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9 **Minutes of Pre-Bid Conference**

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11 **Pre-Procurement Conference for the Procurement of Vehicle Rental as Shuttle**  
12 **Service**  
13 **(Project Reference No. 2022-PB-VRSS-004-01)**  
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16 Present:

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18 **Bids and Awards Committee (BAC)**

19 Atty. Glenda Leah A. Caringal Vice-Chairperson  
20 Atty. Frederick R. Tamayo Member  
21 Mr. Ronald V. Siquioco Member

22 **Technical Working Group (TWG)**

23 Mr. Ramon A. Velasquez, Jr. Chairperson  
24 Atty. Emil S. Cuyugan Member  
25 Mr. Lorenzo N. Deona Member  
26 Mr. Julio Jerome C. Cosico Member

27 **BAC Secretariat**

28 Ms. Maria Anna R. Dela Cruz Member  
29 Ms. Mary Grace E. Catarin Member  
30 Ms. Annaliza C. Lopez-Cruz Member  
31 Ms. Aya N. Jacildo Member

32 **Bidders**

33 Ms. Edna C. Mamuyac Circle Transport Corporation  
34 Mr. Dodge Kevin Punzal iPARA Technologies and  
35 Solutions (“iPARA”)  
36 Ms. Jaira Gayod iPARA  
37 Mr. Ed San Juan iPARA  
38 Mr. Sam Acuna iPARA  
39 Ms. Charisse Castro RSC Van Rentals  
40 Mr. Rolf Leo Ednilag Island Dragon  
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43 The pre-bid conference for the above project, held via ZOOM Cloud Meetings  
44 APP, was called to order at 11:05 AM on 03 February 2022, and was presided by the  
45 BAC Vice-Chairperson, Atty. Glenda Leah A. Caringal.  
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47 **1. Business Matters:**

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49 The BAC Vice-Chairperson asked the BAC Secretariat if there is a quorum which  
50 the BAC Secretariat replied affirmatively.  
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52 The BAC Vice-Chairperson instructed the BAC Secretariat to do a roll call of the  
53 members of the BAC, BAC Secretariat, TWG and representatives of the Bidders  
54 present in the pre-bid conference.

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56 The BAC Vice-Chairperson asked the BAC Secretariat if observers were invited  
57 which the BAC Secretariat replied in the affirmative but stated that though invited,  
58 no observers attended the pre-bid conference.

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60 The BAC then proceeded with the pre-bid conference.

## 61 62 **2. Presentation of the Bidding Documents and Clarifications from the Bidders**

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64 ○ The TWG presented and discussed the Bidding Documents.  
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66 ○ Mr. Sam Acuna of iPARA wants to be clarified that the “OR” in the list of  
67 documents as stated under the Checklist of Technical and Financial Documents  
68 to be submitted are optional.

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70 The TWG replied that the “OR” refers to the documents to be submitted in  
71 addition to the PhilGEPS registration, such as: (1) Registration certificate from  
72 Securities and Exchange Commission; (2) Mayor’s Permit; and (3) Tax Clearance.  
73 But if the bidder submits a valid PhilGEPS Registration Certificate alone during  
74 bid submission, this will suffice. The three (3) other documents, however, need  
75 to be presented during the post-qualification.

- 76  
77 ○ Mr. Rolf Leo Ednilag of Island Dragon inquired if there is a specific year model  
78 for the van.

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80 The TWG informed Mr. Ednilag that there is no specific year model. But it should  
81 have a capacity of fourteen (14) passengers.

- 82  
83 ○ Mr. Ed San Juan of iPARA would like to be confirmed regarding the amount of  
84 the ABC since he observed that it is higher than the last time.

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86 The TWG confirmed that the ABC for the project is Six Million Three Hundred  
87 Fifty Thousand Pesos (Php6,350,000.00) for seven (7) passenger vans unlike the  
88 previous project which is for four (4) passenger vans only.

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

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93 Moreover, the BAC Secretariat informed the Bidders that in case they may have  
94 additional inquiries and clarifications, they can send them, at least ten (10) days prior  
95 to bid opening, through the official e-mail address of the BAC Secretariat as indicated  
96 in the Bidding Documents.

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**3. Adjournment:**

Thereafter, having no further clarifications from the Bidders and no other matters to be discussed, the pre-bid conference was adjourned at 11:56.

Prepared by:

Approved by:

  
**MARIA ANNA R. DELA CRUZ**  
BAC Secretariat Member

  
**GLEND A LEAH A. CARINGAL**  
BAC Vice-Chairperson

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