

2 December 2021

*Minutes No. 12-01, Series of 2021*

**MINUTES OF THE PRE-BID CONFERENCE**

Via Zoom Application

**"Provision of Petroleum for Clark International Airport Corporation (CIAC)"  
(ABC: PhP2,546,661.72)**

Date : 2 December 2021  
Time : 9:00 a.m.

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**1.0 ATTENDEES**

Present/Member Irish C. Calaguas (Chairperson)  
Melissa D. Feliciano (Member)  
Engr. Federico E. Primero Jr. (Member)  
Robert S. Urbano (Provisional Member-PTD)

BAC-TWG: Kristober S. Gomez (Head)  
Arthur Z. Galang (Member)  
Vina May Manalili (Member)  
Engr. Vergel Maria D. Lacanlale (Member)  
Noli D. Ocampo (Provisional Member-PTD)

Secretariat: Sharon C. Lingad  
Miriam M. Pamindanan

Also Present: Mitchell S. Cruz (IAD)

Prospective Bidder/s:

1. Petron Corporation – Ms. Jacqueline Tolentino, Ms. Jennifer Tadique, Mr. Raneil Celdran and Mr. Marvin Resma

**2.0 INVOCATION**

The opening prayer was led by the BAC Secretariat, Ms. Sharon C. Lingad.

**3.0 CALL TO ORDER**

After certification of a quorum by the BAC Secretariat, Chairperson Irish C. Calaguas called the meeting to order and presided thereat.

**4.0 APPROVAL OF THE AGENDA ITEM**

The BAC Secretariat, Ms. Lingad, presented the agenda item as follows:

- Pre-bid Conference for the project: "Provision of Petroleum for Clark International Airport Corporation (CIAC)".

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

**5.0 DISCUSSION PROPER**

To start the meeting, Mr. Noli D. Ocampo presented the Invitation to Bid (ITB) in the bidding documents followed by the following:

***Section III. Bid Data Sheet***

<b>ITB Clause</b>	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. Provision of Petroleum;</li> <li>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP to Clark International Airport Corporation (CIAC) or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:
	<ul style="list-style-type: none"> <li>a. The amount of not less than <b>Fifty Thousand Nine Hundred Thirty Three Pesos and 23/100 (PHP 50,933.23)</b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> </ul>
	<ul style="list-style-type: none"> <li>b. The amount of not less than <b>One Hundred Twenty Seven Thousand Three Hundred Thirty Three Pesos and 09/100 (PHP127,333.09)</b> if bid security is in Surety Bond.</li> </ul>
19.3	Not applicable.
20.2	<p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <p>The Bidder shall submit Certified True Copy of the following documents filed using the Electronic Filing and Payment System (EFPS):</p> <ul style="list-style-type: none"> <li>a. <b>INCOME TAX RETURN</b>- refer to the latest ITR (BIR Form No. 1702 for Corporation and Partnership); and</li> <li>b. <b>BUSINESS TAX RETURNS</b>- refers to the:                             <ul style="list-style-type: none"> <li>b.1 Value Added Tax Return (Monthly-BIR Form No. 2550-M; Quarterly-BIR Form No. 2550-Q);</li> <li>b.2 Percentage Tax Returns (BIR Form No.2551-M) covering the previous six (6) months immediately preceding the date of submission and opening of bids.</li> </ul> </li> </ul> <p>NOTE: Per BIR Revenue Regulations No. 3-2005:</p> <p>For Income Tax Returns:</p> <p>For participants already with an Annual ITR, Latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.</p> <p>For Latest Business Tax Return:</p> <p>Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six months. For those with less than six (6) months of operations, this refers to the monthly business tax return filed to date.</p>

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21.2	No additional contract documents.
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**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	Quantity (monthly in liters)	Total (12mos in liters)	Delivered, Weeks/Months
1	Diesel (euro 4 compliant)	4,551.67	54,620.04	Estimated Monthly Requirement
2	Gasoline (euro 4 compliant)	330	3,960	Estimated Monthly Requirement
TOTAL			<b>63,600ltrs</b>	

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.

**Section VII. Technical Specifications**

1. Estimated monthly supply of petroleum: Diesel (euro 4 compliant); 4,551.67 liters/month for 12 months;
2. Estimated monthly supply of petroleum: Gasoline (euro 4 compliant); 330 liters/ for 12 months;
3. Must have Gasoline Station within 15km radius from CIAC;
4. Must have fleet card application system; and
5. Payment System: a. Credit charging (30-day cycle), b. Allows deduction of applicable withholding tax monthly billing statement and, c. Billing/Settlement through the CIACs Accounting/ Treasury Office.

**Section VIII. Checklist of Technical and Financial Documents**

**I. TECHNICAL COMPONENT ENVELOPE**

**Class "A" Documents**

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or

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Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

**and**

- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;

**and**

- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

**and**

- (e) Pursuant to the Department of Transportation (DOTr) Department Order, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) against the government.

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
- or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
- or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class "B" Documents**

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
- or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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- Other documentary requirements under RA No. 9184 (as applicable)*
- (n) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
  - (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form;
- (b) Original of duly signed and accomplished Price Schedule(s); **and**
- (c) Bill of Quantities

Further, Mr. Ocampo presented Section IX: Bidding forms of the bidding documents for the said project.

