

Minutes No. 11-06, Series of 2020

MINUTES OF THE PRE-BID CONFERENCE

"Provision of Petroleum for the Clark International Airport Corporation (CIAC)"

Date : 23 November 2020
Time : 9:45 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)
Atty. Rustico G. Quizon III (Member)
Gerry A. Naguit (Member) via Zoom App
Melissa D. Feliciano, EnP (Member)
Engr. Federico E. Primero Jr. (Member)
Robert S. Urbano (Provisional Member)

BAC-TWG : Kristober S. Gomez (Head) via Zoom App
Arthur Z. Galang (Member)
Engr. Maria Vergel D. Lacanlale (Member)

Secretariat : Sharon C. Lingad
Miriam M. Pamindanan

Also present (via Zoom App): Mitchelle S. Cruz (IAD)
Francis S. Mayled (COA)
Pia Cristina Masbang (COA)
Allan L. Anonuevo (Manager-MIS)

Prospective Bidder (via Zoom App):

1. Petron Corporation - Mr. Ryan Joseph A. Villar

2.0 INVOCATION

The opening prayer was led by the BAC Vice Chairperson, Atty. Misheena Joyce C. Tiatco.

3.0 CALL TO ORDER

After the certification of a quorum by the BAC Secretariat, Vice Chairperson Tiatco called the meeting to order and presided thereat, in view of the absence of Chairperson Irish C. Calaguas. Considering the implementation of the Modified General Community Quarantine (MGCQ) and the stringent social/physical distancing measures, the meeting was conducted also through videoconferencing using Zoom Application.

4.0 APPROVAL OF THE AGENDA ITEMS

Ms. Lingad presented the agenda for the approval:

1. Pre-bid Conference for the project: "Provision of Petroleum for the Clark International Airport Corporation (CIAC)"; and
2. Other Matters: Request from the MIS for the Mode of Procurement of the upgrading of internet connection speed, wireless access points and manageable PoE switches for CIAC.

On the motion duly made by Ms. Melissa D. Feliciano seconded by Engr. Federico E. Primero Jr., the BAC unanimously approved the agenda as cited.

5.0 PRE-BID CONFERENCE

To start the Pre-bid Conference, Vice Chairperson Tiatco mentioned that the purpose of the meeting is to give opportunity for prospective bidders to address their issues and/or concerns regarding the said project. Also, informed the prospective bidders that the bidding documents is posted at the CIAC and PhilGEPS website.

Further, Vice Chairperson Tiatco acknowledged the representative of lone prospective bidder from Petron Corporation, Mr. Ryan Joseph A. Villar, attending via Zoom App.

Mr. Robert S. Urbano presented the Schedule of Requirements and overview of the project.

The following paragraphs or items were taken from the said presentation.

Supply of Petroleum shall be from 01 January 2021 until 31 December 2021.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Estimated Quantity (monthly)	Total (12mos)	Delivered, Weeks/Months
1	Diesel (euro 4 compliant)	5,000 ltr	60,000 ltrs	Estimated Monthly Requirement
2	Gasoline (euro 4 compliant)	300 ltr	3,600ltrs	Estimated Monthly Requirement
TOTAL			63,600ltrs	

Notes:

1. The list of vehicles and type of petroleum used for each vehicle will be provided in the actual implementation.

2. For bidding purposes, the unit cost (per liter) shall be based on the bidder's actual fuel pump price three (3) days before the scheduled submission and opening of bids.
3. The bid item for this project: the discount (PHP per liter of actual pump price on date of purchase).
4. The discount/s in Peso per liter of Diesel and Gas shall be applicable for the duration of the contract.

To end the project overview, Mr. Urbano informed the prospective bidder that the Technical Specifications adopted for the Bidding Documents of the said project is the same as last year's project. Thereby, the Committee opened the floor for queries to the prospective bidders.

At this juncture, the representative of Petron Corporation, Mr. Ryan Joseph A. Villar informed the BAC that they already read the Bidding Documents downloaded from the CIAC website. Considering that the Technical Specifications are the same as the previous year, they have no queries or requests for clarification at this point in time.

