



**DUTY FREE
Philippines**

**Minutes of Pre-Bid Conference
PROVISION OF GENERAL WAREHOUSING BONDS (2nd Bidding)**

19 January 2021

BAC Office

Present were:

BAC MEMBERS:

Joel R. Perez
Aimee P. Calico
Cecilia M. Sarmiento
Victoria Y. Reyes

TWG:

Bernardino S. Cruz
Maria Erika F. Dela Cruz
Elsa S. Coronel
Christian Trinidad I. Bagtas
Emmanuel B. Rañola

SECRETARIAT:

Ferdinand M. Compuesto
Ma. Julia A. Mandal
Jessica D. Santos
Kym Jeanette R. Santelices
Leonardo L. Guerrero
Rogelio B. Antonio
Royina S. Argueza

END-USER:

Reynato D. De Guzman, Jr.

BIDDERS:

UCPB General Insurance (COCOGEN)

Lawrence Tejada
Christine Joy Miña
Renee Rose Gallardo

The meeting was called to order through a combination of face-to-face and virtual conference *via Microsoft Teams* at 10:39AM by Engr. Joel R. Perez (JRP), BAC Chairperson. There being a quorum, JRP proceeded with the Pre-Bid Conference. JRP acknowledged the presence of the TWG, BAC Secretariat, End-user, members of BAC and representatives of the lone interested bidder.

JRP inquired if the presentation of the bidding process is still necessary to which the prospective bidder responded negatively.

Bidding Documents:

1. JRP reminded the prospective bidder on the submission of one (1) original, two (2) copies and the third envelope shall contain the portable storage device (USB) for the eligibility and technical component while the financial component shall be submitted in hard copy. The copy three shall also be placed in an envelope and sealed.
2. The prospective bidder inquired on the deadline for the submission of bids to which JRP replied that it is scheduled on 02 February 2021. JRP explained that they may opt to submit prior to the deadline to ensure that they will not be late.
3. The prospective bidder inquired when the deadline for the inquiries is to which JRP replied that the deadline for clarification is on 24 January 2021.
4. The Checklist of Technical and Financial Documents was shown on the screen. JRP inquired if their Mayor's or Business Permit is already available to which the prospective bidder stated that the document is still for processing. JRP advised to submit the previous permit, the proof of renewal and the Official Receipt.
5. JRP reminded the prospective bidder that their Single Largest Completed Contract must be at least fifty percent (50%) of the Approved Budget of the Contract, which is equivalent to Php4,542,312.72. JRP also reminded them on the signature of satisfaction or a certificate of satisfaction.



**DUTY FREE
Philippines**

6. The prospective bidder inquired if the previously notarized documents will be acceptable to which JRP replied that so long as the document is still valid, it will be acceptable.
7. JRP reminded the prospective bidder to sign the documents requiring signatures.
8. On the Technical Specifications, JRP stressed not forget to state compliance and that the documentary requirements must be attached to the submission.
9. The prospective bidder was reminded to submit a Secretary's Certificate as attachment to the Omnibus Sworn Statement. On the written authority on the Bid Form, state Secretary's Certificate since your company is a corporation.
10. JRP reminded that on the bid form, total amount in words and figures are the same. If there would be a conflict, the amount in words shall prevail.
11. Price Schedule was explained to the prospective bidder.
12. JRP encouraged the preparation of additional documentary requirements for post-qualification. The prospective bidder responded positively.

There having no other matters and clarifications to be made, the pre-bid conference adjourned at 11:13AM.

Prepared by:

Kym Jeanette R. Santelices
BAC Secretariat

Checked by:

Ferdinand M. Compuesto
BAC Secretariat Head

Noted by:

ENGR. JOEL R. PEREZ
BAC Chairperson