

**BIDS AND AWARDS COMMITTEE-TESDA Central Office**

**PRE-BID CONFERENCE  
PROCUREMENT OF FUEL AND LUBRICANTS (GASOLINE AND  
DIESEL) THROUGH FUEL CARD SYSTEM FOR THE TESDA  
CENTRAL OFFICE SERVICE VEHICLES FOR FY 2020**

22 November 2019, Friday, 11:00 A.M.  
AS Conference Room, 2<sup>nd</sup> Flr, TESDA Admin Bldg.  
East Service Road South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City

**ATTENDANCE: Attendance Sheet attached (Annex A)**

**Present:**

***Bids and Awards Committee:***

DDG Mariano Michael M. Velarde, Jr.	Chairperson (ODDG-CLGUS)
Atty. Marichelle D. De Guzman	Member (ODG – TBS)
Mr. Renato L. Geron	Member (TESDA-ACE)
Ms. Armela B. Gutierrez	Provisional Member – Technical Expert (AS)

***Technical Working Group:***

Mr. Samir S. Aceveda	Chairperson
Ms. Avigale D. Fornoles	Member
Mr. Regina S. Teoco	Member

***BAC Secretariat:***

Ms. Maria Gracia P. Dela Rama	Head
Ms. Arcadia Creselda P. Balinas	Member
Ms. Jela Mae A. Arcano	Member

***Observer/s:***

None

***Prospective Bidders:***

None

***Others:***

Ms. Melisande C. Centeno	Procurement Division Staff
Ms. Rosa M. Ponce	Procurement Division Staff
Mr. Jose Ponciano E. Malonzo	ODDG-CLGUS

**Absent:**

***Bids and Awards Committee:***

Dir. Ma. Magdalena P. Butad	Member (FMS)
Dir. Adzhar A. Albani	Provisional Member – End-User (AS)

***BAC Secretariat:***

Atty. Jan Michael P. Jaro	Member
Mr. Joseph Allen L. Simon	Member
Mr. Alric G. Subido	Member

# MINUTES OF THE MEETING

## **A. CALL TO ORDER**

The Pre-bid Conference started at 11:30 AM with DDG Mariano Michael M. Velarde, Jr., BAC Chairperson, presiding.

Upon a query from DDG Velarde, Ms. Maria Gracia Dela Rama, Head, BAC Secretariat, confirmed the presence of a quorum with four (4) out of six (6) members of the BAC in attendance.

DDG Velarde opened the Pre-Bid Conference on the Procurement of Fuel and Lubricants (Gasoline and Diesel) Through Fuel Card System for the TESDA Central Office Service Vehicles for FY 2020.

The BAC Secretariat acknowledged the presence of the BAC, the Technical Working Group in attendance for this meeting.

DDG Velarde noted for the record that there were no bidders present when the meeting started.

## **B. PRESENTATION / DISCUSSION**

<b>ISSUES/ CONCERNS</b>	<b>DISCUSSION/ AGREEMENTS</b>
<b>1. Letter to Observers</b>	<p>Ms. Arcadia Creselda Balinas presented the proof of receipt of the invitation letters being sent to five (5) observers namely:</p> <ol style="list-style-type: none"> <li>1. Philippine Jesuit Prison Service (November 15, 2019)</li> <li>2. Philippine Institute for Supply Management (November 15, 2019)</li> <li>3. Philippine Chamber of Commerce and Industry (November 15, 2019)</li> <li>4. Real Life Foundation Inc. (November 15, 2019)</li> <li>5. Commission on Audit (November 15, 2019)</li> </ol> <p>The BAC noted the absence of the observers in the pre-bid conference</p>
<b>2. Publication of the Invitation to Bid</b>	<p>Ms. Balinas informed that the Invitation to Bid (ITB) was posted at the PhilGEPS website, TESDA official website and on the bulletin board near the TESDA Entrance at Gate 1, which is the place reserved for the posting of notices and information re the procurement activities on November 14, 2019.</p> <p>Likewise, she mentioned that one (1) interested bidder has viewed the agency postings at the PhilGEPS website for this procurement which is Pheonix Petroleum Philippines, Inc.</p>
<b>3. Presentation of Requirements of the Bidding</b>	<p>Ms. Dela Rama said that since there is no prospective bidder present in today's Pre-bid Conference, she proposed to the BAC to defer the presentation of the General Requirements in the meantime and continue the proceedings with other concerns.</p>

