



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
**PANGASIWAAN SA PATALAAN NG LUPAIN**  
**(LAND REGISTRATION AUTHORITY)**  
East Avenue cor. NIA Road, Diliman, Quezon City

**LRA-Bids and Awards Committee**  
**For Non-Infrastructure (BAC for Non-Infra)**  
**Minutes of the Meeting**  
**28 November 2024 - 10:00 - 4:00 P.M.**  
**5<sup>th</sup> Floor LRA Multipurpose Hall and via Zoom**

**ATTENDEES:**

**BAC MEMBERS**

Chairperson : Ms. Mary Jane G. Ysmael  
Vice-Chairperson : Mr. Angelo Chris Luis M. Dellosa  
Members : Ms. Christina V. Pagtulingan (*online*)  
Ms. Meilina F. Pangdan  
Atty. Jayferson F. Medrano  
Ms. Leila C. Astronomia

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**TECHNICAL WORKING GROUP**

Head : Mr. Nestor I. Misalucha  
Assistant Head : Atty. John Paul H. Hidalgo  
Members : Mr. Sherwin N. Sanchez  
Mr. Marion Jay C. Estacio (*OB*)  
Ms. Grace Ann A. Lico (*OB*)

**SECRETARIAT**

Head : Atty. May B. Bongalon  
Assistant Head : Atty. Mark A. Geronimo  
Members : Ms. Maria Rudylyn A. Cebrero  
Ms. Nonette Khalil Amparo  
Ms. Eunalize E. Zapanta  
Ms. Bernadette D. Uraga  
Ms. Princess Mae A. Camiloza  
Ms. Marien M. Zafe  
Ms. Jamie Lou E. Magboo - Technical Assistant I

End – User : Engr. Crispin O. De Luna

AGENDA : **Pre-Bid Conference for the Supply and Installation of  
New Generator Set for LRA Central Office**

**Prospective Bidder/s:**

1. Trade Venture International Corporation;
2. Fil Generator and Services Company; and
3. Superserve Corp.

**Observer/s Present:**

No observer has attended the pre-bid conference despite LRA-BAC for Non-Infrastructure's invitation, dated 20 November 2024.



**CALL TO ORDER:**

Ms. Mary Jane G. Ysmael (Chp. Ysmael), Chairperson for LRA-BAC Non-Infrastructure, presided the Pre-Bid Conference for the **Supply and Installation of New Generator Set for LRA Central Office** and upon confirmation of a quorum, formally called it to order at 10:15 A.M.

**DISCUSSION OF THE AGENDA:**

The Chairperson then acknowledged the presence of the prospective bidders namely (1) **Trade Venture International Corporation**; (2) **Fil Generator and Services Company**; and (3) **Superserve Corp.**

Under the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, all prospective bidders are allowed to participate in the Pre-Bidding Conference. For this project, the Approved Budget for the Contract (ABC) is **Three Million Nine Hundred Thousand Pesos Only (Php 3,900,000.00), VAT inclusive.**

Mr. Nestor I. Misalucha, Head of the Technical Working Group (TWG), presented and discussed the pertinent provisions of the bidding documents for this procurement project.

After all important matters have been discussed, Mr. Dellosa opened the floor to address issues/concerns of the lone prospective bidder and for the body's clarification/resolution thereto.

**ISSUES AND CONCERNS:**

*(Note: All questions and clarifications raised during the pre-bid conference shall be in writing and must be submitted to the LRA-BAC three days after the conclusion of the Pre-Bid Conference.)*

***For your information and guidance:***

***As to the deadline of submission of bids:*** The deadline for submission of Bids is on **10 December 2024 at exactly 9:00 A.M. and the opening of bids shall be at 10:00 A.M. of the same day. Please use the LRA website clock as your reference for synchronicity of time.**

***As to the delivery period:*** The delivery period is within sixty (60) working days or two (2) months, upon receipt of an Approved Notice to Proceed.

***As to the use of tabbings/markings:*** Please put tabbings on your bidding documents so we can easily identify and locate the documents that we need to verify.

Subsequent to the presentation of the Bid Documents by the BAC Secretariat, several questions were lodged before the Committee by the prospective bidders. The latter raised the following concerns:

Provision	Questions/Queries/Clarifications	BAC's Response
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<p><i>Section II</i> <i>Instruction to</i> <i>Bidders</i></p>	<p>For the delivery period, may we request for an extension of 90 days? Our generator set will be coming from another country.</p>	<p>We may decline your request since the delivery period stated on our bidding documents is already enough when delivering a generator set.</p> <p>However, if your reason would suffice then we may grant it. You need to provide a letter of explanation why we should grant your request.</p>
	<p>How many copies of the bid proposal should we submit?</p>	<p>Just one.</p>
	<p>For the load bank testing, how many percent should we present? Is it 25%, 50%?</p>	<p>For the load bank testing, this will be discussed by the lead end-user when you inspect the working site.</p> <p>Load Bank Testing is not required on site, thus it will be conducted at the warehouse of the winning bidder.</p>
		<p>Manufacturer's Certificate is required for this project.</p>

*(Note: The answers provided herein are still subject for deliberation by the Committee and will be reflected in the Bid Bulletin to be issued after seven days from the conclusion of the Pre-Bid Conference. Other amendments, if any, to the provisions of the bidding documents will also be included in the said Bid Bulletin.*


**ADJOURNMENT:**

There being no other matters to be discussed, the pre-bid conference adjourned at 11:00 A.M.

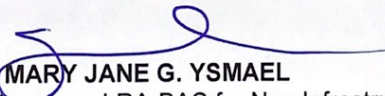
Prepared by:

  
**NONETTE KHALIL M. AMPARO, RN**  
Secretariat, BAC for Non-Infrastructure

Reviewed by:

  
**ATTY. MAY B. BONGALON**  
Head, BAC Secretariat for Non-Infrastructure

Approved by:

  
**MS. MARY JANE G. YSMAEL**  
Chairperson, LRA-BAC for Non Infrastructure