



Pre-bid Conference

Project No. 2021-19 (Re-bid): Rental of Six (6) Units Multicab Passenger Type Vehicle with Drivers

April 23, 2021, 1:30pm
GSCWD Bldg., Boardroom, General Santos City

MINUTES OF THE PROCEEDINGS

I. Attendance

Bids and Awards Committee

Ferdinand S. Ferrer, MPA	-	BAC Chairperson
Engr. Rogelio A. Besana, Jr.	-	BAC Vice Chairperson
Engr. Cornelio Turija, Jr.	-	BAC Member
Samcelle B. Valenzuela	-	BAC Member
Agnes P. Tampico	-	BAC Secretariat, Head
Rauline Kaye F. Autida	-	BAC Secretariat
Engr. Michael Gabales	-	BAC TWG Head
Judy Lim-Pasman	-	BAC TWG

Bidders

Orlando T. Sabelita	-	Metro Gensan Transport Cooperative (MGTC)
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Absent

Maritess P. Primaylon	-	BAC Member
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II. Call to Order

The conference was called to order at 1:30 pm and was presided by the BAC Chairperson, Mr. Ferdinand S. Ferrer, MPA.

BAC Secretary Rauline Kaye F. Autida went over the attendees. One (1) prospect bidder attended the pre-bid conference, namely: Metro Gensan Transport Cooperative.

There were no representatives from the Commission on Audit, Kiwanis and PICE who were invited to observe and witness the conduct of the Pre-Bid Conference.

III. Highlights of the Proceedings

As to the Bidding Process

The Pre-bid Conference was conducted in the GSCWD Boardroom. BAC Member - Ms. Samcelle Valenzuela, discussed the following points:

- The Total Approved Budget for the Contract (ABC) is **One Million Five Hundred Eighty Four Thousand Pesos Only (Php 1,584,000.00)**
- It was discussed to the prospective bidder the two-envelope system and the components for each envelope. The first envelope is Technical Component Envelope & the second is the Financial Component Envelope. Checklist for the components for each envelope is provided in Section 8 of the BDS.
- The following are the components for each envelope:
 - A. TECHNICAL COMPONENT ENVELOPE**
 - Class "A" Documents*

A.1 Legal Documents

(a) **Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);**

OR

- 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, and
- Mayor's or Business 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; and
- Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Note: In case any of the items in the PhilGEPS Registration Certificate are expired bidder must present copy of the renewed certificate; official receipts or any proof of payment shall not be accepted, except for Mayor's permit

A.2 Technical Documents

(b) **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. *The sum of all outstanding works shall be reflected*; and

(c) **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

Note: ITB Clause 5.3 states, "For this purpose, contracts similar to the Project shall be:

(a) **Rental of Multicab Passenger Type Vehicle**

(b) Completed within **2 years** prior to the deadline for the submission and receipt of bids

(d) **The Bid Security** shall be limited to Bid Securing Declaration (must be Notarized) or at least one (1) other form in accordance with the following amount;

- Cash (2% of ABC) = Php 31,680.00
- Cashier's / Manager's Check issued by a Universal or Commercial Bank (2% of ABC) = Php 31,680.00
- Bank Draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. (2% of ABC) = Php 31,680.00
- Surety Bond (5% of ABC) = Php 79,200.00 valid *until* September 6, 2021; it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments.

(e) **Conformity with the Technical Specifications**, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and

Note: Bidder shall photocopy the provided GSCWD Technical Specifications in BDS Sec. VII

Bidder shall indicate "comply" per required parameter as their statement of compliance

Bidder shall provide the necessary supporting documents for the additional requirements stated in the Technical Specifications

If not, ground for disqualification

(f) **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.

Note: Must be Notarized

Proforma found in the Bid Docs

Must be filled out properly

A.3 Financial Documents

- (g) The Supplier's 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
- (h) 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.

B. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; and
 - (b) Original of duly signed and accomplished Price Schedule(s)
- Other reminders:
- Bids that exceed the ABC shall not be accepted.
 - Prospective bidders are instructed to provide one (1) original and two (2) copies of the documents for each component. The BAC prefers bid documents be identified with ticklers for easy location of file/s to be evaluated during opening of bids.
 - Other bidders can still join the bidding even if they have not attended the Pre-bid Conference.
 - Bid shall be submitted to GSCWD for Opening of Bids on May 6, 2021 at 12:00nn; late bids shall be declared "late" and shall not be accepted.
 - For queries and concerns, please e-mail us at gscwdprocurement@yahoo.com

As to the Technical Specifications

The following are discussed by Engr. Michael Gabales:

GENERAL SCOPE

The project covers the rental of six (6) units passenger type vehicle with individual drivers to be used for the transportation of personnel, materials, and equipment in conducting maintenance and other related official activities as determined by GSCWD.

