

PROCUREMENT FOR THE LEASE OF MOTOR VEHICLES FOR THE 16th ASEAN-CHINA SENIOR OFFICIALS' MEETING AND THE 26TH MEETING OF THE ASEAN-CHINA JOINT WORKING GROUP IN OCTOBER 2018

Pre-bid Conference

Bids and Awards Committee

September 21, 2018, 2018 10:00 am

MINUTES:

Attendance:

BAC MEMBERS

IMELDA M. PANOLONG	- Chairperson
CHARMAINE A. SERNA-CHUA	- Member
GRACE ANNE G. BULOS	- Member
LOUIE A. BELLEZA	- End-User Member
HANNAH ABUBAKAR	- End-User Member
ARNEL NAVARRA	- End-User Member
ARIEL ESPARTO	- BAC Secretariat Member
ARIADNNE ZOE A. ABULOC	- BAC Secretariat Member

The Pre-bid conference for the Department of Foreign Affairs' procurement for the **LEASE OF MOTOR VEHICLES FOR THE 16th ASEAN-CHINA SENIOR OFFICIALS' MEETING AND THE 26TH MEETING OF THE ASEAN-CHINA JOINT WORKING GROUP IN OCTOBER 2018** with an Approved Budget for the Contract of Two Million Twenty-Five Thousand Pesos (Php2,025,000.00) was held at the BAC Conference Room at 21 September 2018 and presided by BAC Chairperson Imelda M. Panolong. The pre-bid conference started at 10:15am when a quorum was declared.

In attendance were representatives of the following prospective Bidders:

1. DLCL Transport
2. A & W

The Bidders asked whether or not the three (3)-day rental period for the sedans is included within the seven (7)-day duration of the project. The Department's end-user responded in the affirmative.

The Bidders also asked if the Department already has a definite date for the project. The Department's end-user responded that the project is scheduled on 21-27 October 2018.

It was clarified during the pre-bidding conference that the counting for the thirty (30) working days in which the payment will be made by the Department will only start upon

completion of the audit by the Office of Financial Management Services-Financial Resources Management Division (OFMS-FRMD).

For the information of the prospective bidders in attendance, the BAC Secretariat facilitated the discussion the requirements of the Technical Specifications for the project, as discussed in the Bidding Documents. Discussions on the specific requirements were provided by the End-user representatives and members of the BAC.

Reminders for the preparation of Bid Documents were also given to the bidders in attendance, in order to ensure that the prospective bidders can fully comply with the documentary requirements for the bid.

After the reminder on the dates for the Deadline and Opening of Bids, the Pre-Bid Conference was adjourned.