

BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

FLEET CARD PROGRAM OF LUZON OPERATIONS GROUP FOR THE PROCUREMENT
OF FUEL REQUIREMENTS OF SERVICE VEHICLES FOR TWO (2) YEARS

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

Present:

BAC I Members: 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: GLORIA CORAZON M. ANDRADA
VIC BYRON T. FERNANDEZ

Participating Bidder: PILIPINAS SHELL PETROLEUM
CORPORATION - Nathaniel de Jesus

1. The Pre-Bid Conference was called to order at 2:44 P.M.
2. The published Approved Budget for the Contract is P19,250,799.00.
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 (BD) 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	Is the quantity or Unit Cost the averaged of the 1 year consumption?	<p>The quantity and unit cost are fixed numbers given for bidding purposes. Bidders will just fill up the Discount column, highlighted in yellow in the Bid Breakdown. Excel file shall be provided where the total amounts are automatically computed after encoding the peso discount per liter for diesel and gasoline. Payment shall be based on the actual liter consumption and the actual cost of fuel per liter at the time of purchase less peso discount.</p> <p>The notes in the Bid Breakdown were emphasized during the presentation.</p>

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:

- a) 2018 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
- b) Quarterly VAT for the period April to September 2019;
- c) SEC/DTI Registration;
- d) 2020 Mayor's Permit;
- e) Valid Tax Clearance;
- f) 2018 Audited Financial Statements filed through EFPS.

9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:

- a) Signed by the Notary Public (attorney) himself/herself;
- b) 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:

Deadline of Written Queries	: Friday, 10 January 2020
Issuance of Bid Bulletin	: Wednesday, 15 January 2020
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:



GLORIA CORAZON M. ANDRADA
TWG Chairperson

Approved by:



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