



PCC BIDS AND AWARDS COMMITTEE (PBAC)

**Minutes of Pre-Bid Conference
“Procurement of Fuel through Fuel Card Service for CY 2020”**

Date: 04 December 2019

Meeting Room 3, 25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

BAC Members

- | | | |
|---------------------|---|------------------------------|
| 1. Chairperson | : | Atty. Joseph Melvin B. Basas |
| 2. Vice-Chairperson | : | Atty. Ferdinand B. Redulla |
| 3. Regular Member | : | Atty. Lianne Ivy P. Medina |
| 4. Regular Member | : | Allan Roy D. Mordeno |
| 5. Regular Member | : | Arnold Roy D. Tenorio |

BAC Secretariat

- | | | |
|-----------|---|---------------------------|
| 1. Member | : | July R. Suing |
| 2. Member | : | Merry Lyn V. Bambao |
| 3. Member | : | Teejay Yoshiumi J. Sakuma |
| 4. Member | : | Mark Jayson R. Fajutnao |
| 5. Member | : | Isabelo Miguel V. Abaño |

End-User:

- | | | |
|-----------|---|----------------------|
| 1. AO-GSD | : | Jeson Q. de la Torre |
|-----------|---|----------------------|

Bidder:

- | | | |
|--------------------|---|-----------------|
| 1. Oil Empire Inc. | : | Nelly Pelayo |
| 2. Oil Empire Inc. | : | Renante Ignacio |

Observers : none

I. Call to Order

The PBAC Chairperson called the meeting to order at 02:05 PM for the **Procurement of Fuel through Fuel Card Service for CY 2020** under **Invitation to Bid (IB) No. 2020-00-0011**, at PCC Meeting Room 3.

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Date: DEC 12 2019





II. Agenda

Discussion	Recommendation/ Agreements
<p>A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.)</p> <ul style="list-style-type: none"> The PBAC through its secretariat discussed the Part I of the Pre-Bidding conference – submission of the Technical component and Financial component. Part II of the Pre-Bidding conference –Terms of Reference (TOR) for the project was presented by the end-user (AO-GSD). <p>B. Project Description and Technical Requirements</p> <ul style="list-style-type: none"> the PCC intends to engage an entity which could provide fuel/fleet card services. Fuel/Fleet Card Program pertains to the use of fleet card for the purchase of gasoline and diesel at any accredited/recognized gas stations. Essential to meet PCC’s operational and administrative requirements, including the delivery of services to the public, the Fleet Card Program likewise sets the spending limits and spending patterns or trends such as grade of fuel, fueling frequency, time fueling, and fuel location. <p>C. Approved Budget for the Contract (ABC)</p> <ul style="list-style-type: none"> The ABC for this project is PhP2,297,700.00 <p>D. Date/ Time of Submission and Opening of Bids</p> <ul style="list-style-type: none"> Submission of Bids: 16 December 2019, 12:00 NN Opening of Bids: 18 December 2019, 01:30 PM <p>E. Question and Answer</p> <ul style="list-style-type: none"> Representative of Oil Empire Inc. raised the following queries/clarifications during the meeting: <ol style="list-style-type: none"> Sought clarification regarding the Statement of Single Largest Completed Contract and Statement of All Ongoing Contract, i.e., whether there’s a need to submit a supporting document. 	<p>All queries were clarified. Thus, there is no need to issue a bid bulletin.</p>

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<ul style="list-style-type: none"> ❖ The PBAC secretariat clarified that the bidders are required to submit supporting documents for the two (2) statements. The said supporting documents will be used by the TWG to validate the bidder's technical capacity. • The PBAC Chairperson emphasized the parameters to be used in evaluating the financial bid. The bidder who will offer the highest discount will be considered for the post qualification. • The PBAC Secretariat highlighted the requirements, and scope of services and deliverables indicated in the Terms of Reference of the project. 	
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III. Adjournment:

There being no other matters to discuss, the meeting for the pre-bid conference was adjourned at 02:35 PM.

Reviewed by the PBAC Head Secretariat:

JESON Q. DE LA TORRE
Head, PBAC Secretariat

Approved by:

ATTY. JOSEPH MELVIN B. BASAS
Chairperson, PBAC

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