

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
RD Conrado G. Bares
Mr. Renato L. Geron
Dir. Ma. Magdalena P. Butad
Ms. Armela B. Gutierrez

Chairperson (ODDG for PL)
Vice Chairperson (NCR)
Member (TESDA-ACE)
Member (FMS)
Provisional Member – Technical Expert (GSD-AS)

Technical Working Group:

Mr. Rommel A. Deloria

Chairperson (BD-FMS)

BAC Secretariat:

Ms. Maria Gracia P. Dela Rama
Ms. Arcadia Creselda P. Balinas
Ms. Jela Mae A. Arcano
Mr. Alric G. Subido

Head (PD-AS)
Member (PD-AS)
Member (PD-AS)
Member (GSD-AS)

Others:

Dir. Archie A. Grande
Mr. Pedro F. Lanto
Ms. Rosa M. Ponce
Ms. Melisande C. Centeno

District Director (TESDA - PMMS)
Sr. TESD Specialist (ODG)
Minutes Officer (PD-AS)
Minutes Officer (PD-AS)

Absent:

Bids and Awards Committee:

Atty. Marichelle D. De Guzman
Dir. Pilar G. de Leon

Member (ODG – TBS)
Provisional Member – End-User (AS)

BAC Secretariat:

Atty. Jan Michael P. Jaro
Mr. Joseph Allen L. Simon

Member (ODG)
Member (PD-AS)

Technical Working Group:

Ms. Regina S. Teoco
Ms. Mercy M. Meninguito
Ms. Joanna Marie L. Sanchez

Member (GSD-AS)
Member (PIAD-PLO)
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>

ISSUES/ CONCERNS	DISCUSSION/AGREEMENTS
<p>2. Publication of the Invitation to Bid</p>	<p>The BAC Secretariat showed to the members of the BAC the proof of postings namely: Certification that the ITB has been posted on the Bulletin Board located near TESDA Gate 1 which is the place reserved for the posting of notices and information on procurement activities, at the Philippine Government Electronic Procurement System (PhilGEPS) website, and TESDA website last August 2, 2019.</p> <p>Ms. Dela Rama informed the members of the BAC that no company viewed the ITB posted at the PhilGEPS website. Likewise, she said that no prospective bidder is present in today's Pre-Bid Conference.</p> <p>DDG Calzado recognized that despite no bidders to date, the BAC shall reflect in the minutes of the meeting the conduct of the pre-bid conference, then wait for possible bid offers until closing date for the submission of bids on August 22, 2019 and continue the proceedings in accordance with the rules.</p> <p>DDG Calzado said that the members of the BAC still need to convene during the Bid Opening even if no bid offers are received. RD Bares nevertheless said that the Draft BAC Resolution would be better drafted in advance so that the BAC can already finalize it during its meeting.</p> <p>Likewise, the BAC Chairperson with the other members of the committee confirmed that the pertinent provision that will justify the BAC recommendation with respect to two (2) - Failed Biddings is <i>Section 53.1</i>, under the Negotiated Procurement of the 2016 Revised IRR of RA 9184 whereby in the event that the HoPE (Head of Procuring Entity) approved the 2nd failure of bidding for this procurement, the BAC will recommend directly negotiating a contract with a technically, legally and financially capable supplier, contractor or consultant.</p> <p>Ms. Dela Rama said that per <i>Annex H - Consolidated Guidelines for the Alternative Method of Procurement pages 149-150</i>, only the conduct of Shopping and Negotiated Procurement under Emergency Cases, Small Value Procurement and Lease of Real Property and Venue may be delegated to the <i>end-user unit or any other appropriate bureau, committee, or support unit duly authorized by the BAC through a Resolutions approved by the HoPE</i>.</p>
<p>3. Schedule</p>	<p>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>Moreover, Ms. Dela Rama clarified that the requirements will be made available for prospective bidders at the TESDA website and they can still purchase bid documents on or before the deadline for bid submission scheduled on August 22, 2019 at 10:00 a.m.</p> <p>The BAC Secretariat reminded the schedule of Bid Opening on August 22, 2019 at 10:15 a.m. at the AS Conference Room, 2nd Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City.</p>

ISSUES/ CONCERNS	DISCUSSION/AGREEMENTS
	The BAC Secretariat said that the Bid Documents can be readily purchased at the Procurement Division Office located at the 3 rd Floor of the TESDA Administration Building.

