

Minutes No. 01-01, Series of 2020

MINUTES OF THE PRE-BID CONFERENCE

"Provision of Petroleum for CIAC"

Date : 3 January 2020
Time : 10:00 a.m.
Venue : CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone

1.0 ATTENDEES:

Present/Member Atty. Misheena Joyce C. Tiatco (Vice Chairperson)
 Engr. Federico E. Primero, Jr. (Member)
 Atty. Ana Maria R. Suba (Alternate Member)
 Robert S. Urbano (Provisional Member)

BAC-TWG: Noli O. Ocampo (Provisional Member)
 Arthur Z. Galang
 Engr. Vergel Maria D. Lacanlale

Secretariat: Sharon C. Lingad
 Sierra Korina D. Siguenza
 Jesus Gerardo C. Capili

Also present: July Ann L. David (IAD)

Prospective bidders: Ryan Joseph Villar and Jen Tadique-Petron Corporation

2.0 INVOCATION

Vice Chairperson, Atty. Misheena Joyce C. Tiatco, led the opening prayer.

3.0 CALL TO ORDER

After the certification of quorum by the BAC Secretariat, Vice Chairperson Tiatco called the meeting to order and presided thereat.

Vice Chairperson Tiatco inquired if the representatives from Commission on Audit (COA), Clark Investors and Locators Associations (CILA), Metro Angeles Chambers of Commerce and Industry, Inc. (MACCII) and independent observers were formally invited for the said Pre-bid Conference and are present in the meeting. Ms. Sharon C. Lingad, Manager-BAC Secretariat, advised the Vice Chairperson that invitations for the Pre-bid Conference of the said project were sent out to COA, CILA, MACCII and independent observers. However, the said parties were not able to attend the meeting due to previous commitments.

4.0 APPROVAL OF THE AGENDA ITEM

Ms. Lingad presented the agenda for approval:

- I. Approval of the Minutes of the previous BAC Meetings dated: 

- 4 December 2019 Minutes of the BAC Meeting;
- 6 December 2019 Minutes of the BAC Meeting; and
- 10 December 2019 Minutes of the BAC Meeting.

II. Pre-bid Conference for the project: "Provision of Petroleum for CIAC"

The BAC unanimously approved the agenda as cited.

5.0 RATIFICATION AND APPROVAL OF THE MINUTES OF THE PREVIOUS BAC MEETINGS

- 4 December 2019 Minutes of the BAC Meeting;
- 6 December 2019 Minutes of the BAC Meeting; and
- 10 December 2019 Minutes of the BAC Meeting.

On a motion duly made by Engr. Federico E. Primero, Jr. and seconded by Mr. Robert S. Urbano, the BAC approved the Minutes of the BAC Meetings held on 4 December 2019, 6 December 2019 and 10 December 2019.

6.0 ACKNOWLEDGMENT OF THE PROSPECTIVE BIDDER AND ITS REPRESENTATIVES

Vice Chairperson Tiatco acknowledged the presence of the prospective bidder.

1. Petron Corporation represented by Ryan Joseph Villar and Jen Tadique.

7.0 PRE-BID CONFERENCE

At the onset, Vice Chairperson Tiatco mentioned that the purpose of the meeting is to give opportunity for prospective bidder to seek clarifications regarding the bidding process and the bidding documents. Vice Chairperson Tiatco reminded the prospective bidder that the Approved Budget for the Contract (ABC) of the said project is Three Million Pesos (Php 3,000,000.00) and the project duration of eleven (11) months commencing on 1 February 2020 to 31 December 2020.

After Vice Chairperson Tiatco inquired whether the prospective bidder have read the contents of the bidding documents, the BAC proceeded with the discussion on the query or request for clarification of the prospective bidder.

Mr. Ryan Joseph Villar informed the BAC that they do not have any clarification or query at this time.

There being no other clarification or query, Vice Chairperson Tiatco instructed Ms. Lingad to read the additional reminders for the information and guidance of the prospective bidder:

- Last day for submission of request for clarification and queries is on **January 6, 2020 (Monday) not later than 5:00 pm.**
- Issuance of Supplemental Bid Bulletin is on **January 8, 2020 (Wednesday).**
- The deadline for the submission of bids is on **January 15, 2020 (Wednesday)** not later than **10:00 am** at the **CIAC-Records Management Office (RMO).**

- The Opening of Bids shall be conducted at **10:15 am of January 15, 2020 (Wednesday)** at the **CIAC Board Room, Corporate Office Building**, Civil Aviation Complex, Clark Freeport Zone, Pampanga.
- Pursuant to the Department of Transportation (DOTr) Department Memorandum, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) has been filed by the government against it. Said document shall be included and submitted as part of the bidder's eligibility documents. Bidders are required to utilize the prescribed format attached in the bidding documents. In case of joint venture, each partner of the joint venture shall submit their respective certification, under oath.
- Bidders are reminded that a suspended or blacklisted supplier, contractor or consultant shall not be allowed to participate in all procurement opportunities of the government for the duration of the suspension or blacklisting, regardless of the modality of procurement employed by the procuring entity.
- Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume **no responsibility** for the misplacement of the contents of the improperly sealed or unmarked bid, or for its premature opening.
- Should a bidder decide **not to submit** a bid, said bidder should justify in writing to the BAC the reason for the non-submission. Sanctions shall be imposed to the bidder who withdraws from bidding or submits late bids or submits patently insufficient bids for at least three (3) times within a year, except for a valid reason.
- Note: caution to prospective bidders, should there be individuals posing in behalf of the BAC and TWG as agents or fixers, the same should be reported to the BAC immediately. This shall not be tolerated by the BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder. For as long as the same submits complete requirements, the said prospective bidder shall be qualified.

Vice Chairperson Tiatco extended her appreciation to the prospective bidders for taking interest in participating in the procurement activities of CIAC.

9. ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 10:35 a.m. on the 3rd day of January 2020.

Prepared by:


JESUS GERARDO C. CAPILI
Minutes/Agenda Officer

Reviewed by:


SHARON C. LINGAD
Manager-BAC Secretariat

Read and Approved by:



ATTY. ANA MARIA R. SUBA
Alternate Member

(-on official business-)
MELISSA D. FELICIANO, EnP
Member

(-on official business-)
GERRY A. NAGUIT
Member



ENGR. FEDERICO E. PRIMERO, JR.
Member



ROBERT S. URBANO
Provisional Member



ATTY. MISHEENA JOYCE C. TIATCO
Vice Chairperson