There being no other queries and/or requests for clarifications to discuss, Ms. Lingad read the additional reminders for the information and guidance of the prospective bidders:

- The deadline for the submission of queries and/or requests for clarification is on **November 25, 2020 (Wednesday), not later than 5:00 p.m.** All queries should be sent thru the email address: ciac_bacsecretariat@yahoo.com. All correspondences and/or notices sent to and issued by the CIAC-BAC shall be coursed through the email address provided. All prospective bidders or bidders are required to provide the BAC Secretariat their respective official email addresses. Otherwise, the email address used by the company in communicating with the BAC thru the BAC Secretariat shall be considered the official email address of the said company. All prospective bidders or bidders are also required to acknowledge the receipt of all notices or correspondences issued by the BAC.
- The issuance of the Supplemental/Bid Bulletin is on **November 27, 2020 (Friday)**.
- The deadline for the Submission of Bids is on **December 7, 2020 (Monday)**. Bids must be duly received by the CIAC Records Management Office located inside the CIAC Corporate Office Building **not later than 10:00 a.m.** Late bids shall not be accepted.
- The Opening of Bids shall be conducted at **10:15 a.m. of December 7, 2020 (Monday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application.

- Bidders are required to submit one (1) original and two (2) copies of the first and second components of its bid which shall be signed or initialed on each and every page thereof by the duly authorized representative/s of the Bidder.
- Prospective 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. This provision is applicable to companies who have purchased the bidding documents for the said project. Pursuant to Section 69.1 of the Revised IRR of RA No. 9184, sanctions shall be imposed to the bidder who habitually withdraws from bidding, submits late bids or 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 CIAC-BAC and TWG as agents or fixers, the same should be reported to the CIAC-BAC immediately. This shall not be tolerated by the CIAC-BAC. The bidding shall be conducted impartially and fairly and no favoritism shall be extended to any prospective bidder or bidder. For as long as the same submits complete requirements, the said bidder shall be qualified.

Vice Chairperson Tiatco concluded the meeting by extending her appreciation to the prospective bidders who participated in the Pre-bid Conference of the said project.

6.0 DISCUSSION FOR THE REQUEST FOR THE MODE OF PROCUREMENT OF THE UPGRADING OF INTERNET CONNECTION SPEED, WIRELESS ACCESS POINTS AND MANAGEABLE POE SWITCHES FOR CIAC.

Mr. Allan M. Anonuevo informed the BAC that the said project was already approved by the CIAC Management during its Committee Meeting held last 24 August 2020.

According to Mr. Anonuevo, said project was not considered during the preparation of their Project Procurement Management Plan (PPMP). However, the improvements are needed for fast and reliable work connection within the Corporate Office Building to cope with the New Normal Protocol which requires an increase bandwidth utilization.

Moreover, Mr. Anonuevo gave a copy of the corresponding approved Budget Realignment to cover the expenses for the said project amounting to Nine Hundred Thousand Pesos (PhP900,000.00).

After a thorough discussion, the BAC finds merit to resort to recommend Small Value Procurement (Sec. 53.9) as the appropriate mode of procurement since the upgrading of internet connection speed, wireless access points and manageable PoE switches is not covered by Shopping under Section 52 of the RIRR of RA 9184; and the subject amount does not exceed the threshold prescribed in Annex "H" of the RIRR of R.A. No. 9184.

On a motion duly made by Mr. Gerry A. Naguit and seconded by Engr. Federico E. Primero Jr., the BAC approved to recommend to the CIAC President and CEO the approval of the following:

1. Approval to utilize Section 53.9 (Small Value Procurement) of the Revised IRR of RA 9184 in upgrading the internet connection speed, wireless access points and manageable PoE switches of CIAC;
2. Inclusion of the said procurement in the updated Annual Procurement Plan (APP) for CY 2020; and
3. Delegation of the procurement process to the Procurement Department.

7.0 ADJOURNMENT

There being no other matters to discuss, the meeting was adjourned at 11:00 a.m. on the 23rd day of November 2020.

Prepared by:

Reviewed by:

MIRIAM M. PAMINDANAN
Minutes/Agenda Officer

SHARON C. LINGAD
Manager-BAC Secretariat

Read and Approved by:

GERRY A. NAGUIT
Member

MELISSA D. FELICIANO, EnP
Member

ENGR. FEDERICO G. PRIMERO JR.
Member

ATTY. RUSTICO G. QUIZON III
Member

-on leave-
ATTY. ANA MARIA R. SUBA
Alternate Member

ROBERT S. URBANO
Provisional Member

ATTY. MISHEENA JOYCE C. TIATCO
Vice Chairperson

On Official Business
IRISH C. CALAGUAS
Chairperson