

BIDS AND AWARDS COMMITTEE-TESDA Central Office

**PRE-BID CONFERENCE
for the Procurement of Fuel and Lubricants (Gasoline and Diesel)
Through Fuel Card System for the TESDA Central Office Service Vehicles-
Rebidding.**

09 August 2019, Friday, 10:00 A.M.
Regional Lounge, 2/F 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 Rebecca J. Calzado	Chairperson (ODDG for PL)
RD Conrado G. Bares	Vice Chairperson (NCR)
Mr. Renato L. Geron	Member (TESDA-ACE)
Dir. Ma. Magdalena P. Butad	Member (FMS)
Ms. Armela B. Gutierrez	Provisional Member – Technical Expert (GSD-AS)

Technical Working Group:

Mr. Rommel A. Deloria	Chairperson (BD-FMS)
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BAC Secretariat:

Ms. Maria Gracia P. Dela Rama	Head (PD-AS)
Ms. Arcadia Creselda P. Balinas	Member (PD-AS)
Ms. Jela Mae A. Arcano	Member (PD-AS)
Mr. Alric G. Subido	Member (GSD-AS)

Others:

Dir. Archie A. Grande	District Director (TESDA - PMMS)
Mr. Pedro F. Lanto	Sr. TESD Specialist (ODG)
Ms. Rosa M. Ponce	Minutes Officer (PD-AS)
Ms. Melisande C. Centeno	Minutes Officer (PD-AS)

Absent:

Bids and Awards Committee:

Atty. Marichelle D. De Guzman	Member (ODG – TBS)
Dir. Pilar G. de Leon	Provisional Member – End-User (AS)

BAC Secretariat:

Atty. Jan Michael P. Jaro	Member (ODG)
Mr. Joseph Allen L. Simon	Member (PD-AS)

Technical Working Group:

Ms. Regina S. Teoco	Member (GSD-AS)
Ms. Mercy M. Meninguito	Member (PIAD-PLO)
Ms. Joanna Marie L. Sanchez	Member (AD-FMS)

MP

MINUTES OF THE MEETING

A. CALL TO ORDER

The Pre-Bid Conference started at 10:28 AM with DDG Calzado, BAC Chairperson, presiding.

Upon a query from DDG Calzado, Ms. Dela Rama, Head BAC Secretariat confirmed the presence of a quorum with four (4) out of seven (7) members of the BAC in attendance. After a few minutes, another member of the BAC, Dir. Butad arrived, hence five (5) members of the BAC constituted the quorum.

Likewise, the BAC Chair acknowledged the members of the BAC, the Technical Working Group, and the BAC Secretariat.

DDG Calzado 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-Rebidding*.

Ms. Dela Rama, when asked by the BAC Chairperson for any other agenda, informed the members of the BAC that the Office of the Director General had submitted two (2) requests for the procurement of consultancy services through Negotiated Procurement namely: Mr. Horacio B. Yalung, Jr. as Corporate Operation Consultant for Information Systems Management; and (2) Mr. Jesus A. Fajardo as Corporate Security Consultant for TESDA Installations and Facilities. She further said that the ODG had submitted the complete documents to support their request.

DDG Calzado suggested to the body that it would be better to conclude first the aforementioned agenda then re-open the discussion of the proposed other matters pertaining to the two (2) consultants in a regular meeting to which everyone agreed.

Ms. Dela Rama added that she received a call from Dir. Marissa Legaspi of Planning Office requesting the BAC to comment on the revised TOR of the MITHI Projects before forwarding it to the Director General for approval.

DDG Calzado asked if the Planning Office had submitted their revised draft TOR. Ms. Dela Rama said that no revised draft TOR yet was submitted but the TWG is prepared to present it to the BAC. However, DDG Calzado said that the revised draft TOR will only be discussed once it is submitted to the BAC.

B. DISCUSSION

ISSUES/ CONCERNS	DISCUSSION/AGREEMENTS
1. Letter to Observers	<p>Ms. Balinas, BAC Secretariat Member presented the proofs of receipt of the letters sent to five (5) observers namely:</p> <ol style="list-style-type: none">1. Commission on Audit (August 2, 2019)2. Philippine Jesuit Prison Service (August 2, 2019)3. Philippine Chamber of Commerce and Industry (PCCI) (August 2, 2019).4. Philippine Institute for Supply Management (August 2, 2019)5. Real Life Foundation Inc. (August 2, 2019) <p>DDG Calzado noted the absence of the five (5) observers in the pre-bid conference. She reminded the Secretariat of Mr. Geron's previous suggestion to invite other observers near TESDA and acknowledged compliance of BAC Secretariat to said suggestion.</p>