

Republic of the Philippines  
Department of Social Welfare & Development – Field Office No. VII  
M.J. Cuenco cor. Gen. Maxilom Ave., Cebu City

## Procurement of Trucking and Hauling Services

ITB No. DSWD7-PB-2019-40  
Approved Budget for the Contract (ABC): Php4,900,000.00

### MINUTES OF PRE-BID CONFERENCE

July 15, 2019, 3:00 PM  
Kalahi-CIDSS Conference Room, 3<sup>rd</sup> Floor DSWD Building, Cebu City

#### Attendees:

##### Bids and Awards Committee/ TWG / Secretariat

- |                         |   |                            |
|-------------------------|---|----------------------------|
| 1. Clavel C. Saycon     | - | BAC Vice-Chairperson       |
| 2. Sheba S. Dabon       | - | BAC Member                 |
| 3. Artemia C. Degamo    | - | BAC Member                 |
| 4. Patricia R. Megalbio | - | TWG Member- Finance        |
| 5. Emmanuel M. Edles    | - | TWG Member                 |
| 6. Enie I. Cuyos        | - | End-user Representative    |
| 8. Katya Faye M. Dales  | - | BAC Secretariat Member     |
| 9. Ethel L. Nillama     | - | KC-NCDDP Procurement Staff |

##### Participating Bidders

- |                         |   |                            |
|-------------------------|---|----------------------------|
| 1. William Batac        | - | Premier Logistics Inc.     |
| 2. Damaris M. Basher    | - | Quickway Customs Brokerage |
| 3. Daisy Mae Delgado    | - | 2GO Express Inc.           |
| 4. Vernadette G. Vivero | - | All Transport Network      |
| 5. Cathy Sato           | - | All Transport Network      |
| 6. Hardy Aitenza        | - | KAMIKO Cargo Logistics     |
| 7. Alan Cuico           | - | KAMIKO Cargo Logistics     |
| 8. Lemuel Tabada        | - | TRANSMODAL                 |

#### I. Call to Order and Discussion of Business Matters

The prebid conference was called to order at 3:00 PM by the presiding officer, Ms. Clavel C. Saycon, BAC Vice - Chairperson. The activity was formally started with an opening prayer and followed by an introduction of the participating bidders and an acknowledgment of the BAC Members, TWG Members, End-user Representatives and BAC Secretariat members present.

Presiding officer highlighted that the procuring entity has invited the resident Audit Team Leader, Ms. Christine Hortel of COA and Mr. Gabby Cruz, the president of Cebu Truckers Association Inc. They have acknowledged the invitation, however, no representatives were present during the activity. And pursuant to RA 9184, the procuring entity will continue with the activity even without the invited observers and COA.

The following topics were highlighted and recommendations/agreements hereof were agreed by both parties:

