



Republic of the Philippines  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
Department of Finance, Regional Office No. VIII  
3/F Doors A305-A309, F. Mendoza Commercial Complex  
141 Sto. Niño Street, Tacloban City  
Fax. No. 053-321-2018, Tel. Nos. 053-325-5029/053-523-6474  
Email Address: [r8@blgf.gov.ph](mailto:r8@blgf.gov.ph)

**MINUTES OF THE MEETING IN THE CONDUCT OF  
OPENING OF BIDS**

Venue: **Room A306-Treasury Division  
BLGF-DOF, Region VIII  
Tacloban City**

Date : **January 14, 2020**

Time : **2:00PM**

---

**I – ATTENDANCE –**

Present:

**BIDS AND AWARDS (BAC) COMMITTEE**

1. Ms. Marilou Q. Cañete, Chairperson
2. Mr. Neil A. Lamban, Vice Chairperson
3. Ms. Lina Teresita M. Go, Member
4. Ms. Corazon E. Aguirre, Member
5. Ms. Charlott R. Lipardo, Member

**BAC SECRETARIAT**

1. Ms. Pamela Maria B. Tan
2. Mr. Angelo M. Calda

**OBSERVERS**

1. Mr. Wilenton C. Liao represented by his Secretary, Ms. Mary Joy Lazarte
2. Ms. Ramona R. Aujero, COA-DBM representative
3. Mr. Oliver Cam, Vice-President External Affairs PCCI (CSO rep.) thru a letter dated December 19, 2019 was also invited but not able to attend nor send a representative.

## **BIDDER**

1. Mr. Oliver Galado, Marketing Personnel representing the **TOYOTA TACLOBAN LEYTE, Inc.**

### **II – AGENDA –**

**Opening of Bids** for the REBIDDING on the Procurement of One (1) unit Brand New Asian Utility Vehicle (AUV) with Engine displacement not exceeding 2800cc, Diesel type, with an Approve Budget Contract (ABC) of One Million Three Hundred (P1,300,000.00).

### **III – CALL TO ORDER –**

Ms. Cañete, BAC Chairperson called the meeting to order at 2:30PM with an extension of thirty (30) minutes due to some urgent and vital matters in the office.

Ms. Go, BAC Member, lead the prayer before the activity started, to ask for guidance to our Creator.

### **IV – HIGHLIGHTS OF THE MEETING –**

1. Reading of the previous Minutes of Meeting on January 2, 2020 by the BAC Secretariat giving emphasis on the Bid Security for the winning bidder.
2. Roll Call of attendance made by the BAC Chairperson, acknowledges and introduces the attendance of two (2) Observers from the COA and NGO and the lone bidder from the TOYOTA TACLOBAN LEYTE, INC. representative.
3. The BAC Chair presided the Bid Opening proper thru a power point presentation emphasizing therein on the guidelines in RA 9184.
4. The BAC Chair and its Members proceeded with the opening of the Eligibility/Technical Envelope from the lone bidder. The envelope is properly marked, signed and sealed.
5. The BAC evaluated its eligibility and technical documents and noted that the lone bidder TOYOTA TACLOBAN LEYTE, INC., their comments and details, viz:

PARTICULARS	REMARKS
<b>As to Eligibility documentary Requirements (FIRST ENVELOPE)</b>	
1. The Application form for Eligibility and Checklist for goods and Services must be properly complied with and be chronologically arranged.	Passed
2. PHILGEPS Registration Certificate and Membership in accordance with the Section 8.5.2 of the IRR of RA 9184. With business Permit.	Passed
3. DTI business Name Registration for sole Proprietorship, SEC Registration for corporation/Partnership, CDA Registration for Cooperatives, whichever may be appropriate under existing laws of the Philippines	Passed
4. The corporation, Cooperative or Partnership's Articles of Incorporation, its Constitution and by-laws, whichever is applicable to the bidder including its amendments thereto, if any, the General Information Sheet for 2018 shall also be submitted in case bidder is a corporation. In case the following document is not applicable, A SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY should be submitted.	Passed
5. Duly signed and notarized Valid Joint Venture Agreement, in case bidder does not have a Joint Agreement, he must submit a duly SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY.	Passed
6. Duly signed and notarized statement of complete similar government and private contracts for the last three (3) years or more with copies of contracts. The list shall state the following for each contract: A. Name of clients with contact numbers and addresses; B. Date of Award of Contract; C. Total contract cost; and	Passed
7. Duly signed and notarized statement of ongoing similar government and private contracts for the last three (3) years or more with copies of contracts. The list shall state the following for each contract: A. Name of clients with contact numbers and addresses; B. Date of Award of Contract; C. Total contract cost; and	Passed
8. Duly signed and notarized statement of completed single largest contract that is similar to the contract to be bid and whose values must be a least fifty (50%) of the ABC.	Passed
9. End user's Certificate of commendation (for bidders who have contract with OPSC or Certificate of commendation from clients.	Passed
10. Income Tax Return (ITR) for 2018, (CTC by the BIR) and Audited financial Statement (AFS) for 2018 stamped "Received" by the BIR and/or its duly authorized Agency or Banking Institutions. Only tax returns and taxes through the BIR Electronic filing and Payment System (EFPS) shall be accepted.	Passed
11. Net Financial contracting Capacity (NFCC) computations at least equal to the ABC or Committed Line of Credit must be at least equal to	Passed


