.
8	Is a bus coordinator required?	Yes.
9	Are there parking slots for the buses?	Yes.
10	Should it be 30-31 passengers per bus?	Yes.
11	If the bidder cannot comply with the seating capacity requirement, can the bidder provide a van to satisfy the requirement of the seating capacity?	No.

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:

- 2019 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
- Quarterly VAT for the period June to December 2020;
- SEC/DTI Registration;
- 2021 Mayor's Permit;
- Valid Tax Clearance;
- 2019 Audited Financial Statements filed through EFPS.

9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:

- Signed by the Notary Public (attorney) himself/herself;
- 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:

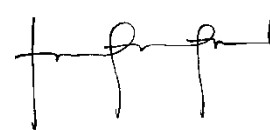
- 10.1 Deadline of Written Queries
- 10.2 Issuance of Bid Bulletin
- 10.3 Submission and Opening of
Technical and Financial Proposal

shall

: Friday, 05 March 2021
: Friday, 12 March 2021
: Thursday, 25 March 2021
at 2:00 P.M. at the Bidding Room
(formerly CDPDRD Computer
Room), 2nd Floor, SSS Main
Building, East Avenue, Diliman,
Quezon City. Late submission

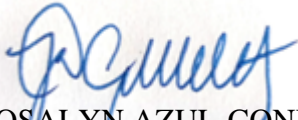
not be accepted.

Prepared by:



JULINA ROSE DL. DE OCAMPO
Staff, BAC Secretariat
Date Signed:

Certified Correct:



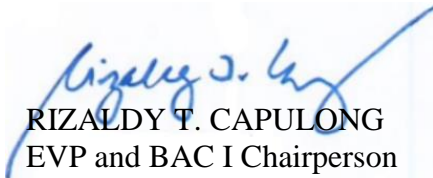
ROSALYN AZUL-CONDAT
OIC & Concurrent Acting CEO IV
Administrative Support Section
BAC Secretariat
Date Signed:

Concurred by:



ALBERTO A. DIAZ
TWG Chairperson
Date Signed:

Approved by:



RIZALDY T. CAPULONG
EVP and BAC I Chairperson
Date Signed: 11 March 2021