



Department of Social Welfare and Development

Republic of the Philippines  
 Department of Social Welfare & Development – Field Office No. VII  
 M.J. Cuenco cor. Gen. Maxilom Ave., Cebu City

**Rebidding of Procurement of Petroleum, Oil and Lubricants Needs of  
 DSWD Field Office VII for CY 2020  
 ITB No. DSWD7-PB-2020-03  
 Approved Budget for the Contract (ABC): Php 1,705,413.00**

**MINUTES OF PRE-BID CONFERENCE**  
 November 25, 2019, 9:00 AM  
 ACSWD Conference Room, Ground Floor DSWD Building, Cebu City

**Attendees:**

**Bids and Awards Committee/ TWG / Secretariat**

- |                                 |   |   |
|---------------------------------|---|---|
| 1. Aileen G. Cuevas             | - | BAC Chairperson                           |
| 2. Grace I. Yana                | - | BAC Vice-Chairperson                      |
| 3. Graeme Ferdinand D. Armechin | - | BAC Member                                |
| 4. Rosalina A. Tatoy            | - | BAC Member                                |
| 5. Engr. Emmanuel M. Edles      | - | TWG Chairperson / End-user Representative |
| 6. Patricia R. Megalbio         | - | TWG Member – Finance                      |
| 7. Rosario P. Bacong            | - | Procurement Section Head                  |
| 8. Antonio R. Dolaota           | - | BAC Secretariat Head                      |
| 9. Katya Faye M. Dales          | - | BAC Secretariat Member                    |

**Participating Bidders**

- |                    |   |                                    |
|--------------------|---|------------------------------------|
| 1. Dhyris S. Cajés | - | Phoenix Petroleum Philippine, Inc. |
|--------------------|---|------------------------------------|

**I. Call to Order and Discussion of Business Matters**

The prebid conference was called to order at 9:00 AM by the presiding officer, Ms. Aileen G. Cuevas, BAC Chairperson. The activity was formally started with an opening prayer and was followed by an introduction of the participating bidders and an acknowledgment of the BAC Members, TWG Member, End-user Representative, Procurement Section Head, BAC Secretariat Head and BAC Secretariat member present.

Presiding officer highlighted that the procuring entity has invited the resident Audit Team Leader, Ms. Christine Hortel of COA, and observers from Cebu Chamber of Commerce and Industry, and Central Visayas Network of NGOs (CENVISNET). They have acknowledged the invitation, however, no representatives were present during the activity. And pursuant to RA 9184, the procuring entity will continue with the activity even without representatives present from COA and Observers.

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The following topics were highlighted and recommendations/agreements hereof were agreed by both parties:

Particular	Recommendation/Agreement
<p><i>Section I. Invitation to Bid</i></p>	<p>The title of the project is <i>Rebidding of Procurement of Petroleum, Oil and Lubricants Needs of DSWD Field Office VII for CY 2020</i> with the Approved Budget for the Contract (ABC) which is equivalent to <i>One Million Seven Hundred Five Thousand Four Hundred Thirteen Pesos (P1,705,413.00)</i> were highlighted by the presiding officer as well as the required completed similar contracts, viz:</p> <ul style="list-style-type: none"> <li>• Bidders should have completed within three (3) years from the date of submission and receipt of bids, a single largest completed contract (SLCC) similar to the Project equivalent to <i>at least 25% of the ABC or amounting to at least P426,353.25;</i></li> <li>• Should be supported with two documents:             <ol style="list-style-type: none"> <li>1. <i>1<sup>st</sup> document</i> is either of <b>Contract, Purchase Order, Notice of Award or Notice to Proceed;</b> and</li> <li>2. <i>2<sup>nd</sup> document</i> is either of <b>Certificate of Acceptance, Certificate of Completion, Official Receipt / Collection Receipt or Sales Invoice.</b></li> </ol> </li> </ul> <p>The presiding officer has given an emphasis particularly on the presence of the two supporting documents for the single largest completed contract (SLCC).</p> <ul style="list-style-type: none"> <li>• A <b>non-discretionary “pass/fail” criterion</b> is used where the BAC merely checks for the presence or absence of the requirement. A prospective bidder is declared to be “eligible” for a particular requirement if such document is present, complete and sufficient. Otherwise, a prospective bidder will be declared ineligible to bid.</li> <li>• After prebid conference, all queries from bidder/s should be done in writing, addressed to BAC through the BAC Secretariat. It was emphasized that letters should be addressed to <b>MR. ANTONIO R. DOLAOTA, CPA, MPA,</b> the BAC Secretariat Head.</li> <li>• Participating bidder/s is required to submit two copies of their duly accomplished eligibility requirement, technical and financial proposals.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Bids should be submitted to the BAC Secretariat Office on or before <b>December 9, 2019 at 8:45 AM</b>. Late submission of bid documents will not be accepted. Time reference is the wall clock at the BAC Secretariat Office.</li> </ul>
<p><b>Section III. Bid Data Sheet</b></p>	<ul style="list-style-type: none"> <li>• <b>NFCC</b> should be at least equal to the ABC which is <b>₱1,705,413.00</b>;</li> <li>• If <b>Credit Line Certificate (CLC)</b> will be used, it should be equivalent to at least <b>₱170,541.30</b> (10% of the ABC).</li> <li>• <b>Bid Security</b> is any of the following form: <ul style="list-style-type: none"> <li>• Notarized <b>Bid Securing Declaration</b> using the prescribed form;</li> <li>• Cash, cashier's/manager check, bank draft/guarantee or irrevocable letter of credit amounting to at least <b>₱34,108.26</b> (2% of ABC); or</li> <li>• Surety bond amounting to at least <b>₱85,270.65</b> (5% of ABC).</li> </ul> </li> <li>• Two (2) copies of each requirement are needed -- one will be considered as original and the other one as copy 1. <b><i>Copy 1 should be a replica of the original as to appearance and contents. The BAC emphasized that they will appreciate it if the bid documents submitted are with a proper label / tab and orderly arranged inside the envelope / folder to fast track opening of bids.</i></b></li> </ul>
<p><b>Section VI. Schedule of Requirements</b></p>	<p>The TWG for this project, Engr. Edles, explained the requirements under this provision. It was highlighted that the required quantities <i>are only indicative numbers for bidding purposes. The procuring entity may increase or decrease the required quantities as may deem necessary and reserves the right to increase, decrease or limit the scope of services of the Contractor. If this occurs, any corresponding adjustment in the cost shall not exceed the contract price. If additional fleet cards are required, they shall be delivered within fifteen (15) calendars days from receipt of written request of the procuring entity.</i></p> <ul style="list-style-type: none"> <li>• Name of company / bidder, printed name and signature of bidder or the authorized signatory and date should be indicated at the spaces provided in the form.</li> </ul> <p>The list of service vehicles and equipment and its monthly fuel allocation was also presented for the guidance of the participating bidder.</p>

