



Minutes of Pre-Bid Conference
PROCUREMENT OF ONE (1) UNIT BRAND NEW
BATTERY OPERATED FORKLIFT
(PB-21-19)
16 October 2019
1:30 P.M.

BAC Members

Mr. Karl Paulo C. Damian, *Chairperson*
Ms. Josefina L. Omol, *Vice Chairperson*
Mr. Dominic F. Tajon, *Member*
Mr. Frederick S. Tarun, *Member*
Mr. Michael Romil D. Santiago, *Member*
Mr. Ramon L. Matibag, *Member*

Technical Working Group

Mr. Joselito E. Rabulan, *Head*
Ms. Evangeline R. Zoleta, *Member*
Mr. Ludovico B. Alba, *Member*
Mr. Agapito C. Bragais, Jr., *Member*
Ms. Lea Ann M. Gamban, *Member*
Ms. Jolly Ann S. Bay, *Member*
Ms. Ednalyn S. Cortez, *Member*
Ms. Jeacell S. Duran, *Member*

BAC Secretariat

Ms. Merla D. Escobar, *Head*
Mr. RP P. Delos Reyes, *Member*
Ms. Michelle B. Martinez, *Member*
Ms. Joy M. Principe, *Ad-hoc Member*
Ms. Erlinda E. Diaz, *Ad-hoc Member*

End User Representative

Mr. Dennis D. Dela Cruz, *Materials Control
Department Representative*

Prospective Bidders

1. Foremost Pre-Press Supplies, Inc., *represented by Mr. Jeff Villegas*
2. Lead Core Technology Systems, Inc., *represented by Ms. Charlie*
3. Promatech, *represented by Ms. Sarah Diaz*

I. Call to Order

- Mr. Karl Paulo C. Damian as BAC Chairperson presided over the Pre-Bid Conference for the Procurement of One (1) Unit Brand New Battery Operated Forklift (PB-21-19) which started at exactly 1:45 P.M. The invocation and national anthem were led by Ms. Jeacell S. Duran and Mr. RP. P. Delos Reyes, respectively.

II. Agenda

1. Introduction of Participants
2. Brief discussion of all the requirements, terms, conditions, and specifications stipulated in the bidding documents, particularly the following:
 - a. Eligibility requirements required for government bidding;
 - b. Technical specifications and other requirements for the project, and
3. Other matters

III. Certification of Quorum

- Mr. Damian, as BAC Chairperson, called the Pre-bid Conference to order for the abovementioned project, entitled: "*Procurement of One (1) Unit Brand New Battery Operated Forklift (PB-21-19)*". Thereafter, he requested the Head of the BAC Secretariat to formally introduce the attendees and state whether there is a quorum to proceed with the business of the day. In response, Ms. Merla D. Escobar, Head of the BAC Secretariat, confirmed that the members present constitute a quorum.

IV. Discussion

- The Head of BAC Secretariat informed the group that the Invitation to Bid (IB) was posted in the Philippine Government Electronic Procurement System (PhilGEPS), APO Website, and APO BAC Bulletin board on 8 October 2019.
- Further, Ms. Escobar mentioned that to enhance transparency of the process, the BAC sent Letters of Invitation to act as observers to the following: (i) Commission on Audit; (ii) Philippine Printing Technical Foundation (PPTF); and (iii) Philippine Chamber of Commerce and Industry. However, no observer attended the said conference.
- Thereafter, she mentioned that the Annual Procurement Plan (APP) for CY 2019 intends to apply the sum of Two Million Pesos (**PhP 2,000,000.00**) being the Approved Budget for the Contract (ABC).
- To provide the background, Mr. Damian requested the End User representative, Mr. Dennis D. Dela Cruz of Materials Control Department, to briefly discuss the technical specifications of the project and the corresponding schedule of requirements stated in Section VI and VII of the Bidding Documents.
- During the discussion, the following concerns are raised which are subject to Supplemental/Bid Bulletin:
 1. The end-user suggested to include the following requirements, such as:
 - (a) The life expectancy of the battery should be at least five days.
 - (b) The Forklift mast type: three (3) stage mast
 2. One of the prospective bidders, Promatech, requested an extension of the delivery date beyond the required sixty (60) to ninety (90) calendar days from Notice to Proceed (NTP) considering the required technical specifications (customize).
 3. The Affidavit of Compliance shall be deleted in the sample forms. Also, the contents of which shall be incorporated in the Sections VI and VII of the Bidding Documents.
- The BAC Chairperson also mentioned that prospective bidders may still submit queries through its Secretariat until 17 October 2019. All queries/clarifications of any prospective bidder shall be in writing.


V. Adjournment

- There being no further matters to discuss, the meeting was adjourned at exactly 2:55 P.M.

Prepared by:


MS. MICHELLE B. MARTINEZ
BAC Secretariat

Noted by:


MS. MERLA D. ESCOBAR
Head, BAC Secretariat

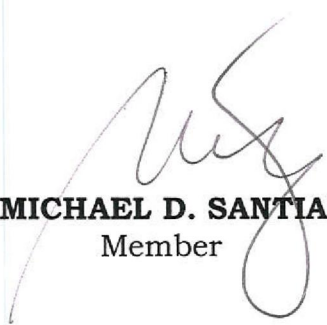
Approved by the Bids and Awards Committee:



KARL PAULO C. DAMIAN
Chairperson


JOSEFINA L. OMOL
Vice Chairperson


DOMINIC F. TAJON
Member


FREDERICK S. TARUN
Member


MICHAEL D. SANTIAGO
Member


RAMON L. MATIBAG
Member