

**MINUTES OF THE MEETING**  
**HELD BY THE BIDS AND AWARDS COMMITTEE (BAC) 1**  
**on September 3, 2020, Thursday, 3:15 P.M.**  
Thru Videoconferencing Via Zoom Application

**AGENDA : PRE-BID CONFERENCE**

**PROCUREMENT OF TWO (2) YEARS SEA-FREIGHT SERVICES  
UNDER ITB NO. PB20-07-027COR**

<b>PRESENT :</b>	Wilza S. Magpusao	Vice-Chairperson, ED
	Alliah M. Comagul	Member, LG
	Anna Marie S. Caluag	Member, HRDG
	Jerry Ador G. Tarrobal	Member, SSD
	Noralyn M. Plabasan	Alternate Member, End-user (LMD)
	Armando M. Prudencio	Alternate Member, End-user (LMD)
	Marinel M. Punzalan	Sr. Procurement Officer
	Melda B. Penaredondo	Procurement Officer I

**ALSO PRESENT :**

Mr. Rodrigo De Guia	Redgold Forwarder, Inc.
Mr. Allan Ric Ochoa	LBC Express

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**1.0 CERTIFICATION OF QUORUM:**

The representative of the Procurement Department (PD), acting as the BAC Secretariat, certified that there is quorum.

**2.0 CALL TO ORDER:**

The Vice-Chairperson of the Bids and Awards Committee (BAC) 1, Wilza S. Magpusao, called the meeting to order at 3:15 p.m.

**3.0 PURPOSE:**

- 3.1 To explain in detail the contents of the Bidding Documents provided to the bidders.
- 3.2 To answer queries the bidders want to clarify relative to the documents issued to them.

**4.0 INTRODUCTION:**

- 4.1 The Vice-Chairperson introduced the members of the Committee, end-user's representatives, and the PD. He also acknowledged the presence of two (2) prospective bidders, listed as follows:
  1. Redgold Forwarder, Inc.; and
  2. LBC Express
- 4.2 PD welcomed any clarifications/queries the prospective bidder might ask relative to the project, to be able to immediately settle any issues raised.

**5.0 DISCUSSION:**

5.1 The BAC, with the assistance of the representatives from the end-user, LMD, and the PD discussed the salient provisions of the bidding documents and the conduct of the bidding process. Attached hereto as Annex 'A' were the slide presentations, Schedule of Requirements and Technical Specifications for reference.

5.2 The queries/clarifications raised and the responses thereto were as follows:

<b>QUERIES/CONCERNS</b>	<b>RESPONSE</b>
Supplier raised some clarifications regarding the Scope of Work in the Technical Specifications:  1. Clarification on the bid securing declaration, if unnotarized is acceptable?  2. What is the frequency/volume of sending the cargo to various locations?  3. If the rate of from VisMin were the same rate from Imus to VisMin?  4. Is the door to door services was inclusive of all charges and valuation fee?  5. What is the clearance passage going to Imus, why do we need to use low-bed or goose neck chassis?	BAC requested the end-user to further review the schedule of requirements and technical specifications.  ✓ The BAC Secretariat replied, the unnotarized documents will be acceptable only if it was required and specified in the bidding documents.  ✓ LMD replied to the prospective bidder that the frequency based on the last year data was 30 percent.  ✓ LMD replied, yes.  ✓ LMD replied, Inclusive of all charges but exclusive of insurance coverage, PAGCOR will shoulder the insurance of all the cargo.  ✓ LMD replied that they will issue a memo reflecting the necessary amendments to the technical specifications for the project.

5.2 A Bid Bulletin will be issued to reflect the changes in the Technical Specifications of the project upon receipt of the memo from the end-user regarding the necessary changes.

**6.0 ADJOURNMENT:**

There being no further matters to discuss, the Vice-Chairperson adjourned the meeting at 4:20 p.m.

**Prepared by:**

**Noted by:**

**MELDA B. PENAREDONDO**  
Procurement Officer 1, PD

**MARINEL M. PUNZALAN**  
Sr. Procurement Officer, PD

**ATTESTED BY:**

**NOT PRESENT**

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**ATTY. RODERICK R. CONSOLACION**  
Chairperson, LG

sgd

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**WILZA S. MAGPUSAO**  
Vice-Chairperson, ED

sgd

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**ALIAH M. COMAGUL**  
Member, LG

sgd

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**ANNA MARIE S. CALUAG**  
Member, HRDG

sgd

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**JERRY ADOR G. TARROBAL**  
Member, SSD

**NOT PRESENT**

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**CARLOS C. CANLAS**  
Member, STO

sgd

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**NORALYN T. PLABASAN**  
Alternate Member/End-User, LMD

sgd

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**ARMANDO M. PRUDENCIO**  
Alternate Member/End-user, LMD