

**BIDS AND AWARDS COMMITTEE
Pre-Bid Conference Minutes of Meeting**

Project : **Procurement of Fleet Card Service Provider for SEC Motor Vehicle for
for a Period of one (1) year**

Date : September 16, 2019

Time : 10:00 am

I. Attendees :

BAC Members : General Accountant Emmanuel Y. Artiza, Chairman
Assistant Director Armando A. Pan Jr., Vice Chairman
Assistant Director Daisy B. Pabuaya, Member
Assistant Director Oliver O Leonardo, Member
Assistant Director Isma C. Gonzales, Alternate Member

Technical Working Group:

Atty. Marlon G. Facun
Engr. Jose Carlo P. Ambat
Engr. Marlon Lester Cantor
Engr. Marcelo Q. Rabara

End-User Representative:

Oliver A. Navarro

Prospective Bidders:

PROSPECTIVE BIDDER	AUTHORIZED REPRESENTATIVES
1. Petron Corporation	Mr. JB Pedreza

II. Call to Order

Time: 10:00 am

Quorum: Yes

III. Preliminaries: In compliance with the requirements of the 2016 Revised IRR, the following were presented:

DOCUMENT	POSTING	DATE
Invitation to Bid	PhilGEPS	September 7, 2019
	SEC Website	September 7, 2019
Letter to Observer	COA	September 5, 2019
	PCAI	September 6, 2019
	PCCI	September 6, 2019

38 IV. Discussion/Open Forum:

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40 The Secretariat discussed the Checklist of Requirements stated in the Bidding Document and
41 the common reasons resulting to disqualification of the bidders in its submission and
42 opening of its bids.

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44 CHECKLIST

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46 ➤ *Statement of all on going government and private contracts including contracts*
47 *awarded but not yet started, whether similar in nature and complexity to the contract to*
48 *be bid* – for the information of the bidder, The BAC specified that extended contract
49 shall be categorized as a completed contract and not an ongoing contract
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51 ➤ *Authority of Signatory*– for corporation, bidder shall submit a Secretary’s Certificate
52 with attach copy of acceptable government issued ID Cards with signatures
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54 TECHNICAL SPECIFICATIONS:

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56 Engr. Marlon Lester Cantor, discussed the Technical Specifications of the project. The
57 following clarifications were raised during the open-forum:
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SEC REQUIREMENT	CLARIFICATION	SEC RESPONSE
<p>60 1. Page 60, Section 61 VII. Technical 62 Specifications:</p> <p>63 64 ❖ Item no. 1 65 Xxx, Research 66 Octane Number 67 (RON) of 93 68 minimum for 69 gasoline</p> <p>70 71 ❖ Item no. 4 72 Provide discount to 73 at least 10% on all 74 labor-related 75 services</p>	<p>- Bidder inquire if the BAC can lower the RON requirement for Gasoline</p> <p>- Labor related services is not included in the Technical Specifications</p>	<p>- BAC agreed to lower the Research Octane Number (RON) to 91 for the gasoline</p> <p>- For deletion, to be posted in Bid Bulletin</p>
<p>76 77 2. Contract</p>	<p>- Bidder inquire if SEC is willing to post Cash Bond deposit of two (2) months</p>	<p>- The BAC agreed to relay the matter to the FMD, if allowed the same may be stipulated in the contract</p>

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V. Other Instructions:

The BAC Members and the End-User clarifies the following concerns:

CONCERN	BIDDER'S RESPONSE
<ul style="list-style-type: none"> • Card Limitation 	<ul style="list-style-type: none"> - The user will receive a copy of maintaining balance every transaction - Once reaches its limit usage, it will automatically cut off - User can request for exceeding of limit for a same day process
<ul style="list-style-type: none"> • Payment 	<ul style="list-style-type: none"> - End-User will receive an advance soft copy of Notice of Payment five (5) days before the Due date - 3% interest once not pay in time

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VI. Adjournment:

The meeting was adjourned at 11:26 am

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Prepared by:



Julie Ann M. Roa
BAC Secretariat

Noted by:



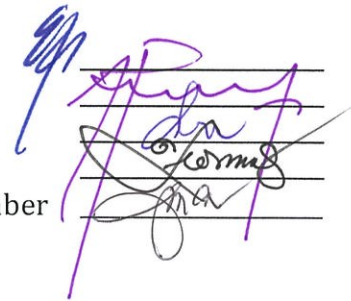
Norlan M. De las Alas
BAC Secretariat

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Approved by:

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General Accountant Emmanuel Y. Artiza, Chairman
Com. Secretary Armando A. Pan, Jr., Vice Chairman
Assistant Director Daisy B. Pabuaya, Member
Assistant Director Oliver O Leonardo, Member
Assistant Director Isma C. Gonzales, Alternate Member



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