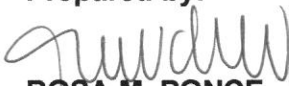
C. OTHER MATTERS:

The discussion on the proposed agenda under other matters regarding the two consultants was decided to be undertaken in a regular meeting right after the conclusion of the pre-bid conference.

D. ADJOURNMENT

There being no other issues for this particular agenda, the meeting adjourned at 10:33 a.m.

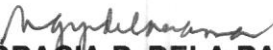
Prepared by:



ROSA M. PONCE

Minutes Officer

Reviewed by:



MARIA GRACIA P. DELA RAMA

Head, BAC Secretariat

Approved by:



DDG REBECCA J. CALZADO

BAC Chairperson

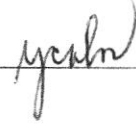

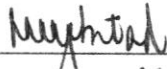
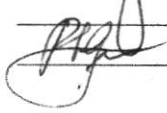


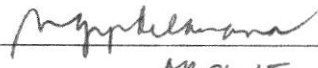
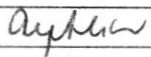
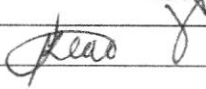
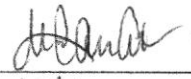
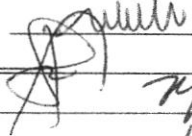

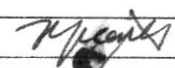
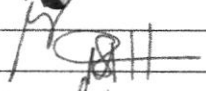
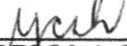
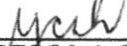
**BIDS AND AWARDS COMMITTEE –
TESDA Central Office**

ATTENDANCE SHEET

AGENDA : 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

WHERE : Regional Lounge
2nd Floor, TESDA Administration Building

WHEN : 09 August 2019, 10:00 a.m.

<u>BAC MEMBERS</u>	<u>SIGNATURE</u>
<u>CHAIRPERSON</u> DDG REBECCA J. CALZADO ODDG-PL	- 
<u>VICE-CHAIRPERSON</u> RD CONRADO G. BARES NCR	- 
<u>MEMBERS</u> Dir. MA. MAGDALENA P. BUTAD IAS Atty. MARICHELLE D. DE GUZMAN TBS Mr. RENATO L. GERON TESDA-ACE PIAD-PLO	-  - ABSENT -  - PIAD-PLO
<u>PROVISIONAL MEMBERS</u> <u>End-user</u> Dir. PILAR G. DE LEON AS	- ABSENT
<u>Technical Expert</u> Ms. ARMELA B. GUTIERREZ GSD-AS	- 
<u>TECHNICAL WORKING GROUP</u> Mr. ROMMEL A. DELORIA BD-FMS Ms. MERCY M. MENINGUITO PIAD-PLO Ms. JOANNA MARIE L. SANCHEZ AD-FMS Ms. REGINA S. TEOCO GSD-AS	-  - ABSENT - ABSENT - ABSENT
<u>BAC SECRETARIAT</u> Ms. MARIA GRACIA P. DELA RAMA PD-AS Atty. JAN-MICHAEL P. JARO ODG Ms. ARCADIA CRESELDA P. BALINAS PD-AS Mr. JOSEPH ALLEN L. SIMON PD-AS Ms. JELA MAE A. ARCANO PD-AS Mr. ALRIC G. SUBIDO GSD-AS	-  - ABSENT -  - ABSENT - 
<u>OTHERS</u> Ms. MELISANDE C. CENTENO PD-AS Ms. ROSA M. PONCE PD-AS DID. ARHELIE A. GRANDE TESDA - PHMS Peter F. Lante Michelle Costumbardo IAS CHIELA MAY SONBKE	-  -  -  -  -  - 
	 REBECCA J. CALZADO BAC Chairperson