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**Section VII. Technical Specifications**

Each provision under this Section was further explained thoroughly by Engr. Edles. It was also emphasized by the presiding officer, Ms. Cuevas, that participating bidder must state their compliance in **each individual parameter**, otherwise, will result to failure of bids for not following instruction.

The presiding officer, Ms. Cuevas asked the representative from Phoenix Petroleum Philippines Inc. if they have at least fifty (50) fleet card station in region VII which are located in strategic places since this is one of the requirements that the interested bidders should comply. At the moment, Phoenix Petroleum Philippines Inc. is currently working out on their fleet card station within Region VII and they will see to it that before the scheduled Bid Opening they will be able to comply such requirement. The presiding officer acknowledged the situation of Phoenix Petroleum Philippines, Inc. yet told them to make sure that upon indicating compliance to each parameter, it is true and correct for it will be validated during the post-qualification.

It was highlighted that the contract period shall start upon conformity of Notice to Proceed until December 2020. Without prejudice to the provisions of the applicable law, rules and regulations, the contract shall be automatically terminated when the amount specified for this contract has been exhausted

The participating bidders should take note that the general requirements (eligibility requirement, technical and financial proposals) are very important during the Bid Opening. Absence of such will lead to failure of bids.

The representative from Phoenix Petroleum Philippines, Inc. asked if they could submit their bid documents prior to the scheduled submission since the representative is not based in Cebu. The presiding office, Ms. Cuevas, clarified that they could actually send it earlier.

- For column, **“Statement of Compliance”**, bidder/s should mark each parameter with the word **“comply”**; otherwise, it would mean they are not amendable to the given provision / specification.
- Name of company / bidder, printed name and signature of bidder or the authorized signatory and date it is signed should be indicated at the spaces provided in the form.

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<b>Others</b>	The list of requirements comprising the bids were enumerated and had been discussed. Eligibility requirements should be valid at the time of opening the bids.
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A Supplemental/Bid Bulletin will be issued for the amendments.



### III. Adjournment

Having no more issues/concerns and matters to be discussed, the Prebid Conference was adjourned at 10:28 AM.

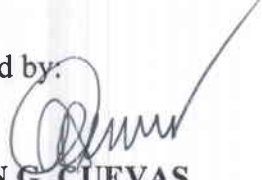
Prepared by:

  
**KATYA FAYE M. DALES**  
Recorder

Noted by:

  
**ANTONIO R. DOLAOTA, CPA, MPA**  
BAC Secretariat Head 

Approved by:

  
**AILEEN G. CUEVAS**  
Presider/Chairperson, Bids and Awards Committee

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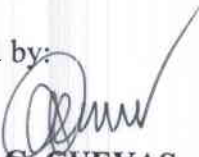
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**ANTONIO R. DOLAOTA, CPA, MPA**  
BAC Secretariat Head

Approved by:

  
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