Particular	Recommendation/Agreement									
<p><b>Section I. Invitation to Bid</b></p>	<p>The title of the project was corrected into <b>“Procurement of Trucking and Hauling Services”</b>. The Approved Budget for the Contract (ABC) which is equivalent to <b>Four Million Nine Hundred Thousand Pesos (₱4,900,000.00)</b> consisting of two (2) lots, broken down below:</p> <table border="1" data-bbox="598 862 1476 1064"> <thead> <tr> <th>Lot No.</th> <th>Vehicle Type</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Wing Van Truck</td> <td>₱3,100,000.00</td> </tr> <tr> <td>2</td> <td>Container Van with Prime Mover and/or Trailer</td> <td>₱1,800,000.00</td> </tr> </tbody> </table> <p>Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a single largest completed contract (SLCC) similar to the Project <b>at least 50% of the ABC or amounting to at least ₱1,550,000.00 for Lot 1; ₱900,000.00 for Lot 2 and ₱2,450,000.00 for the two lots;</b></p> <ul style="list-style-type: none"> <li>• Should be supported with two documents:               <ol style="list-style-type: none"> <li>1. <i>1<sup>st</sup> document</i> is either of <b>Contract, Purchase Order, Notice of Award or Notice to Proceed;</b> and</li> <li>2. <i>2<sup>nd</sup> document</i> is either of <b>Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice.</b></li> </ol> </li> </ul> <p>The presiding officer has given an emphasis particularly on the presence of the two supporting documents for the single largest completed contract (SLCC).</p> <ul style="list-style-type: none"> <li>• A <b>non-discretionary “pass/fail” criterion</b> is used where the BAC merely checks for the presence or absence of the requirement. A prospective bidder is declared to be “eligible” for a particular requirement if such document is present, complete and sufficient. Otherwise, a prospective bidder will be declared ineligible to bid.</li> </ul>	Lot No.	Vehicle Type	ABC	1	Wing Van Truck	₱3,100,000.00	2	Container Van with Prime Mover and/or Trailer	₱1,800,000.00
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- After pre-bid conference, all queries from bidder/s should be done in writing, addressed to BAC through the BAC Secretariat.
- Participating bidder/s is required to submit two copies of their duly accomplished eligibility requirement, technical and financial proposals.
- Bidding Documents can also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of the DSWD website, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
- Bids should be submitted to the BAC Secretariat Office on or before **July 30, 2019, Tuesday, 2:45 PM**. Late submission of bid documents will not be accepted. Time reference is the wall clock at the BAC Secretariat Office.

**Section III. Bid Data Sheet**

The Bidder must have completed, within the period specified in the Invitation to Bid and **ITB Clause 12.1(a)(ii)**, a single contract that is similar to this Project, equivalent to **at least fifty percent (50%) of the ABC equivalent to ₱1,550,000.00 for Lot 1; ₱900,000.00 for Lot 2 and ₱2,450,000.00 for the two lots.**

- **NFCC** should be at least equal to the ABC which is **₱3,100,000.00 for Lot 1; ₱1,800,000.00 for Lot 2, and ₱4,900,000.00 for two lots;**
- If **Credit Line Certificate (CLC)** will be used, it should be equivalent to at least **₱310,000.00 for Lot 1; ₱180,000.00 for Lot 2, and ₱490,000.00 for two lots (10% of the ABC).**

Representative from Premier Logistics Inc. asked if how broad sub-contracting is not allowed. Ms. Vernadeth Vivero of All Transport Network shared their experienced that they do sub-contracting to their accredited companies only and they used their own Delivery Receipts. This was seconded by Ms. Daisy Mae Delgado of 2GO Express Inc. because they do the same. TWG in the person of Engr. Edles clarified that the documents we contracting is with Single Entity only. The presiding officer emphasized that they will refer to legal authorities and provide bid bulletin on this matter.

- Additional information in Item no. 10.1 **The Procuring entity's Email address: [bac.fo7@dswd.gov.ph](mailto:bac.fo7@dswd.gov.ph)**
- Bids will be valid until **120 calendar days from bid opening.**
- **Bid Security** is any of the following form:
  - Notarized **Bid Securing Declaration** using the prescribed form;
  - Cash, cashier's/manager check, bank draft/guarantee or irrevocable letter of credit amounting to at least **₱62,000.00 for Lot 1; ₱36,000.00 for Lot 2, and ₱98,000.00 for two lots (2% of ABC);** or
  - Surety bond amounting to at least **₱155,000.00 for Lot 1; ₱90,000.00 for Lot 2, and ₱245,000.00 for two lots (5% of ABC).**
- Two (2) copies of each requirements are needed -- one will be considered as original and the other one as copy 1. Copy 1 should be a replica of the original as to appearance and contents. Each requirement should have a label / tab and orderly arranged inside the envelope / folder.

