



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPhils PH Cooperatives



MINUTES OF MEETING CDA Bids and Awards Committee (BAC) - Head Office May 5, 2022 at 10:11AM to 11:03AM Via Google Meet

TYPE OF MEETING	VIRTUAL PRE-BID CONFERENCE																																															
PROJECT	SUPPLY AND DELIVERY OF BRAND-NEW MOTOR VEHICLES FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) WITH CONTRACT NO. CDA-2022-02																																															
AMOUNT OF BUDGET FOR THE CONTRACT (ABC)	THIRTEEN MILLION NINE HUNDRED THOUSAND PESOS (Php13,900,000.00)																																															
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Office of the Chairman : (02) 8721-5325
(02) 8721-5324
Office of the Executive Director : (02) 8725-6450
Officer of the Day : (02) 8725-3764



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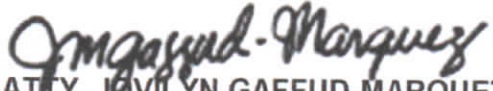
CALL TO ORDER	<p>The Pre-Bid Conference started at 10:11AM and was presided by the BAC Vice Chairperson, Atty. Elizabeth O. Batonan. Thereafter, she introduced the members of the BAC, BAC Secretariat and BAC TWG.</p> <p>Further, she instructed Mr. Jonal A. Delos Reyes to acknowledge the presence of the prospective bidders who are present in the virtual room.</p> <p>Having established the required quorum, Atty. Batonan instructed Mr. Delos Reyes to present the contents of the bidding documents.</p> <p>Atty. Batonan likewise discussed the Agency's compliance to invite representatives from COA, Philippine Chamber of Commerce & Industry (PCCI) and National Confederation of Cooperatives (NATCCO) as Observers to the Pre-Bid Conference. Further, an invitation was also sent to the CDA Board of Directors and the end-user to be among the observers during the conduct of the said activity.</p>								
SECTION I. INVITATION TO BID	<p>The BAC Secretariat presented the procurement timelines for the project, as follows:</p> <table border="1" data-bbox="533 976 1406 1155"> <thead> <tr> <th data-bbox="533 976 951 1032">Procurement Activities</th> <th data-bbox="951 976 1406 1032">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="533 1032 951 1077">Advertisement</td> <td data-bbox="951 1032 1406 1077">April 26, 2022</td> </tr> <tr> <td data-bbox="533 1077 951 1122">Pre-Bid Conference</td> <td data-bbox="951 1077 1406 1122">May 5, 2022</td> </tr> <tr> <td data-bbox="533 1122 951 1155">Submission of Bids</td> <td data-bbox="951 1122 1406 1155">May 24, 2022</td> </tr> </tbody> </table>	Procurement Activities	Date	Advertisement	April 26, 2022	Pre-Bid Conference	May 5, 2022	Submission of Bids	May 24, 2022
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SECTION II. INSTRUCTIONS TO BIDDERS	<p>Presented the contents of the Instructions to Bidders.</p> <p>No discussion.</p>								
SECTION III. BID DATA SHEET	<p>Presented the contents of the Bid Data Sheet.</p>								
SECTION IV. GENERAL CONDITIONS OF CONTRACT	<p>Presented the contents of the General Conditions of Contract.</p> <p>No discussion.</p>								
SECTION V. SPECIAL CONDITIONS OF CONTRACT	<p>Presented the contents of the Special Conditions of Contract.</p> <p>No discussion.</p>								
SECTION VI. SCHEDULE OF REQUIREMENTS	<p>Presented the contents of the Schedule of Requirements.</p> <p>No discussion.</p>								

SECTION VII. TECHNICAL SPECIFICATIONS	Presented the contents of the Technical Specifications.	
	Clarifications on Technical Specifications	
	ITEM/ CONCERNS	CLARIFICATIONS
	From Ms. Kathlene Tabao of Toyota Pasong Tamo 1. Specific color of seat cover 2. Shade of tint 3. Payment of Bid Documents	Mr. Delos Reyes explained that the final color will be discussed after determination of the winning bidder. Further, CDA preference will be a corporate color. Shade of tint will also be determined after award has been served to the winning bidder. Mr. De Los Reyes said that Bidders can send their representative to the CDA Office and coordinate with BAC secretariat thru the General Services Section. Payment of Bid documents shall be paid directly to the CDA Cashier and secure the corresponding Official Receipt.
	From Marc Eraño M. Dizon of Nissan Commonwealth Inc. Deadline of submission of inquiries and clarifications regarding technical specifications Mode of submission of bidding documents	Atty. Batonan explained that any bidder can send their clarificatory letter to the CDA and it should be ten (10) days before the Opening of Bids on May 24, 2022. Mr. Delos Reyes explained that all bidders are required to submit their Bid (technical and financial requirements) electronically, as stated in Page 20 Item 15 of the Bid Data Sheet.
SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS	Presented the contents of the Checklist of Technical and Financial Documents. No discussion.	
SECTION IX. BIDDING FORMS	Presented the contents of the Bidding Forms. No discussion.	
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:03AM.	
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on May 5, 2022 .	


PREPARED BY

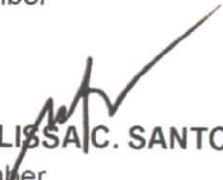

MARYGRACE C. JAQUILMAC
BAC Secretariat
Date: May 5, 2022

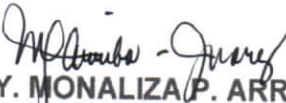
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CORRECT**

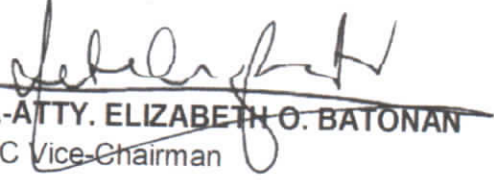

ATTY. JOVILYN GAFFUD-MARQUEZ
Head, BAC Secretariat *Je*

APPROVED


Acting Director MONATAO HONEYA R. ALAWI
BAC Member


Chief MELISSA C. SANTOS
BAC Member


DA-ATTY. MONALIZA P. ARRIBA-JUAREZ
BAC Member


DA-ATTY. ELIZABETH O. BATONAN
BAC Vice-Chairman

Not Present
DIR. GIOVANNI T. PLATERO
BAC Chairperson