



Republic of the Philippines  
**National Irrigation Administration**  
Quezon City

**MINUTES OF PRE-BIDDING CONFERENCE**

for the  
**Supply and Delivery of Brand New Ninety-Five (95) Units Pick Up Truck, Double Cab, 4x4,  
DED MT/AT 3000 cc (maximum)  
Invitation to Bid No. NIACO-S-8  
December 14, 2020; 1:00 PM  
Classroom "A", 3rd Floor, IEC Building- A  
NIA Complex, EDSA, Quezon City**

**I. ATTENDANCE**

**I.1. Present:**

BGEN ABRAHAM B BAGASIN (Ret)	-	Chairperson, BAC-A
AILYNE C. AGTUCA-SELDA	-	Vice-Chairperson, BAC-A
DELSY J. REVELLAME	-	Provisional Member, BAC-A
ALBERT D. ASTURIANO	-	Head, TWG
MARY ANNABELLE CRUZ-DOMINGO	-	Member, TWG
MARCIAL G. GEALONE, JR.	-	Member, TWG
CHRISTIAN C. CABREGA	-	Member, TWG
ELAINE P. VILLANUEVA	-	Head, Secretariat
FAE-ANGELIE G. DATU	-	Alternate Head, Secretariat
ZOSIMO R. BAIRA	-	Member, Secretariat
GERARD E. GUZMAN	-	Member, Secretariat
JASSIEL ANNE T. TANIEGRA	-	Member, Secretariat
MARTIN IAN P. MARIANO	-	Member, Secretariat

**I.2. Absent:**

LYDIA S. ESGUERRA	-	Member, BAC
ARNOLD L. SALAZAR	-	Member, TWG

**I.3. Observers:**

PEPITO L. PADILLA	-	IAS
ALDRIN P. OTTAO	-	NIAESP Representative

**I.4. Unofficial Bidders**

BIDDER	REPRESENTATIVE	DESIGNATION
1. LAUS AUTO GROUP	Arthur L. Salazar	Fleet Account Manager

2. CITY WEST MOTORS CORPORATION	Mark Angelo Usman	Sales Manager
3. CIT CITIMOTORS CORP.	CAROLYN UNTALAN RODRIGO ALMENDRAL	Executive Secretary AVP
4. TOYOTA GLOBAL CITY	RELEN LOZANO KAREN CONCIO EURICH ABAYON	MP MP MP
5. TOYOTA OTIS	RICHARD GERLADEZ SONNY GREGORIO	MP MP
6. ISUZU BULACAN	WILLIAM CHUA WEE	FLEET ACCOUNT SUPERVISOR
7. JROG MARKETING	JULIETO BAGABALDO	SALES MANAGER

## II. CALL TO ORDER

The Chairperson, BGen Abraham B Bagasin (Ret), asked the Secretariat if there is a quorum. The Secretariat informed the Chairperson that there is a quorum. Having a quorum, the pre-bidding conference for the above-mentioned proposed contract was called to order at 1:00 P.M.

## III. BUSINESS MATTERS

- The Chairperson welcomed and acknowledged the presence of BAC-A Members, the TWG, BAC-A Secretariat, Observers and the Bidder's Representatives and informed that the meeting was called for the bidding for the Supply and Delivery of Brand New Ninety-Five (95) Units Pick-Up Truck, Double Cab, 4x4, DED MT/AT, 3000 cc (maximum) Invitation to Bid No. NIACO-S-8.
- The Vice Chairperson, Atty. Ailyne C. Agtuca-Selda, then instructed the BAC-A Secretariat for the presentation of the background of the project and all the requirements to be submitted by the bidders.
- Ms. Fae-Angelie G. Datu, Alternate Head of the Secretariat, presented the General Information and all the requirements to be submitted by the bidders in Envelop 1 and Envelop 2.

Likewise, she presented the Comparative Specifications Table (CST) for the ninety-five (95) units Pick-Up Truck.

- After the presentation, the Vice Chairperson asked the prospective bidders one by one for questions and/or clarifications regarding the proposed contract.

### 1. LAUS AUTO GROUP

-No question.

### 2. CITY WEST MOTORS CORPORATION

-No question.

### 3. CIT CITIMOTORS CORP.

-No question.

4. TOYOTA GLOBAL CITY

-No question.

5. TOYOTA OTIS

Q. The representative clarified the meaning of "DED".

A: He was informed that DED stands for "Diesel Engine Driven".

6. ISUZU BULACAN

Q1: The representative queried on whether the committee will allow for an alternative color in case there is no available color green pick-up truck.

A1: The committee made it clear that although the color is not mandatory, they still prefer "green" because it has been the official color of NIA.

Q2: The place of delivery was likewise inquired into.

A1: The committee informed that the delivery and inspection will be conducted at NIA-CO.

7. JROG MARKETING

No question.

- The Vice Chairperson reminded everyone regarding the deadline of submission at 1:00 PM and opening of bids at 2:00 PM on December 28, 2020, and instructed the prospective bidders to be mindful of the time to avoid disqualification of bids. In case there are other questions and/or clarifications, the bidders may submit their questions until December 18, 2020. Supplemental Bid Notice/s will be posted on December 21, 2020 in case of changes and additional instructions.
- Then she reiterated the following requirements for compliance of the prospective bidders:
  1. No attachment needed for the Annex A of PhilGEPS Registration in case all documents are valid.
  2. Use the prescribed form available in the Bid Documents and completely fill-out the said forms. No attachment needed for the statement of on-going projects, only the statement of the Single Largest Completed Contract (SLCC) for similar project requires attachments as stated in the Bid Documents in accordance with ITB Clause 5.3.
  3. Bid Securing Declaration and Omnibus Sworn Statement must be notarized and a government-issued ID should be present. The forms should also be completely filled-out. Absence of the government issued ID is a ground for disqualification.

4. The submitted bid must be two (2) envelopes composed of one (1) original Technical Component, one (1) original Financial Component, and two (2) copies of each component.

For the information of the prospective bidders the Vice-Chairperson, presented again the salient parts of the Bidding Documents particularly the Special Conditions of the Contract (SCC). She emphasized and states that: *"The basis of payment shall be DTI Approved Suggested Retail Price (SRP) reckoning from the date of the bid opening."*

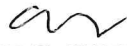
Both City West Motors and LAUS Motors expressed their concerns, whether NIA will shoulder all related insurances, taxes, add-ons because the expenses that will be entailed for the incidentals might not be covered by the SRP as per industry practice. The Vice-Chairperson emphasized that the NIA BAC-A is subscribing to the directive of COA and the committee can not deviate from the same.

- The Chairperson then asked if there are any more questions or other matters to be discussed. There being none, the Chairperson declared the end of the pre-bidding conference.

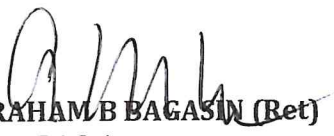
#### V. ADJOURNMENT

There being no other matters to be discussed, the pre-bidding conference ended at 2:00 PM.

Prepared by:

  
**GERARD E. GUZMAN**  
Member, BAC-A Secretariat

Noted:

  
**BGEN ABRAHAM B. BAGASIN (Ret)**  
Chairperson, BAC-A