



BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

TWO (2) YEAR CONTRACT OF FUELS FOR THE SERVICE VEHICLES OF SSS MAIN OFFICE THROUGH FLEET CARD PROGRAM (RE-ADVERTISEMENT)

FEBRUARY 18, 2021 (THURSDAY)-2:30 P.M., MICROSOFT TEAMS

Present

BAC I Members:	RIZALDY T. CAPULONG MARIO R. SIBUCAO CRISTINA A. BACALLA NEIL F. HERNAEZ NICHOLAS C. BALBUENA JOY A. VILLACORTA
BAC Secretariat:	ROSALYN AZUL-CONDAT MARIVIC P. VILLARUBIA LARRY R. VILAR JULINA ROSE DL. DE OCAMPO
COA Representative:	ARTURO A. NEVADO, JR.
TWG Representative:	ALBERTO A. DIAZ
Participating Bidders:	PILIPINAS SHELL CORPORATION -Migo Aguado NORTHERN STAR CORP. -Kelmirah Vilecencio Gemma Singzon

1. The Pre-Bid Conference was called to order at 3:05 P.M.
2. The published Approved Budget for the Contract is ₱6,570,679.51.
3. The following observers were invited through BAC notice dated 08 February 2021:
 - 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

However, only the representative from COA attended the activity.

4. Pilipinas Shell Corporation paid/secured the Bidding Documents during the previous advertisement.
5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.

6. The following were issues/clarifications were raised during the Pre-Bid Conference:

	Query/Clarifications	TWG/BAC Reply
6.1	Can a prospective bidder use its distributor agreement to participate in the bidding?	To be clarified through Bid Bulletin.
6.2	Is the submission manual?	Yes.
6.3	Is the payment VAT exclusive?	To be clarified through Bid Bulletin.

7. The BAC Secretariat announced the Composition of Envelopes No.1 (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) 2019 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 2020 or latest available Quarterly VAT;
- c) SEC/DTI Registration;
- d) 2021 Mayor's Permit or 2020 Mayor's Permit and Proof of Application for Renewal;
- e) Valid Tax Clearance;
- f) 2019 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:

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| 10.1 Deadline of Written Queries | : Monday, 22 February 2021 |
| 10.2 Issuance of Bid Bulletin | : Monday, 01 March 2021 |
| 10.3 Submission and Opening of
Technical and Financial Proposal | : Thursday, 11 March 2021
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:



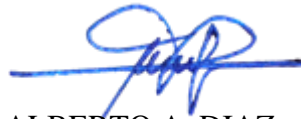
JULINA ROSE DL. DE OCAMPO
Staff, BAC Secretariat
Date Signed: 2/26/2021

Certified Correct:



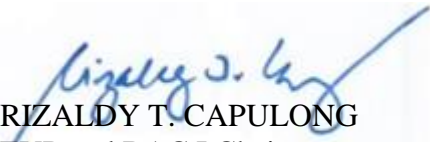
ROSALYN AZUL-CONDAT
Concurrent Acting CEO IV
Administrative Support Section
BAC Secretariat
Date Signed: 2/26/2021

Concurred by:



ALBERTO A. DIAZ
TWG Chairperson
Date Signed: 2/26/2021

Approved by:



RIZALDY T. CAPULONG
EVP and BAC I Chairperson
Date Signed: 2/26/2021