

Minutes of Pre-Bid Conference

**PROCUREMENT OF FUEL FOR DSWD VEHICLES USING FLEET CARD
DISTRIBUTOR/CREDIT FACILITY**

(ITB No. GOP/18-DSWD-006-A)

**25 June 2018 (1:30 p.m.) / Katapatan Conference Room (Boardroom),
4th Floor, Magiliw Building, DSWD Central Office**

IN ATTENDANCE :

BIDS AND AWARDS COMMITTEE (BAC-I) :

- | | |
|----------------------------------|----------------------|
| 1. Usec. Florita R. Villar | - Chairperson |
| 2. Dir. Carlo Florendo C. Castro | - Vice-Chairperson |
| 3. Dir. Natividad V. Canlas | - Provisional Member |

BAC-I SECRETARIAT :

- | | |
|-------------------------------|--------------------------------------|
| 1. Ms. Oliva C. Arcaina | - Supervising Administrative Officer |
| 2. Mr. William V. Garcia Jr. | - Administrative Officer V |
| 3. Mr. Ramon M. Villareal Jr. | - Administrative Officer V |
| 4. Mr. Arjay C. Dimafelix | - Administrative Officer IV |
| 5. Mr. Ramises B. Esteban | - Administrative Officer III |

PROSPECTIVE SUPPLIERS/BIDDERS:

- | | |
|--------------------------|-------------------|
| 1. Mr. Jayar Santos | - Oil Empire Inc. |
| 2. Mr. Renante Urquico | - Oil Empire Inc. |
| 3. Mr. Maverick Danganan | - Petron Inc. |

OTHERS IN ATTENDANCE:

- | | |
|--|---|
| 1. Dir. Mary Angelene DP. Arabit-Tolentino | - Procurement Management Service (PMS) |
| 2. Dir. Nicomedes P. Suller | - Administrative Service (AS) |
| 3. Mr. Vincent Eltagon | - General Services Division (GSD) |
| 4. Mr. Gladys Antonio | - GSD |
| 5. Ms. Maricris E. Jacinto | - PMS - Procurement Planning and
Management Division, (PMS-PPMD) |
| 6. Mr. Joshua Kevin J. Jovellanos | - PMS - Contract Monitoring Division,
(PMS-CMD) |

HIGHLIGHTS OF THE PRE-BID CONFERENCE:

I. CALL TO ORDER

The Pre-Bid Conference for the "Procurement of Fuel for DSWD Vehicles using Fleet Card Distributor/Credit Facility", was called to order at 1:30 p.m. by the BAC-I Chairperson, Usec. Florita R. Villar. She then introduced the members of the BAC-I, the BAC-I Secretariat, and the representatives from the Administrative Service (AS) and Procurement Management Service (PMS). (Note: The invited observers were unable to attend.)

A copy of the Agenda is attached hereto, marked as **Annex "A,"** and made an integral part hereof.

II. OPEN FORUM

ISSUES	AGREEMENT	REMARKS
Preparation of Bidding Documents	<ul style="list-style-type: none"> Have you secured a copy of the bidding documents? <i>Dir. Castro</i> We were able to download a copy of the bidding documents at the Philippine Government Electronic Procurement System (PhilGEPS) website. <i>Bidders</i> Have all of you participated in public bidding? <i>Dir. Castro</i> Yes, we have participated in public bidding in other agencies. <i>Bidders</i> Are you familiar with the preparation of your bids or do you have any question regarding the preparation of bidding documents? <i>Dir. Castro</i> We are all familiar with the preparation of bids and we have no question regarding the preparation of bids. <i>Bidders</i> Can we now proceed to discuss the technical specifications and schedule of requirements of our bidding requirements ? <i>Dir. Castro</i> Yes, we can proceed to discuss the technical specifications and schedule of requirements. <i>Bidders</i> 	<ul style="list-style-type: none"> The BAC-I resolved to skip the orientation on the preparation of bid proposal.
Section VII. Technical Specifications of the Bidding Documents	<ul style="list-style-type: none"> We are procuring fuel through a fleet card for DSWD vehicles. The estimated fuel consumption is indicated in Section VI. Schedule of Requirements of the bidding documents as your reference, but the awarded service provider will be paid based on actual consumption of fuel. Billing shall be submitted at the end of every month for processing of payment, and the contract duration for this bidding requirement is until the end of this year (December 31, 2018) because of the Cash Based Budgeting Guidelines of the Department of Budget and Management (DBM). Service providers to indicate in the bid proposal, the gasoline station/branch within seven (7) kilometers radius from DSWD Central Office. Price proposal submitted before 	<ul style="list-style-type: none"> Remarks were duly noted.



PRE-BID CONFERENCE

PROCUREMENT OF FUEL FOR DSWD VEHICLES USING FLEET CARD DISTRIBUTOR/ CREDIT FACILITY

(ITB No. GOP/18-DSWD-006-A)

-PR No.2018061833

Date: 25 June 2018 • **Time:** 1:30 p.m. • **Venue:** DSWD Board Room

A G E N D A

I. Call to Order

1. Introduce the members of the BAC, the BAC Secretariat, and other DSWD Personnel present.
2. Acknowledge the presence of all interested bidders who are in attendance.
3. Inform the bidders that questions will be entertained after the reading of the Rules Specified in the Bidding Documents.

