



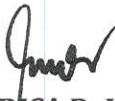

	PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Control of Records Quality Form HIGHLIGHTS OF THE MEETING	PCAF-QP03-F03 Version 2
		BAC-HoM-2024-066
		<i>Reference Number</i>
	Date:	12/02/2024

Title of Meeting:	Pre-Bid Conference re: Procurement of One (1) Lot Supply and Delivery of Two (2) Units Passenger/Commuter Vans
Date & Time:	November 28, 2024/10:00 AM
Venue:	BAC Conference Room
No. of Participants:	9
Sex Ratio:	<input type="checkbox"/> 5 Male <input type="checkbox"/> 4 Female
Classification of Participants (No.):	<input checked="" type="checkbox"/> 9 Government <input type="checkbox"/> Private Sector <input type="checkbox"/> Academe <input type="checkbox"/> Academe <input type="checkbox"/> PWD <input type="checkbox"/> PWD <input checked="" type="checkbox"/> 2 Senior Citizen <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Indigenous People <input type="checkbox"/> Indigenous People

Agenda/ Issues/Concerns	Agreements/ Actions to be taken	Responsible Agency/Unit	Timeline
<i>I. Call to Order</i>	The meeting was called to order at 10:00 AM by the BAC Chairperson Ms. Melinda T. Quiñones for the Procurement of One (1) Lot Supply and Delivery of Two (2) Units Passenger/Commuter Vans with the Approved Budget for the Contract (ABC) amounting to Php 4,167,820.00.		
I. Attendees BAC Chairperson: Vice Chairperson: Member: BAC Secretariat Head: Member: Member: HEAD, BAC-TWG End-User OIC-Chief, GSS Observer Representative, PCAFEA	<ul style="list-style-type: none"> ● Ms. Melinda T. Quiñones ● Ms. Marisa R. Lo ● Ms. Catherine A. Viray <ul style="list-style-type: none"> ● Mr. Ken Ryan P. Eleazar ● Mr. Sonny A. Chua Jr. ● Ms. Anna Mariel Aque <ul style="list-style-type: none"> ● Mr. Guiller P. Fermin <ul style="list-style-type: none"> ● Mr. Celso R. Mateo, Jr <ul style="list-style-type: none"> ● Mr. John Errasmus Mari Montiano 		
III. Topics Discussed A. Presentation of the Bidding Documents	Ms. Melinda T. Quiñones, BAC Chairperson, presented the following: a. Rules for the Conduct of Early		

	<p>a. Rules for the Conduct of Early Procurement Activity (EPA)</p> <ul style="list-style-type: none"> ● GPPB Circular No. 2019-06 (Guidelines on the Implementation of Early Procurement Activities) ● Fixed Price Rules in Procurement ● Bid Validity ● Award of Contract <p>b. Instructions to Bidders</p> <ul style="list-style-type: none"> ● Scope of Bid ● Funding Information ● Eligible Bidders ● Subcontracting ● Clarification and Amendment of Bidding Documents ● Eligibility and Technical Components ● Bid and Payment Currencies ● Bid Security ● Sealing and Markings of Bid ● Post Qualification <p>c. General Condition of Contract</p> <ul style="list-style-type: none"> ● Advance Payment and Terms of Payment ● Performance Security ● Inspection and Test ● Warranty ● Liability of the Supplier <p>d. Terms of Reference</p> <p>e. Checklist of Technical and Financial Documents</p> <p>The BAC noted that some specifications seem to be tailored to meet the exact requirements of a specific model from a single vehicle brand. Therefore, the BAC recommended that the end-user and the TWG conduct a study or compare at least three different brands to gather the minimum specifications for each, ensuring that competition is not restricted.</p> <p>The BAC and BAC-TWG will coordinate with the end user regarding these specifications and will make any necessary revisions.</p> <p>The supplemental bid for the bidding document will be issued no later than December 5, 2024.</p> <p>No prospective bidders attended the pre-bid conference.</p>		
III. Adjournment	The meeting was adjourned at 11:00 AM.		



Date prepared: December 3, 2024	
Prepared by:	Approved by:
 KEN RYAN P. ELEAZAR Head, BAC Secretariat	 MELINDA T. QUINONES BAC Chairperson
Recommending Approval by:	
 MARISA R. LO BAC Vice Chairperson  CATHERINE A. VIRAY BAC Member	

