

REPUBLIC OF THE PHILIPPINES
SOCIAL SECURITY SYSTEM
East Avenue, Diliman
Quezon City

BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

TWO (2) YEAR CONTRACT OF FUELS FOR THE BRANCH SERVICE VEHICLES (BSVs)
FOR NCR OPERATIONS GROUP THROUGH FLEET CARD PROGRAM

JANUARY 9, 2020 (THURSDAY)-2:30 P.M., BIDDING ROOM 2ND FLOOR SSS MAIN
BUILDING

Present: ERNESTO D. FRANCISCO, JR.
BOOBIE ANGELA A. OCAY
JOSELITO A. VIVIT
NEIL F. HERNAEZ
EDWIN B. MALIWAT

BAC Secretariat: ROSALYN AZUL-CONDAT
IRENE A. NEIZ
JULINA ROSE DL. DE OCAMPO

TWG Representatives: MA. RITA S. AGUJA
ROWENA A. FESALBON
STELLA INACAY
CATHERINE T. GOMEZ
WENDELINO V. COMBOY, JR.
JAY LABADIA

Participating Bidder: SHELL CORPORATION - Nathaniel de Jesus

1. The Pre-Bid Conference was called to order at 3:00 P.M.
 2. The published Approved Budget for the Contract is P7,263,145.00.
 3. The following observers were invited through BAC notice dated 3 January 2020:
 - 3.1 Commission on Audit
 - 3.2 Anti-Corruption Training Center
 - 3.3 Anti-Trapo Movement of the Philippines, Inc.
 - 3.4 Makati Business Club
 - 3.5 Philippine Chamber of Commerce and Industry (PCCI)
- However, none of them attended the activity.
4. Nobody paid/secured the Bidding Documents at the time of the Pre-Bid Conference.
 5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.
 6. The following issues/clarifications were raised during the Pre-Bid Conference:

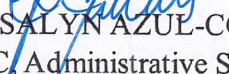
	Query/Clarifications	TWG/BAC Reply
6.1	Clarification on inclusion of VAT in the cost proposal.	To be clarified through Bid Bulletin.

7. The BAC Secretariat announced the Composition of Envelopes No.1 (Eligibility and Technical Documents) and No.2 (Financial Proposal), and additional documents.
8. The BAC I informed the bidders that the bid proposals will be subjected to Bid Evaluation. The bidder with the Lowest Calculated Bid (LCB) shall be required to submit the following additional documents within a non-extendible period of five (5) calendar days from receipt of BAC Notice:
- 2018 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
 - Quarterly VAT for the period April to September 2019;
 - SEC/DTI Registration;
 - 2020 Mayor's Permit;
 - Valid Tax Clearance;
 - 2018 Audited Financial Statements filed through EFPS.
9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:
- Signed by the Notary Public (attorney) himself/herself;
 - The Notary Public has an updated Authority to notarize, issued by the Regional Trial Court.
10. The BAC Secretariat also presented the schedule of the following activities:
- | | |
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| 10.1 Deadline of Written Queries | : Friday, 10 January 2020 |
| 10.2 Issuance of Bid Bulletin | : Wednesday, 15 January 2020 |
| 10.3 Submission and Opening of
Technical and Financial Proposal | : Thursday, 23 January 2020
at 2:00 P.M. at the Bidding Room
(formerly CDPRD Computer
Room), 2nd Floor, SSS Main
Building, East Avenue, Diliman,
Quezon City. Late submission shall
not be accepted. |

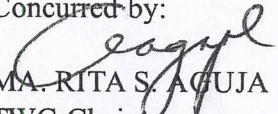
Prepared by:


JULINA ROSE DL. DE OCAMPO
Staff, BAC Secretariat

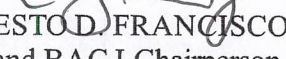
Certified Correct:


ROSALYN AZUL-CONDAT
OIC, Administrative Support Section
BAC Secretariat

Concurred by:


MA. RITA S. ACUJA
TWG Chairperson

Approved by:


ERNESTO D. FRANCISCO, JR.
SVP and BAC I Chairperson