II. Procurement Guidelines

1. The procurement procedure for the **"Procurement of Fuel for DSWD Vehicles Using Fleet Card Distributor/ Credit Facility"** is Competitive Bidding pursuant to the provisions of Republic Act No. 9184 (RA 9184) and its revised Implementing Rules and Regulations (IRR), otherwise known as the "Government Procurement Reform Act" (GPRA).
2. All bids will be opened, read aloud, and recorded at the time of the bid opening. **Late bids will be marked "Late" and will be returned unopened to the bidder.** No award shall be made during the bid opening. During the bid opening, the Bids and Awards Committee (BAC) will conduct a preliminary examination of the bid proposals submitted to determine its completeness, check if the required bid security has been posted, and that the documents have been properly signed and are generally in order.

3. Deviations

Bidders are not allowed to deviate from any of the eligibility, technical and financial specifications specified in the bidding documents. Bids exhibiting non-compliance with the specifications shall be disqualified.

4. Evaluation and Comparison of Bids

The Procuring Entity will evaluate and compare bids, which have been determined to be responsive during the preliminary examination.

III. The Bidding Documents shall be discussed by the Head of the BAC Secretariat, particularly the following issues:



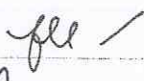
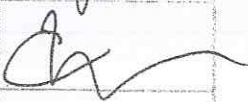





BIDS AND AWARDS COMMITTEE - I

PRE-BID CONFERENCE


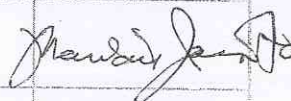



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Date: 25 June 2018 • Time: 1:30 p.m. • Venue: DSWD Board Room

ATTENDANCE

Name	Designation	Signature
1. U/Sec. Florita R. Villar	Chairperson, BAC-I	
2. Dir. Carlo Florendo C. Castro	Vice Chairperson, BAC-I	
3. Dir. Felino O. Castro V	Regular Member, BAC-I	ON OFFICIAL BUSINESS/TRA
4. Dir. Marites M. Maristela	Alternate Regular Member, BAC-I	ON OFFICIAL BUSINESS/TRA
5. Dir. Natividad V. Canlas	Provisional Member, BAC-I	
6. Ms. Alecel T. Enano	Provisional Member, BAC-I	
7. Vacant	Alternate Provisional Member, BAC-I	
8. Mr. Samuel L. Genita Jr.	Alternate Provisional Member, BAC-I	ON OFFICIAL BUSINESS/TRA
9. Ms. Oliva C. Arcaina	OIC-Chief, BAC Secretariat	
10. Mr. Ramon M. Villareal Jr.	AOV, BAC Secretariat	
11. Mr. William V. Garcia Jr.	AO V, BAC Secretariat	
12. Ms. Andrea J. Oca	AO V, BAC Secretariat	
13. Ms. Katrina E. Garcia	AO V, BAC Secretariat	
14. Mr. Arjay C. Dimafelix	AO IV, BAC Secretariat	

BIDS AND AWARDS COMMITTEE - I

Name	Designation	Signature
15. Ms. Lilian M. Pasion	AO III, BAC Secretariat	
16. Mr. Ramises B. Esteban	AO III, BAC Secretariat	
17. Mr. Lourence C. Buenaventura	AA II, BAC Secretariat	
18. MARICRIS E. JACINTO	AO IV, PMS-PPMD	
19. Nicomedes Sulit	AS- oic	
20. MARY ANGELENE ARABIT-TOLENTINO	PROJ. MGT. SVC.	
21. Vincent P. Eltagan	Admin Assistant III	
22. GUAYO Antonio	- do -	
23.		
24.		



Republic of the Philippines
Department of Social Welfare and Development
BIDS AND AWARDS COMMITTEE-1

PRE-BID CONFERENCE

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(ITB No. GOP/18-DSWD-006-A)

Date: 25 June 2018 • Time: 1:30 p.m. • Venue: DSWD Board Room
BIDDER'S ATTENDANCE

PLEASE WRITE IN PRINT.

Name of Bidder's Representative and Designation	Company Name and Complete Address	Email Add:	Telephone No(s).	Fax No(s).	Signature
1. JIMMY ANA SMITHS SALES REP.	OILTEMP PET INC #8 CARRINGTON WHITE PLAINS D.C.	oiltempinc@yahoo.com	9130752 9130735	9130730	
2. Parents Unywis Sales Rep.	Oiltemp Pet Inc. 8 Carrington White Plains	parent-unywis@yahoo.com			
3. AMERIC DAN GANAN KSE	PETRON CORPORATION MANILA SOUTH CITY	wtanganan@petron.com	0917 507 2624		
4.					