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**Republic of the Philippines**  
**Power Sector Assets and Liabilities Management Corporation**  
24th Floor Vertis North Corporate Center 1  
Astra corner Lux Drives, North Avenue, Quezon City  
Telephone No. (632) 8248-4861  
<https://www.psaln.gov.ph>

**Minutes of Pre-Bid Conference**

**Procurement of Vehicle Rental as Shuttle Service  
(Project Reference No. 2021-PB-VRSS-042-01)**

Present:

**Bids and Awards Committee (BAC)**

Mr. Glenn B. Santos	Chairperson
Atty. Glenda Leah A. Caringal	Vice Chairperson
Mr. Ronald V. Siquioco	Member

**Technical Working Group (TWG)**

Mr. Ramon A. Velasquez, Jr.	Chairperson
Mr. Lorenzo N. Deona	Member
Mr. Julio Jerome C. Cosico	Member

**BAC Secretariat**

Ms. Mary Grace E. Catarin	Member
Ms. Annaliza C. Lopez-Cruz	Member
Ms. Aya N. Jacildo	Member

**Bidders**

Ms. Cheryl Ann Chan	Alpha Venice Tours and Travel
Mr. Marthy Abitan	Batosai Car Rental Services
Ms. Julie Ann Robles	Urbes Corp.
Ms. Christine Ann Rodolfo	Kimbermark Transport Services
Mr. Rolf Ednilag	Island Dragon Transport and Travel Services, Inc.

The pre-bid conference for the above project, held via ZOOM Cloud Meetings APP, was called to order at 3:00 PM on 12 August 2021, and was presided by the BAC Chairperson, Mr. Glenn B. Santos.

**1. Business Matters:**

The BAC Secretariat informed the BAC Chairperson that the BAC has a quorum.

The BAC Secretariat informed the BAC that observers were invited but stated that though invited, no observers attended the pre-bid conference.

The BAC Chairperson acknowledged the presence of the members of the BAC, TWG and representatives of the Bidders.

The BAC then proceeded with the pre-bid conference.

**2. Presentation of the Bidding Document and Clarification from the Bidder**

- The TWG presented and discussed the Bidding Documents.
- The following are the comments from the bidders and the responses of the TWG:

Bidder's Representative	Question/Clarification	TWG's Response
Mr. Ednilag	Is submission online?	Yes, submission of bids is online.
Ms. Robles	When is the submission?	Submission of bids is on 26 August 2021 at 1:00 PM and the Opening of Bids is on 26 August 2021 at 1:15 PM.
Mr. Abitan	Can we already buy the bidding documents?	The Bidding Documents are already available starting 27 July 2021.

On Section VIII. Checklist of Technical and Financial Documents, ELIG-02 Statement of Single Largest Completed Contract which is Similar in Nature during the Last Three (3) Years:

Bidder's Representative	Question/Clarification	TWG's Response
Ms. Rodolfo	We have a contract with GMA-7, can we send certification instead of contract of lease and back it up with payments/receipts provided to us? GMA is not providing a contract of lease, but it can provide a certification that we've been with them for more than 10 years.	The reason why we are requiring the contract is to see the period covered. If it's a continuous contract, the accumulated fee received by Kimbermark should be 50% of our ABC.

The BAC Chairperson then asked each representative of the Bidders for any questions or clarification, to which all responded none.

Moreover, the BAC informed the Bidders that in case they may have additional inquiries and clarifications, they can send them through the official e-mail address of the BAC Secretariat as indicated in the Bidding Documents.

**3. Adjournment:**

Thereafter, having no further clarifications from the Bidders and no other matters to be discussed, the pre-bid conference was adjourned at 3:57 PM.

Prepared by:

  
**ANNALIZA C. LOPEZ-CRUZ**  
BAC Secretariat Member

Reviewed by:

  
**ROMMEL R. OIRA**  
BAC Secretariat Head

Approved by:

  
**GLENN B. SANTOS**  
BAC Chairperson