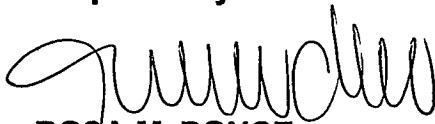
<p><b>Documents including the Technical Specifications</b></p>	
<p><b>4. Deadlines</b></p>	
<p><b>a. Submission of Request for Clarification</b></p>	<p>Ms. Dela Rama cited that any request for clarification on the part of the bidders after this pre-bid conference should be done in writing and submitted to the BAC at least <b>ten (10) calendar days before bid opening.</b></p> <p>Ms. Dela Rama informed that based on the calendar at hand, the <b>Bid Opening</b> for this particular procurement is scheduled on <b>December 4, 2019 at 11:00 am.</b></p>
<p><b>b. Issuance of Bid Bulletin</b></p>	<p>Ms. Dela Rama reported that the issuance of bid bulletins, if any, should be at least <b>seven (7) calendar days before bid opening</b> which will fall on <b>November 27, 2019.</b></p>
<p><b>5. Question and Answer</b></p>	<p>DDG Velarde asked the Committee members for any questions or clarifications that they wished to raise at the moment.</p> <p>Ms. Gutierrez asked the possibility of indicating the specific type of fuel card such as driver-specific, vehicle-specific, or driver-vehicle specific card in the agency requirements since it was not specified in the bidding documents.</p> <p>Atty. De Guzman commented that not all service providers are issuing such type of cards.</p> <p>Ms. Gutierrez explained that the three types of card also corresponds to the specific privileges and usage.</p> <p>However, DDG Velarde said that the specifications should be open and general and not specific to a particular brand.</p> <p>Atty. De Guzman agreed as there might be some other companies which do not have the three types of cards.</p> <p>Ms. Gutierrez then said that they will just align the specifications and requirements in the internal guidelines based on the available card offered by the winning bidder.</p> <p>Further, the BAC agreed to limit the information indicated in the card such as the Name of the Card Holder, Plate Number and the Card Number.</p> <p>In addition, Ms. Gutierrez suggested to change the compliance of the unleaded gasoline (regular and premium) conforming to the Philippine National Standard 1131, with a minimum <u>91</u> Research Octane Number (RON) instead of 93 RON.</p> <p>Hence, the BAC agreed to issue and post a Supplemental Bid Bulletin within today for the following modifications in the Technical Specifications:</p> <p style="margin-left: 40px;">1. <i>Provide the type of fuel card required by TESDA based on its submitted list with corresponding authorized allotment to contain the following:</i></p> <p style="margin-left: 80px;">✓ <i>Name of Card Holder</i></p>

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	<ul style="list-style-type: none"> <li>✓ <i>Plate Number</i></li> <li>✓ <i>Card Number</i></li> <li>2. <i>Comply with the following Philippine Standards of Fuel</i> <ul style="list-style-type: none"> <li>✓ <i>Unleaded Gasoline (regular and premium) conforming to the Philippine National Standard 1131, with a minimum 91 Research Octane Number (RON); and</i></li> </ul> </li> </ul> <p>All members were in agreement with this.</p>

**C. ADJOURNMENT**

There being no other matters to be discussed, the meeting adjourned at 12:30 p.m.

**Prepared by:**



**ROSA M. PONCE**

Minutes Officer

**Reviewed by:**



**MARIA GRACIA P. DELA RAMA**

Head, BAC Secretariat

**Approved by:**



**DDG MARIANO MICHAEL M. VELARDE, JR.**

BAC Chairperson