

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 - Rebidding**

20 April 2020, Monday, 1:00 p.m.

Video Conferencing via Zoom

Present:

Bids and Awards Committee:

DDG Lina C. Sarmiento

Dir. David B. Bungallon

Dir. Ma. Magdalena P. Butad

Atty. Marichelle D. De Guzman

Mr. Renato L. Geron

Ms. Armela B. Gutierrez

Chairperson (ODDG for PL)

Vice-Chairperson (NITESD)

Member (IAS)

Member (ODG-TBS)

Member (TESDA-ACE)

Provisional Member - Technical Expert
(GSD-AS)

Technical Working Group (TWG):

Mr. Rommel A. Deloria

Ms. Rachel Grace M. Dela Cruz

Member (BD-FMS)

Member (AD-FMS)

BAC Secretariat:

Ms. Maria Gracia P. Dela Rama

Ms. Arcadia Creselda P. Balinas

Ms. Jela Mae A. Arcano

Head (PD-AS)

Member (PD-AS)

Member (PD-AS)

Others:

Ms. Rosa M. Ponce

Minutes Officer (PD-AS)

Absent:

Bids and Awards Committee:

Dir. Adzhar A. Albani

Provisional Member – End-user (AS)

Technical Working Group (TWG):

Mr. Samir S. Aceveda

Chairperson (GSD-AS)

BAC Secretariat:

Atty. Jan Michael P. Jaro

Mr. Joseph Allen L. Simon

Mr. Alric G. Subido

Member (ODG)

Member (PD-AS)

Member (GSD-AS)

Others:

Melisande Centeno

PD - AS

MINUTES OF THE MEETING

A. CALL TO ORDER

There being a quorum with six (6) out of seven (7) members of the BAC in attendance, DDG Lina C. Sarmiento, BAC Chairperson, convened the meeting at 1:03 p.m.

She welcomed everyone present to 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 – Rebidding via video conferencing using Zoom.

Ms. Maria Gracia P. Dela Rama, BAC Secretariat Head, cited that the authorized representative of Petron Corporation signified its intention to participate in this activity. However, the prospective bidder was not able to join due to a technical problem on their part.

B. DISCUSSION

ISSUES/ CONCERNS	DISCUSSION/ AGREEMENTS
<p>1. Letter to Observers</p>	<p>Proof that invitation letters were emailed to the Observers.</p> <ol style="list-style-type: none"> 1. Commission on Audit 2. Philippine Chamber of Commerce and Industry 3. Philippine Institute for Supply Management 4. Philippine Jesuit Prison Service 5. Reallife Foundation Inc. <p>However, the BAC Secretariat said that only the COA acknowledged the receipt of said email. The BAC noted the absence of the Observers in the Pre-bid Conference.</p>
<p>2. Publication of the Invitation to Bid</p>	<p>Ms. Dela Rama informed that the Invitation to Bid (ITB) was posted at the PhilGEPS website and TESDA official website on 9 March 2020. Furthermore, the ITB was also posted by the BAC Secretariat on the bulletin board near the TESDA Gate 1, which is the place reserved for the posting of notices and information on procurement activities.</p> <p>She further said that the following Supplemental Bid Bulletins were posted:</p> <ul style="list-style-type: none"> ➤ Bid Bulletin No. 1 – Postponement of the Prebid Conference and Bid Opening until further notice due to the declaration of Enhanced Community Quarantine over the entire Luzon including Metro Manila – posted 16 March 2020; and ➤ Bid Bulletin No. 2 – Announcing the schedules of Prebid Conference on 20 April 2020 via video conferencing and Bid Opening on 7 May 2020; 1:00 p.m. at AS Conference Room, 2nd Floor TESDA Admin Building, East Service Road, South Luzon Expressway, Taguig City – posted 8 April 2020

3. Presentation of Requirements of the Bidding Documents including the Technical Specifications	The Committee dispense with the presentation of the General Requirements and the Technical Specifications considering that no prospective bidders were in attendance and since the presentation was intended to be for the information of the bidders.
4. Deadlines	
a. Submission of Request for Clarification	<p>DDG Sarmiento confirmed 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 ten (10) calendar days before Bid Opening.</p> <p>Ms. Dela Rama reported that based on the calendar at hand, the Bid Opening for this particular procurement is scheduled for <u>7 May 2020 at 1:00 pm</u>. This means that the deadline for any written request for clarification would be on <u>27 April 2020</u>.</p> <p>Despite the absence of prospective bidders at this Pre-bid conference, anyone interested to bid can still submit a request for clarification.</p>
b. Issuance of Bid Bulletin	<p>Ms. Dela Rama reported that the issuance of bid bulletins, if any, should be at least seven (7) calendar days before Bid Opening which will fall on <u>30 April 2020</u>.</p>

ADJOURNMENT

There being no other matters to be discussed, the meeting adjourned at 1:20 p.m.

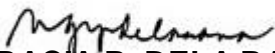
Prepared by:



ROSA M. PONCE

Minutes Officer

Reviewed by:



MARIA GRACIA P. DELA RAMA

Head, BAC Secretariat

Approved by:



DDG LINAC C. SARMIENTO

BAC Chairperson