

**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.**

19 June 2019, Wednesday, 2:00 P.M.

ODDG-PL Conference Room, 6/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)
Dir. Ma. Magdalena P. Butad	Member (FMS)
Mr. Renato L. Geron	Member (TESDA-ACE)
Ms. Armela B. Gutierrez	Provisional Member – Technical Expert (GSD-AS)

***Technical Working Group:***

Mr. Rommel A. Deloria	Member (BD-FMS)
Ms. Mercy M. Meninguito	Member (PIAD-PLO)
Ms. Joanna Marie L. Sanchez	Member (AD-FMS)

***BAC Secretariat:***

Ms. Maria Gracia P. Dela Rama	Head (PD-AS)
Atty. Jan Michael P. Jaro	Member (ODG)
Ms. Arcadia Creselda P. Balinas	Member (PD-AS)
Mr. Joseph Allen L. Simon	Member (PD-AS)
Ms. Jela Mae A. Arcano	Member (PD-AS)

***Others:***

Ms. Melisande C. Centeno	Minutes Officer (PD-AS)
Ms. Rosa M. Ponce	Minutes Officer (PD-AS)

***Prospective Bidders:***

None

**Absent:**

***Bids and Awards Committee:***

RD Conrado G. Bares	Vice Chairperson (NCR)
Atty. Marichelle D. De Guzman	Member (ODG – TBS)
Dir. Pilar G. De Leon	Provisional Member – End-User (AS)

***BAC Secretariat:***

Mr. Alric G. Subido	Member (GSD-AS)
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***Technical Working Group:***

Ms. Regina S. Teoco	Member (GSD-AS)
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*MJ*

## MINUTES OF THE MEETING

### A. CALL TO ORDER

The Pre-Bid Conference started at 2:08 PM 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.

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.*

DDG Calzado cited for the record that there were no bidders present when the meeting started.

### B. DISCUSSION

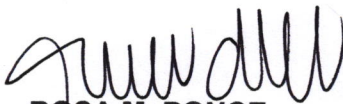
ISSUES/ CONCERNS	DISCUSSION/AGREEMENTS
<p><b>1. Letter to Observers</b></p>	<p>Ms. Balinas, BAC Member presented the proofs of receipt of the letters sent to five (5) observers namely:</p> <ol style="list-style-type: none"> <li>1. Philippine Institute for Supply Management (June 7, 2019)</li> <li>2. Real Life Foundation Inc. (June 7, 2019)</li> <li>3. Philippine Chamber of Commerce and Industry (June 7, 2019)</li> <li>4. Philippine Jesuit Prison Service (June 7, 2019)</li> <li>5. Commission on Audit (June 7, 2019)</li> </ol> <p>DDG Calzado noted the absence of the observers in the pre-bid conference.</p>
<p><b>2. Publication of the Invitation to Bid</b></p>	<p>The BAC Secretariat said that the Invitation to Bid (ITB) was posted at the Philippine Government Electronic Procurement System (PhilGEPS) website, TESDA 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 on procurement activities last June 7, 2019.</p> <p>DDG Calzado reminded the secretariat to show a picture that the ITB has been posted at the Bulletin Board as evidence of its posting. The BAC Secretariat noted the BAC Chair's comment.</p> <p>Ms. Balinas informed the members of the BAC that only one company, i.e. <i>Lantau Industrial Supplies and Services Corporations</i> viewed the ITB posted at the PhilGEPS website.</p> <p>Ms. Dela Rama likewise said that no prospective bidder is present in today's Pre-Bid Conference.</p> <p>DDG Calzado recognized that despite non-attendance of the bidders or their representative, the BAC shall continue the proceedings in accordance with the rules.</p>

ISSUES/ CONCERNS	DISCUSSION/AGREEMENTS
	<p>Ms. Dela Rama said that the Minutes of the Meeting shall be made available and shall be posted in the TESDA website not later than five (5) calendar days after the Pre-Bid Conference pursuant to GPPB resolution No. 03-2018 dated March 9, 2018.</p> <p>Ms. Dela Rama moreover clarified that the requirements will be made available for prospective bidders at TESDA website and they can still purchase bid documents until before bid opening scheduled on July 2, 2019.</p>
<p><b>3. Schedule</b></p>	<p>Bid Opening will be on July 2, 2019; 10:00 a.m. at AS Conference Room, 2<sup>nd</sup> Floor, TESDA Administration Building, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City.</p> <p>The BAC Secretariat said that the Bid Documents can be readily purchased at the Procurement Division Office located at the 3<sup>rd</sup> Floor of the TESDA Administration Building.</p>

**C. ADJOURNMENT**

There being no other matters to be discussed, the meeting adjourned at 2:15 p.m.

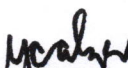
**Prepared by:**

  
**ROSA M. PONCE**  
 Minutes Officer

**Reviewed by:**

  
**MARIA GRACIA P. DELA RAMA**  
 Head, BAC Secretariat

**Approved by:**

  
**DDG REBECCA J. CALZADO**  
 BAC Chairperson