*It has been emphasized that if the bidders have other concerns, it should be through writing addressed to the BAC Chairperson through the BAC Secretariat.*

**Section VI. Schedule of Requirements**

- Name of company / bidder, printed name and signature of bidder or the authorized signatory and date should be indicated at the spaces provided in the form.
- Mr. William Batac of Premier Logictics Inc. asked if how many drops within 30 kilometer radius from destinations and the End-user Mr. Enie Cuyos clarified that point to point only.
- Ms. Daisy Mae Delgado of 2GO Express Inc. also clarified what is the point of reference, and clearly responded by the end – user that the point of reference was after dispatched or loaded.
- TWG Engr. Emmanuel M. Edles encouraged all participating bidders to follow all the forms or template provided and compute thru averaging. He also reminding the bidders to indicate zero (0.00) or dash (-) if the bidder offers for

	<p>“FREE”. Do not leave it blank. Blank is one of the grounds for failure.</p> <ul style="list-style-type: none"> <li>• It has been emphasized by the presiding officer that if the signatory of the document is not the owner of the agency, then there should be an attached Secretary’s Certificate or Special Power of Attorney.</li> <li>• The presiding officer highlighted that during Post Qualification the bidder should prepare and organize the documents based on the sequence of requirements needed. Equipment shall also be checked during the said visit.</li> </ul>
<p><b>Section VII. Technical Specifications</b></p>	<p>The presiding officer emphasized that changes and modifications agreed during today’s pre-bid conference shall be reflected in the Supplemental/Bid Bulletin. The BAC Secretariat shall have the documents on <b>Friday, July 19, 2019</b>. However, the bidders shall also ensure to get a copy from the BAC Secretariat Office since amendments agreed are essential for the bids to be submitted on the Bid Opening.</p> <ul style="list-style-type: none"> <li>• For column, “<b>Statement of Compliance</b>”, bidder/s should mark each parameter with the word “<b>comply</b>”; otherwise, it would mean they are not amendable to the given provision / specification.</li> <li>• In <b>LOT 1 – WING VAN TRUCK</b>  Item no.5 – <b>Change 20 tons to 15 tons</b>  Truck load capacity can load at most 1,700 family food packs (FFP) or equivalent to 13,600 kg or <b>15 tons</b> of any other relief items and free of mechanical or cosmetic defects.   Lowest calculated bid (LCB) is determined thru the computation of Average Bid Price of the Financial Proposal Sheet (Sum of Item 1 to 29 divided by 29)</li> <li>• In <b>LOT 2 – CONTAINER VAN WITH PRIME MOVER AND/OR TRAILER</b>   Lowest calculated bid (LCB) is determined thru the computation of Average Bid Price of the Financial Proposal Sheet (Sum of Item 1 to 19 with two vehicle types divided by 38)</li> </ul>

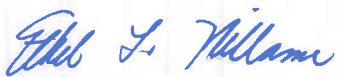
	<ul style="list-style-type: none"> <li>• Contract period is from August to December 2019 only or when the Contract Price is exhausted (whichever comes first).</li> <li>• Name of company / bidder, printed name and signature of bidder or the authorized signatory and date it is signed should be indicated at the spaces provided in the form.</li> </ul>
<b>Others</b>	<p>The list of requirements comprising the bids were enumerated and had been discussed. Eligibility requirements should be valid at the time of opening the bids.</p> <p>Lastly, it was reiterated by the presiding officer that the participating bidders should strictly follow all provided templates or forms.</p>

A Supplemental/Bid Bulletin will be issued for the amendments.

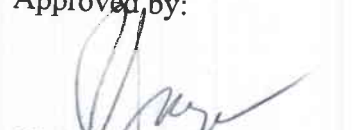
### III. Adjournment

Having no more issues/concerns and matters to be discussed, the Prebid Conference was adjourned at 4:30 PM.

Prepared by:

  
**ETHEL L. NILLAMA**  
 Recorder

Approved by:

  
**CLAVE C. SAYCON**  
 Vice-Chairperson/Presider