



Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Araneta Street, Singang, Bacolod City  
Philippines 6100  
TIN 0000-784-336

## **REGIONAL BIDS AND AWARDS COMMITTEE**

### **Minutes of the Prebid Conference**

Supply and Delivery of 30 Units Sugarcane Grabber/Wheeled Excavator

Date: February 27, 2020; 10:30 a.m.

Location: SRA Board Room, Quezon City

#### **In attendance:**

*From the Regional Bids and Awards Committee*

Atty. Ignacio Santillana, Chairperson

Wilfredo Monares, Vice Chairperson

Rosario Te, Regular Member

Michael Glenn Monte, Alternate Regular Member

Helen Lobaton, End-user

*From the RBAC Secretariat*

Maria Lucia Sanchez

Ceres June Pedrosa

#### *Prospective Bidder*

P.I. Farm Products Inc. – Willy Salazan; Fe Agustin

Fil Holland Corporation – Rey Lapiguera; Bernadette Hopio

Eagle Equipment Co. Inc. – Domeil Tuplano

- I. Call to order:** at 10:30 a.m. by Atty. Ignacio Santillana, RBAC Chairperson and stating the Prebid Conference for the supply and delivery of 30 units Sugarcane Grabber/ Wheeled Excavator under Invitation to Bid No. 2020-05.

- A. Introduction of RBAC officers and members
- B. Acknowledgment of the presence of prospective bidders' representatives

#### **II. Inquiries and Clarifications**

- A. All present were provided with the Checklist of the Eligibility and Technical Documentary Requirements and the Technical Specifications.
- B. RBAC Chairperson Atty. Santillana enumerated the list of Eligibility and Technical Documentary requirements and emphasis were given on the following:
  - Strict compliance with the notarial law requirement for the notarization of documents on the use of government-issued I.D.s and the non-acceptance of the Community Tax Certificate or "cedula"
  - In the Secretary's Certificate where two personnel are authorized as signatories, as linked by "and," both will be strictly required to sign the bid documents. If, however, the two personnel are linked by "or," then only either one of them will be required to sign the bid documents.

- "Fly-by-night" notaries will not be accepted.

C. Clarifications

- It was recommended to remove the mistakenly included phrase "or its predecessor" from the statement ***The bidder shall submit a Sworn Statement from the manufacturer that the brand or its predecessor has been available in the local market for the last Five (5) years.*** under Requirements during Post-qualification of the Bid Data Sheet ITB Clause 1.2
- Prospective bidders were requested to submit in writing the following recommendations by February 28, 2020 to properly address them and for the issuance of the Supplemental/Bid Bulletin.
  - a. P.I. Farm Products, Inc.'s request to hold the training for all recipients in just one venue and to put in range some of the specifications
  - b. Filholland Corporation's request to consider construction machinery/equipment as similar contracts and the warranty be reduced to one-year, international manufacturer's standard, or 1200 hours whichever comes first
- Delivery sites – for difficult to reach areas, supplier is requested to coordinate with SRA representatives.
- It was recommended to move the acceptance of bid documents and bid opening at 10:00 and 10:30 a.m., respectively, on March 11, 2020.

Conference adjourned at 11:30 a.m. with a closing announcement that a supplemental/bid bulletin on the amendments will be posted at the PhilGEPs/SRA websites.

Prepared by:



**MARIA LUCIA C. SANCHEZ**  
RBAC Secretariat

Noted:



**ATTY. IGNACIO S. SANTILLANA**  
RBAC Chairperson