TEN percent (10%) of the ABC issued by a Commercial or Universal Bank. Provided in case the same is issued by a foreign Universal/commercial Bank, it shall be authenticated by a local Universal/Commercial Bank	
<b>As to Technical Documentary Requirements:</b>	
12. Required Bid Security form  Bid Securing Declaration and any/either of the following: a. Cash, Check, Cashier's Check, Manager's Check (2% of the ABC) b. Bank Draft Guarantee or Irrevocable Letter of Credit (2% of ABC) c. Surety bond (5% of the ABC), valid 120 days from Opening of Bids, stating therein the Company, its telephone number, Official Receipt number, validity period, callable on demand, and the bid security amount.	Passed
13. Conformity with the technical specifications, as enumerated and specified in Sections VI and VII of the bidding Documents; and	Passed
14. Tax payer's Identification Number/Certificate of Registration	Passed
15. Tax Clearance Certificate per Executive Order No. 398 series of 2005 as finally reviewed and approved by the Bureau of Internal Revenue (BIR) issued for bidding Purposes valid as of the date of opening of the bids.	Passed
16. Organizational Chart	Passed
17. Duly signed and Notarized Statement of availability of key personnel that may be used for the Contract, supported with a detailed list of their designation.	Passed
18. Duly signed and notarized statement of availability of equipment, owned, under lease; or purchase agreement that may be used for the contract supported with a list of said equipment together with proof of ownership or contract of lease.	Passed
19. Omnibus Sworn Statement stating the following: (refer to format in BDS, must be notarized) that the bidder is not blacklisted or barred from bidding by the national government, or any of its agencies, offices, corporations and LGU's, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;  a. that the bidder is not "blacklisted": or barred from bidding by the National government or any of its agencies, offices, corporation and LGUs, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB.  b. That each of the documents were submitted in satisfaction of the	Passed

bidding requirements with an authentic copy of the original complete documents, and that all statement and information provided therein are true and correct.


- c. That it is authorizing the HOPE or the BAC to verify all submitted documents.
- d. that the signatory is the duly authorized representative of the prospective bidder which was granted full authority to do, execute and perform any and call acts necessary and/or to represent the prospective bidder in the bidding; with the duly notarized Secretary's Certificate attesting to such fact if the prospective bidder is a corporation, partnership or Joint Venture.. so, bidder must name the person authorizing to represent during the bidding. In case the corporation authorizes somebody to represent for and in its behalf. The Commission also requires that there shall be a Secretary Certificate attesting to that fact that the said person is authorize to do so, for and in behalf of the Corporation. If the bidder is a corporation, bidder is required to submit a Secretary Certificate, or if others, a Special Power of Attorney for the owner, BAC Members will require such as during the bidding to verify if the representative is authorized.
- e. that it complies with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA 3019, (Anti Graft Law) that the bidder is not related to the HOPE, BAC members, TWG, the BAC Secretariat, the Head of the PMO or the end user unit and the project consultant's by consanguinity or affinity up to the third civil degree.
- f. that it complies with the responsibilities of a prospective or eligible bidder provided in the PBD's.
- h. that the bidder has no contract terminated by reason of default.
- i. that it did not give or pay, directly or indirectly any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, or personnel or representative of the government in relation to any procurement project or activity.

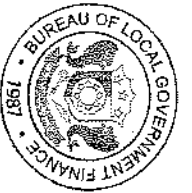
There being no other topic to be discussed, the meeting was adjourned at about 3:45PM.

Prepared by:

  
PAMELA MARIA B. TAN  
BAC Secretariat

Noted by:

  
MARILOU Q. CAÑETE  
BAC Chairperson



Republic of the Philippines  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
 Department of Finance, Regional Office No. VIII  
 3/F Doors A305-A309, F. Mendoza Commercial Complex  
 141 Sto. Niño Street, Tacloban City  
 Fax. No. 053-321-2018, Tel. Nos. 053-325-5029/053-523-6474  
 Email Address: [rlg@blgf.gov.ph](mailto:rlg@blgf.gov.ph)

**BID OPENING**  
**PROCUREMENT OF ONE (1) UNIT BRAND NEW ASIAN UTILITY VEHICLE (AUV), ENGINE DISPLACEMENT NOT EXCEEDING 2800 CC DIESEL TYPE**

**ATTENDANCE SHEET**

January 14, 2020 *present*  
 2:00 PM

NO.	NAME	POSITION/DESIGNATION	NAME OF OFFICE/COMPANY	ADDRESSES	TIME IN	TIME OUT	SIGNATURE
1.	OLIVER GALARD	MARKETING PRES.	TODA TACLOBAN	TACLOBAN CITY	1:48 PM		<i>[Signature]</i>
2.	STABLOTT R. VIBARDO	CEO	BLGF, DOF, RO8	TACLOBAN CITY	1:47 PM		<i>[Signature]</i>
3.	Jim Buel's M. Go	FA IV	BLGF, DOF, RO8	TACLOBAN CITY	1:49 PM		<i>[Signature]</i>
4.	COLOSON E. AQUILAN	AOV	BLGF, DOF, RO8	TACLOBAN CITY	1:50 PM		<i>[Signature]</i>
5.	MAYSON Q. CRIVETE	LT00 - IN	BLGF, DOF, RO8	TACLOBAN CITY	2:00		<i>[Signature]</i>
6.	LAMPAN, NEIL A.	LT00 IV	BLGF - DOF, RO8	TACLOBAN CITY	2:02		<i>[Signature]</i>
7.	CALDA, ANGELO M	LT00 III - DESEE MANAGER		TACLOBAN CITY	2:03		<i>[Signature]</i>
8.	LAZARTE, MARY JOY	SECRETARY	WGL Design & Mgmt	TACLOBAN CITY	2:05		<i>[Signature]</i>
9.	RAMONA R. AVENDA	CA II	COA	TACLOBAN CITY	1:45		<i>[Signature]</i>
10.	MARICELA MARIANO M. TAN	FA III	BLGF - DOF, RO8	TACLOBAN CITY	1:58		<i>[Signature]</i>
11.							
12.							