1. The SUPPLIER shall provide six (6) units Multicab Passenger Type Vehicle with Professional Licensed Drivers who have at least three-year driving experience of 4-wheel vehicle and with an age not less than 21 years old. The SUPPLIER shall provide the following:
 - 1.1 Bio-data of each driver
 - 1.2 Photocopy of the individual Driver's License
 - 1.3 Photocopy of Certificate of Registration (CR) per vehicle
 - 1.4 Official receipt (OR) per vehicle
 - 1.5 Franchise from LTFRB for each vehicle
2. The PROCURING ENTITY shall provide fuel per vehicle subject to liquidation based on daily kilometer travelled. The SUPPLIER shall be responsible for the repair and maintenance of the vehicles and shall provide spare parts, tires, oil, lubricants and other supplies. Renewal of necessary licenses shall be shouldered by the SUPPLIER.
3. In case of vehicular accidents that involve GSCWD employee/s authorized by management as passenger of the said vehicle, damages arising thereof shall be the sole responsibility of the SUPPLIER. Penalties incurred due to violation of traffic rules and regulations shall also be at the expense of the SUPPLIER.
4. The SUPPLIER shall provide immediate replacement of the unit in case the rented vehicle breaks down. Failure of the SUPPLIER to provide immediate replacement within one (1) hour shall have a penalty equivalent to the number of hours delayed multiplied by the hourly rate. One day of duty shall be equivalent to eight (8) working hours.



5. In case of urgency of service beyond eight (8) hours and on Saturdays, Sundays and holidays, the SUPPLIER shall provide such service vehicle at the rate per hour based on the rental fee. However, a fraction less than an hour shall not be considered. Refusal to provide services during overtime shall have a penalty equivalent to the number of hours intended for the overtime multiplied by the hourly rate.
6. The SUPPLIER shall provide clothing uniform and IDs to their respective drivers for proper identification. The required size of the ID should be 3.0" x 4.0" with 2"x2" ID picture. These shall be worn during the Driver's time of duty. Proper uniform includes wearing of Supplier issued uniform with logo, long pants and shoes.

Non-wearing of proper uniform and IDs will incur a penalty of One Hundred and Fifty Pesos (Php 150.00) / HV per service driver per day.

7. The SUPPLIER shall provide a signage "GSCWD SERVICE" (6"x12") to be installed during Driver's time of duty.
8. The SUPPLIER shall require each driver to have the following:
 - 8.1 Mobile phones while on duty;
 - 8.2 Watch; and
 - 8.3 Flashlight


Failure to bring active mobile phones while on duty shall incur a penalty of Two Hundred Pesos (Php 200.00)/HV per service driver per day.

9. It is expressly understood and agreed that the PROCURING ENTITY may, at any time, request for the immediate replacement of any driver or vehicle of the SUPPLIER for any justifiable reason.
10. The PROCURING ENTITY hereby covenants to pay the supplier, in consideration of the provisions of the goods/services and the remedying of defects therein, every 15th day and 30th day of the month for a period of one year during the effective of the contract, and upon presentation of billing or Statement of Account by the SUPPLIER.
11. The SUPPLIER shall ensure that all six (6) units' vehicles are operational with a service driver as needed by the PROCURING ENTITY. In this connection, The PROCURING ENTITY or its officers and representatives shall have the right to inspect the drivers of the SUPPLIER to determine the quality and acceptability of the services rendered. On the other hand, the SUPPLIER shall also coordinate with the PROCURING ENTITY of any issues or activities in relation to the hired vehicles and their services drivers.

4.0 Adjournment

There having no other remaining topic to be discussed, the Pre-Bid Conference was adjourned at 3:00pm.

Prepared by


RAULINE KAYE F. AUTIDA
BAC Secretary

Checked by:

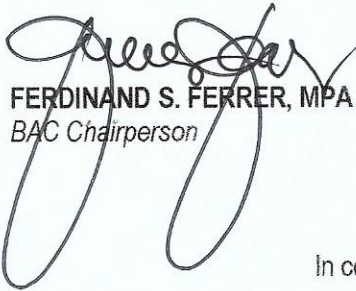

AGNES R. TAMPICO
Head, BAC Secretariat

Reviewed by:


ENGR. MICHAEL GABALES
Head, TWG



Attested and approved by:



FERDINAND S. FERRER, MPA
BAC Chairperson

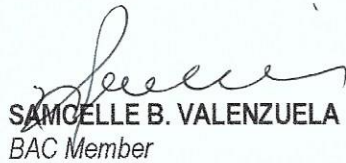
In conformity with the Bids and Awards Committee:



ENGR. ROGELIO A. BESANA, JR.
Vice Chairperson



ENGR. CORNELIO T. TURIJA, JR.
BAC Member



SAMCELLE B. VALENZUELA
BAC Member

- absent -
MARITESS P. PRIMAYLON
BAC Member