At this juncture, Mr. Ocampo, ended his presentation and the Committee opened the floor for queries and/or requests for clarification to the prospective bidder.

Below were the queries raised by Petron Corporation, as well as the corresponding remarks or instructions made by the BAC members and Office of Prime Responsibility (OPR):

<b>Queries/Clarifications</b>	<b>Remarks from the BAC and OPR</b>
<p>Queries and /or requests for clarification from Ms. Jacqueline Tolentino.</p> <p>May we know if there is a particular Pump Price?</p> <p>Petron gas stations have different prices depending on the branch or location. We would like to know if there is a particular gas station that will be the basis for the unit price or pump price.</p> <p>For the Affidavit of No Pending Case, it is our first time to encounter this as a bidding requirement; did CIAC require this form during the last year's bid opening?</p> <p>For the Statement of all On-going Government and Private Contracts, will CIAC allow if we will submit only five (5) of our on-going contracts or accounts? Considering that Petron has so many on-going contracts or projects.</p> <p>Follow up question regarding the Note in the Statement of all On-going Government and Private Contracts, Item</p>	<p>Yes. 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.</p> <p>None.</p> <p>Yes.</p> <p>We will take note of your concern and will answer through a Supplemental/Bid Bulletin.</p> <p>We will take note of your concern and will answer through a Supplemental/Bid Bulletin.</p>

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<p>2: Certificate of Accomplishment from Project Owner or Representative for On-going Project. Is there any particular format for this requirement?</p> <p>For the opening of bids, will CIAC require us to be present?</p> <p>Are we required to affix initial on each and every page of the bid documents?</p> <p>For other documents like the Audited Financial Statements, Articles of Incorporation and Mayor's Permit; will CIAC allow me to affix my initial? But, Bid Forms such as Statement of all On-going Government and Private Contracts and others shall be initialed by our authorized representative.</p> <p>Will CIAC allow us to submit a letter from the Authorized Signatory authorizing me to initial the bid documents?</p> <p>In the case of Petron, we have two (2) authorized signatories. Will CIAC require the 2 to sign or 1 will do?</p>	<p>All bidders and/or their authorized representatives are required to attend the opening of bids, via Zoom Application, to acknowledge their respective bids if they are in the same condition as submitted. However, it is up to the bidder to decide whether to attend or not.</p> <p>Yes.</p> <p>The bidder's authorized signatory/ries shall initial all pages of its bid.</p> <p>For Corporations, all bidders are required to submit a Secretary's Certificate stating that the signatory is the duly authorized representative of the bidder.</p> <p>The Secretary's Certificate will determine whether 1 or 2 is required to sign. If it is stated "<u>and</u>", the 2 authorized signatories shall be required to initial and/or sign the bid, when applicable.</p>
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There being no other queries and/or requests for clarifications to discuss, Ms. Lingad read the additional reminders for the information and guidance of all prospective bidders, as follows:

- The deadline for the submission of queries and/or requests for clarification is on **December 3, 2021 (Friday), not later than 5:00 p.m.** All queries should be sent thru the email address: [ciac\\_bacsecretariat@yahoo.com](mailto: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 **December 7, 2021 (Tuesday)**. Said Supplemental/Bid Bulletin shall be posted at the websites of CIAC ([ciac.gov.ph](http://ciac.gov.ph)) and PhilGEPS ([philgeps.gov.ph](http://philgeps.gov.ph)) on the same day.

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- The deadline for the Submission of Bids is on **December 14, 2021 (Tuesday)**. Bids must be duly received by the CIAC Records Management Office located in the CIAC Corporate Office Building **not later than 9:00 a.m.** Late bids shall not be accepted.
- The Opening of Bids shall be conducted at **9:15 a.m. of December 14, 2021 (Tuesday)** at the CIAC Board Room, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone and thru video conferencing using Zoom Application. Bidders can only attend the said opening of bids thru video conferencing using Zoom Application.
- For proper identification, bidders who will attend the said opening of bids thru video conferencing are advised to indicate their Full Name and Company Name as their username.
- 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.

Lastly, the Chairperson concluded the Pre-bid Conference by extending her appreciation to the bidder for participating in the said meeting.

## **6.0 ADJOURNMENT**

There being no other matters to discuss, the meeting was adjourned at 9:43 a.m. on the 2<sup>nd</sup> day of December 2021.

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Prepared by:

**MIRIAM M. PAMINDANAN**  
Minutes/Agenda Officer

Reviewed by:

**SHARON C. LINGAD**  
Manager-BAC Secretariat

Read and Approved by:

*-on leave-*  
**GERRY A. NAGUIT**  
Member

**MELISSA D. FELICIANO, EnP**  
Member

**ENGR. FEDERICO E. PRIMERO JR.**  
Member

**ROBERT S. URBANO**  
Provisional Member

*-absent-*  
**ATTY. MISHEENA JOYCE C. TIATCO**  
Vice Chairperson

**IRISH C. CALAGUAS**  
Chairperson