

5 January 2022

*Minutes No. 01-01, Series of 2022*

**MINUTES OF THE PRE-BID CONFERENCE**

Via Zoom Application

**"Provision of Petroleum for Clark International Airport Corporation (CIAC) (Re-bid)"  
(ABC: PHP2,046,661.72)**

Date : 5 January 2022  
Time : 10:00 a.m.

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**1.0 ATTENDEES**

Present Members	Irish C. Calaguas (Chairperson) Atty. Misheena Joyce C. Tiatco (Vice Chairperson) Melissa D. Feliciano (Member) Engr. Federico E. Primero Jr. (Member) Robert S. Urbano (Provisional Member-PTD)
BAC-TWG:	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

**2.0 INVOCATION**

The opening prayer was led by Ms. Melissa D. Feliciano, BAC member and Manager of Corporate Planning Department of CIAC.

**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 DISCUSSION PROPER**

To start the meeting, Mr. Robert S. Urbano presented the following:

Approved Budget for Contract (ABC): PHP2,046,661.72  
Project Duration: Nine (9) Months

***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.

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<b>Item No.</b>	<b>Description</b>	<b>Qty (monthly) in liter</b>	<b>Total (9months) in liter</b>	<b>Delivered, Weeks/Months</b>
1	Diesel (euro 4 compliant)	4,551.67	40,965.03	Estimated Monthly Requirement
2	Gasoline (euro 4 compliant)	330	2,970	Estimated Monthly Requirement

Note:

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

The fuel quantities above are for bidding purposes only. In the actual implementation of the contract, the quantities that may be required may increase or decrease, as the need arises, from the Notice of Proceed. In no case shall the total cost exceed the total contract amount.

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.

The bid item for this project: the discount (PHP per liter of actual pump price on date of purchase).

The discount/s in Peso per liter of Diesel and Gas shall be applicable for the duration of the contract.

At this juncture, Mr. Urbano ended his presentation.

There being no queries and/or requests for clarifications from prospective bidders 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 **January 8, 2022, 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 **January 11, 2022 (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.
- The deadline for the Submission of Bids is on **January 18, 2022 (Tuesday)**. Bids must be duly received by the CIAC Records Management Office located in the CIAC Corporate Office Building **not later than 10:00 a.m.** Late bids shall not be accepted.

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- The Opening of Bids shall be conducted at **10:15 a.m. of** on **January 18, 2022 (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 of 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 all members of the BAC and TWG for attending the said meeting.

## **5.0 ADJOURNMENT**

There being no other matters to discuss, the meeting was adjourned at 10:10 a.m. on the 5<sup>th</sup> day of January 2022.

Prepared by:

Reviewed by:

5 January 2022

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

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

Read and Approved by:

*-absent-*  
**GERRY A. NAGUIT**  
Member

**MELISSA D. FELICIANO, EnP**  
Member

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

**ROBERT S. URBANO**  
Provisional Member

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

**IRISH C. CALAGUAS**  
Chairperson