

Minutes of the Meeting: Pre-Bid Conference
ITB 2021-DSWD-CAR-01: Fuel Supply for all DSWD-CAR FO RPVs and GenSet
November 12, 2020

Attendance:

ENRIQUE H. GASCON JR., *Chairperson, BAC*
RINA CLAIRE L. REYES, *Vice-Chairperson, BAC*
MARY MELODEE ANIPEW, *Technical Expert*
AILEEN M. BALLESTROS, *End-user (joined through VTC)*
VICTOR U. BOMOWEY, *Head-Procurement Section*
Leonila G. Lapada, *BAC Secretariat*
Diane Florendo, *BAC Secretariat*

Observer: Jessie Rios, MAA II (DSWD Internal Auditor)
Prospective Bidder: None

Highlights of the Meeting:

The meeting was called to order for the Pre-Bid Conference of the project, **Fuel Supply for all DSWD-CAR FO RPVs and GenSet** under **ITB 2021-DSWD-CAR-01** with an Approved Budget for the Contract amounting to **One Million Four Hundred Fifty Five Thousand One Hundred Five Pesos Pesos and 60/100 (P1,455,105.60)**.

The conference was conducted at DSWD Training Center and through Google Meet where Ms. Aileen Ballesteros, end-user attended online. The DSWD Internal Auditor attended the conference as an observer. Other observers from COA, Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry (PCCI), Jaime Ongpin Foundation, Inc. that were invited through email and via Google Meet were not able to attend or join online.

The meeting started at 9:25 AM and presided by Mr. Enrique H. Gascon Jr., Chairperson of the Bids and Awards Committee. Upon checking the participants online, it was reported that no prospective bidder joined likewise from the invited observers. The BAC proceeded with the conference to review the bidding documents that were posted.

The BAC then reviewed the Philippine Bidding Documents, technical specifications and presented the revised standard forms, checklist of requirements and proper sealing and markings of proposal with the following discussions and agreements:

Subject Matter	Discussions	Agreements Reached/ Recommendations
Invitation to Bid	<p>The group reviewed the Invitation to Bid and discussed the following:</p> <ul style="list-style-type: none"> • It was mentioned that the project is being procured through Framework Agreement • Availability of Bidding Documents – November 4 to November 24, 2020 • Deadline of Bid Submission – November 24, 2020 at 9:00AM • Bid Opening: November 24, 2020 at 9:30 AM • Venue of Bid Opening: DSWD Training Center • SLCC – completed within two (2) years from the date of submission of bids • Project duration – January to December 2021 • Bidding Document Fee – Php 5,000.00 	
Instruction to Bidders	<p>The secretariat presented the Instruction to bidders to the group and reviewed its provisions. It was realized that a Framework Agreement requires fixed price throughout the duration of the contract. Such is contrary to the technical specifications of the project that payment is based on daily retail pump price. Considering the nature of the project, fixed price is not possible for fuel.</p> <p>The BAC agreed to change the mode from Framework Agreement to regular bidding procedures.</p>	<p>For Bid Bulletin:</p> <p>To change the mode from Framework Agreement to a regular bidding procedures</p>

Schedule of Requirements	<p>The BAC reviewed the Schedule of Requirements with the following observations:</p> <ul style="list-style-type: none"> • To correct the cost per item • The BAC discussed that for purposes of bid evaluation, it was agreed to require bidders to indicate the bid price per item and it should not exceed the ABC • The statement Contract shall end on December 31, 2021 or upon consumption of the contract price or number of liters is more appropriate as technical requirements 	<p>For Bid Bulletin:</p> <ul style="list-style-type: none"> • To correct the cost per item • To indicate under terms and conditions that bidders should indicate the bid price per item and should not exceed the ABC per item • Duration of the contract be indicated under Terms and conditions
Technical Specifications	<p>The group reviewed the Terms and Conditions of the project with the following discussion:</p> <ul style="list-style-type: none"> • To check the form "Authority to Withdraw Vehicle Supplies" if consistent to the actual form being used. 	
Standard Forms	<p>The secretariat presented the revised bid form and Omnibus Sworn Statement.</p> <p>Other forms were also presented and discussed the following:</p> <ul style="list-style-type: none"> • SLCC – it was suggested to indicate the legal basis for requiring equivalent document for Official Receipt issued by BIR. • Statement of Ongoing Contracts Awarded – Notice of Award and/or Contract or Purchase Order and Notice to Proceed (for government transaction) are enough to support the said document. Thus, to revise the indicated supporting documents through Supplemental/Bid Bulletin. 	<p>For Bid Bulletin:</p> <ul style="list-style-type: none"> • SLCC – to include the legal basis for allowing equivalent document in lieu of Official Receipt • Statement of Ongoing Contracts Awarded – Notice of Award and/or Contract or Purchase Order and Notice to Proceed (for government transaction) are enough to support the said document

Having no more issues to discuss, the meeting ended at 10:30 AM.


Recorded by:


LEONILA G. LAPADA
 BAC Secretariat

Reviewed by:


VICTOR U. BOMOWEY
 Head – Procurement Section

Noted by:


ENRIQUE H. GASCON JR.
 Chairperson, BAC