



BIDS AND AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE

TWO (2) YEAR CONTRACT OF FUELS FOR THE SERVICE VEHICLES OF SSS MAIN OFFICE THROUGH FLEET CARD PROGRAM

DECEMBER 14, 2020 (MONDAY)-2:30 P.M., MICROSOFT TEAMS

Present

BAC I Members: ERNESTO D. FRANCISCO, JR.
JOSELITO A. VIVIT
NEIL F. HERNAEZ
CRISTINA A. BACALLA

BAC Secretariat: ROSALYN AZUL-CONDAT
MARIVIC P. VILLARUBIA
JULINA ROSE DL. DE OCAMPO

TWG Representative: ALBERTO A. DIAZ

Participating Bidders: PILIPINAS SHELL CORPORATION - Migo Aguado
Joseph Raval
Paul Nucum

1. The Pre-Bid Conference was called to order at 2:35 P.M.
2. The published Approved Budget for the Contract is ₱6,570,679.51.
3. The following observers were invited through BAC notice dated 4 December 2020:
 - 3.1 Commission on Audit
 - 3.2 Anti-Corruption Training Center
 - 3.3 Anti-Trapo Movement of the Philippines, Inc.
 - 3.4 Makati Business Club
 - 3.5 Philippine Chamber of Commerce and IndustryHowever, none of them attended the activity.
4. Nobody paid/secured the Bidding Documents (BD) upon the Pre-Bid Conference.
5. The Technical Working Group (TWG) presented the technical specifications and the scope of the project.
6. No issues/clarifications were raised during the Pre-Bid Conference:
7. The BAC Secretariat announced the Composition of Envelopes No.1 (Technical Documents) and No.2 (Financial Proposal), and additional documents.
8. The BAC I informed the bidders that the bid proposals will be subjected to Bid Evaluation. The bidder with the Lowest Calculated Bid (LCB) shall be required to submit the following additional documents within a non-extendible period of five (5) calendar days from receipt of BAC Notice:

- a) 2019 Income Tax Return (ITR) filed through Electronic Filing and Payment System (EFPS) corresponding to the submitted Audited Financial Statement;
- b) Quarterly VAT for the period April to September 2020;
- c) SEC/DTI Registration;
- d) 2020 Mayor's Permit;
- e) Valid Tax Clearance;
- f) 2019 Audited Financial Statements filed through EFPS.

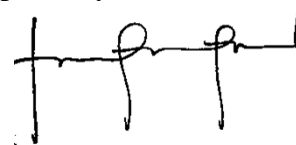
9. The BAC I emphasized that Sworn Statements/Affidavits/Certifications must be:

- a) Signed by the Notary Public (attorney) himself/herself;
- b) The Notary Public has an updated Authority to notarize, issued by the Regional Trial Court.

10. The BAC Secretariat also presented the schedule of the following activities:

- | | |
|--|---|
| 10.1 Deadline of Written Queries | : Tuesday, 15 December 2020 |
| 10.2 Issuance of Bid Bulletin | : Friday, 18 December 2020 |
| 10.3 Submission and Opening of
Technical and Financial Proposal | : Monday, 28 December 2020
at 2:00 P.M. at the Bidding Room
(formerly CDPRD Computer
Room), 2nd Floor, SSS Main
Building, East Avenue, Diliman,
Quezon City. Late submission shall
not be accepted. |

Prepared by:



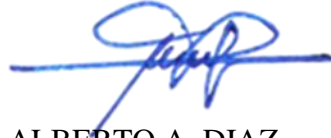
JULINA ROSE DL. DE OCAMPO
Staff, BAC Secretariat
Date Signed: 12/18/2020

Certified Correct:



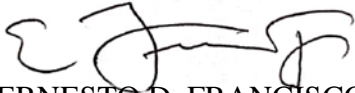
ROSALYN AZUL-CONDAT
OIC & Concurrent Acting CEO III
Administrative Support Section
BAC Secretariat
Date Signed: 12/18/2020

Concurred by:



ALBERTO A. DIAZ
TWG Chairperson
Date Signed: 12/18/2020

Approved by:



ERNESTO D. FRANCISCO, JR.
SVP and BAC I Chairperson
Date Signed: 12/18/2020