



**SUPPLY AND DELIVERY OF PETROLEUM, OIL AND LUBRICANTS
FOR NBP AND CIW 2019
PhP13,000,000.00
PRE-BID CONFERENCE
Conference Room, BAC Office
January 04, 2019**

I. IN ATTENDANCE

CCSUPT. RICHARD W. SCHWARZKOPF, JR.	-VICE CHAIRPERSON
CSSUPT. CELSO S. BRAVO	-BAC MEMBER
MS. MARITES C. MAGTALAS	-BAC MEMBER
MR. MANUEL SESCOAR, JR. MBA, MSCA	-BAC MEMBER
CO2 QUIN ANNIE J. CABIAS	-BAC SECRETARIAT
CO2 MARIA ADORACION I. VIÑAS	-BAC SECRETARIAT
CO2 LOVELY C. MARIANO	-BAC SECRETARIAT
CO2 SHEILA I. DICHOSO	-BAC SECRETARIAT
CO2 EMMYLOU P. MIRANDA	-BAC SECRETARIAT
CTOIII ALEXIS CATINDIG	-TWG
CTOI EDUARDO S. TUDOR, JR.	-PROVISIONAL MEMBER

II. CALL TO ORDER

The meeting was called to order and presided by the BAC Vice-Chairman CCSupt. Richard W. Schwarzkopf, Jr at 1:00 P.M.

III. HIGHLIGHTS OF THE PRE-BID CONFERENCE

- Mr. Alexis Catindig greeted and welcomed the lone bidder who joined the pre-bid conference.
- Bidding documents is worth twenty-five thousand pesos (Php25,000.00).
- Similar contract shall refer to retailer, dealer or gas stations, other than major suppliers as hereinafter defined, or from those who are engaged in the business of selling to the general public for ultimate consumption, and which are sold at retail pump prices of Petroleum, Oil and Lubricant Products.
- The following are the requirements for the project:
- Bid data sheet Class A documents; Valid and current PhilGeps Certificate of Registration and Membership in accordance with Section 8.5.2 of Revised IRR of RA 9184.
- Valid and current SEC Registration for Corporation.
- Valid and current Department of Trade and Industry (DTI) for sole proprietorship and Valid and current CDA Registration for cooperative.
- Valid and current Mayor's/Business Permit issued by the city of municipality where the place of business of the prospective bidder is located.
- Valid and current Tax Clearance.

- 1 ▪ Class B documents; Statement of prospective bidder of all its ongoing
- 2 government and private contracts, including contracts awarded but not yet
- 3 started, if any, whether similar or not similar in nature and complexity to the
- 4 contract to be bid.
- 5 ▪ Statement identifying the bidder's Single Largest Completed Contract(SLCC),
- 6 similar to the contract to be bid within the last two years from the date of
- 7 submission and receipt of bids equivalent to at least twenty-five percent 25% of
- 8 the ABC.
- 9 ▪ Certificate of end user's acceptance (EUA) or Acceptance Report or Official
- 10 receipt (OR) or sales invoice (SI) issued for the contract, if completed, which shall
- 11 be attached to the statement.
- 12 ▪ Valid and current Audited Financial Statements, showing, among others, the
- 13 prospective bidder's total and current assets and liabilities, stamped "received" by
- 14 the BIR or its duly accredited and authorized institutions, for the preceding
- 15 calendar year which should not be earlier than two (2) years from the date of bid
- 16 submission.
- 17 ▪ NFCC which must be at least equal to the ABC to be bid, and calculated as
- 18 follows;
- 19 NFCC= [(Current assets minus current liabilities) (15)] minus the value of all
- 20 outstanding or uncompleted portions of the projects under ongoing contracts,
- 21 included awarded contracts yet to be started coinciding with the contract to be
- 22 bid.
- 23 ▪ In Lieu of the NFCC computation the bidder may submits a Committed of Line of
- 24 Credit (CLC) from a Universal or Commercial Bank, it must be at least equal to
- 25 10% of the ABC to be bid in accordance with Sec. 23.4.1.5 of the 2016 Revised
- 26 IRR of RA 9184.
- 27 ▪ Bid Security; Cash or cashier's/managers check issued by a Universal or
- 28 Commercial Bank must be two percent of the ABC.
- 29 ▪ Bank draft/guarantee or irrevocable letter of credit issued by a Universal or
- 30 Commercial Bank.
- 31 ▪ Surety bond callable upon demand issued by a surety or insurance company duly
- 32 certified by the Insurance Commission as authorized to issue such security must
- 33 be 5% of the ABC and to include the 14 grounds.
- 34 ▪ Duly conformed Schedule of Requirements
- 35 ▪ Duly conformed Technical Specification
- 36 ▪ Duly notarized omnibus sworn statement, it must be supported by a proof of
- 37 authority of the designated representative/s for the purpose of this bidding.
- 38 - Packaging and sealing of documents; Each bidder shall submit the following in
- 39 one big envelope duly labelled containing two sets of envelopes: **first envelope**
- 40 must contain four copies of eligibility and technical documents duly marked as
- 41 "Original Technical Component" copy no.1, copy no.2 and copy no.3, **second**
- 42 **envelope** must contain four copies of financial bid form duly marked as original
- 43 financial component copy no.1, copy no.2 and copy no.3.
- 44 ▪ Submission and opening of bids is on January 17, 2019 at 1pm.
- 45 ▪ Contract shall commence one day after the receipt of Notice to Proceed and
- 46 Contract Agreement.

- 1 ▪ Contract duration shall cease upon reaching the maximum contract amount or at
- 2 the end of the year 2019 whichever comes first.
- 3 ▪ Payments to the winning supplier for its supplies will be made every last day of
- 4 the month.
- 5 ▪ Bidding forms was presented.
- 6 ▪ Reference number can be viewed on PhilGeps.
- 7 ▪ Government issued ID's should be use, Cedula is not allowed on notarization.

8 III. Query from the lone bidder

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- 10 ▪ As to the query of the bidder if they could submit their bid on the day before the
- 11 scheduled of submission and opening of bids, Mr. Catindig concurred.
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- 13

14 **V. ADJOURNMENT**

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16 There having no other clarifications to be made, the conference adjourned at around

17 1:55 P.M.

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19 Taken and prepared by:

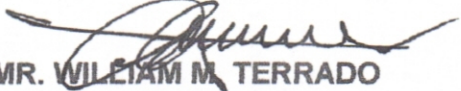
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21 
 22 **CO2 QUIN ANNIE J. CABIAS**
 23 Member, BAC Secretariat

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25 Checked by:

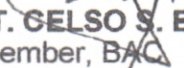
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 28 **MR. WILLIAM M. TERRADO**
 29 Head, BAC Secretariat

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31 Concurred by:

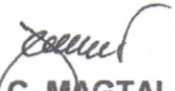
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 34 **CSSUPT. CELSO S. BRAVO**
 35 Member, BAC


36 *Absent*
 37 **CTSUPT. ELSA A. ALABADO**
 38 Member, BAC

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40 **MANUEL L. SESCAR, JR., MBA, MSCA**
 41 Member, BAC

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 43 **MARITES C. MAGTALAS**
 44 Member, BAC

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CCSUPT. RICHARD W. SCHWARZKOPF, JR.
Vice-Chairperson, BAC

On leave
CTCSUPT. RESURRECION S. MORALES, PhD
Chairperson, BAC