



Republic of the Philippines
Department of Education



PROCUREMENT MANAGEMENT SERVICE

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Bids and Awards Committee I

Minutes of Pre-Bid Conference

Project No. : **2019-11-ADMS(011)-BI-CB-044**
Project : **Fleet Card Program for the Procurement of Fuels for the
DepEd Central Office Vehicles**
ABC : **PhP3,986,040.00**
End-User : **Administrative Service – General Service Division**
Date & Time : **December 2, 2019; 10:00 A.M.**
Venue : **Legal Conference Room, 3/F, Mabini Building, DepEd
Complex, Meralco Avenue, Pasig City**

Present:

Bids and Awards Committee (BAC) I: Dir. Rhoan G.L. Orebia, Vice-Chairperson; Dir. Rizalino Jose T. Rosales, Regular Member; and Supt. Diosdado S. Medina, Provisional Member

Procurement Management Service: Ms. Christa O. Nicolas, Senior Technical Assistant II; Ms. Marianes M Parcon, Technical Assistant II; Mr. Homer A. Silva, Administrative Support II; and Mr. Arben Allan A. Gomez, Messenger (BAC Secretariat Division)

End-user representative(s): Mr. Mark Christian Bernardo (AS – GSD)

Observer(s): Mr. Reynaldo Famorcan (COA)

I. CALL TO ORDER

Dir. Rhoan G.L. Orebia, BAC I Vice-Chairperson, presided and called the BAC meeting to order at 10:30 A.M. The BAC Secretariat documented the minutes of meeting.

II. CERTIFICATION OF QUORUM

The BAC I Vice-Chairperson certified that the quorum of the BAC was present to transact business. She acknowledged the presence of the BAC members, BAC Secretariat, Technical Working Group (TWG) and observer.

55 III. HIGHLIGHTS OF DISCUSSION

56
57 The BAC I Vice-Chairperson welcomed everyone to the pre-bid conference.

58
59 The BAC I Vice-Chairperson gave a brief description of the project at hand and
60 noted that there were no prospective bidders who attended the pre-bid conference.
61 Nonetheless, she asked the BAC Secretariat to proceed on the project
62 information.

63
64 Ms. Christa O. Nicolas, BAC I Secretariat, proceeded with the presentation of
65 the project information and focused on the salient features of the Bidding
66 Documents.

67
68 Dir. Rizalino Jose T. Rosales, BAC I Regular Member, suggested not to discuss
69 the Instruction to Bidders since there were no prospective bidders who
70 participated in the pre-bid conference.

71
72 The BAC I Vice-Chairperson inquired about the technical specifications. Mr.
73 Mark Christian Bernardo, end-user representative, stated that the
74 consumable fuel is 50.9 per liters only regardless of the price. He also stated
75 that 120 liters is the estimated consumable fuel every month.

76
77 The BAC I Vice-Chairperson stated that the contract duration for the
78 procurement of fleet card is one year. Dir. Rosales asked the end-user
79 representative if the fleet cards are individually given. Mr. Bernardo replied
80 affirmatively. He also added that for the executive officials, the total
81 consumable fuel is 250 liters per month. The BAC I Vice-Chairperson asked
82 the end-user representative about the usage of fleet cards since it is only
83 limited to 250 liters per month. Mr. Bernardo stated that if there will be any
84 usage left, it will not be added on the next month. He also added that the end-
85 user will replenish the fleet cards for the next month ahead.

86
87 Dir. Rosales stated an example for the consumption of fuel/gas since the price
88 varies in each station and the station must be near DepEd. Mr. Bernardo
89 replied that the use of fleet cards is nationwide and further elaborated that
90 companies like Petron Corporation provides a list of gas station to where the
91 DepEd can fuel up their service vehicles.

92
93 Dir. Rosales asked whether the prospective bidders envisioned by the end-
94 user for this project is company owned or dealer owned oil/gas station. He
95 further asked if there's a possibility that a dealer owned oil/gas station can
96 enter through the procurement bidding process because there can be a
97 possibility that a dealer owned oil/gas station will only have one station. Thus,
98 it is more likely limited to the oil companies. In other words, the invitations
99 are addressed particularly to all companies but not to dealers itself as the
100 requirement is nationwide.

101
102 Mr. Reynaldo Famorcan, observer from Commission on Audit (COA), asked
103 the end-user regarding the technical meaning of diesel because there are
104 different kinds of diesel. Mr. Bernardo stated that unleaded means regular
105 gas, diesel means regular diesel or regular oil.

106
107 Having no other matters to discuss on this project, the BAC meeting was
108 adjourned at 11:58 A.M.

109 Prepared by:
110
111
112 **MARIANES M. PARCON**
113 Technical Assistant II
114 BAC Secretariat Division
115
116
117

Reviewed by:

CHRISTA O. NICOLAS
Senior Technical Assistant II
BAC Secretariat Division

118 **Minutes of Pre-Bid Conference**
119
120

121 Project No. : **2019-11-ADMS(011)-BI-CB-043**
122 Project : **Fleet Cards Program for the Procurement of Fuels for the**
123 **DepEd Central Office Vehicles**
124
125 ABC : **PhP3,986,040.00**
126 End-User : **Administrative Service – General Service Division**
127
128 Date & Time : **December 2, 2019; 10:00 A.M.**
129 Venue : **Legal Conference Room, 3/F, Mabini Building, DepEd**
130 **Complex, Meralco Avenue, Pasig City**
131
132
133

134 Concurred by:
135 **BIDS AND AWARDS COMMITTEE I**
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139 **Dir. RHOAN G.L. OREBIA**
140 Director IV and Vice-Chairperson
141

142
143
144 **Dir. RIZALINO JOSE T. ROSALES**
145 Director IV and Regular Member
146

147
148
149 **Supt. DIOSDADO S. MEDINA**
150 Provisional Member



PROCUREMENT MANAGEMENT SERVICE

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Bids and Awards Committee I

ATTENDANCE SHEET

Pre-Procurement Conference
 Pre-Bid Conference
 Bid Opening
 Other BAC Meeting: Central Office Vehicles
 (s) : Fleet Card Program for the Procurement of Fuels for the DepEd

Date: December 2, 2019 Time: 9:00 AM
 Location: Legal Conference Room, 3rd Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City

Name / Position	Signature	Name / Position	Signature	Name / Position	Signature
Officials					
Chairperson		James Ronald G. Ybiernas, PDO III		Paula Janine L. Manuel, TA II	
Member		Jose Antonio G. Flores, AO IV		Phoebe Ann R. Wagan, TA II	
Member		Jessa B. Bucla, AO II		John Raymar C. Cheng, TA I	
Member		Marilou A. Caagbay, AO II		Andrew M. Felipe, AS II	
Member		Raquel S. Familara, AA III		Reymark B. Nagallo, AS II	
Member		Marlgin de Jack S. Salayon, AA III		Lee Jeffrey Roedell C. Oliva, AS II	
Member		Ivy E. Acebo, STA II		Marianes M. Parcon, AS II	
Member		Lady Love S. Arenas, STA II		Homer A. Silva, AS II	
Member		Joyce Anne C. Morales, STA II		Daniilo P. Catague, Driver II	
Member		Christa O. Nicolas, STA II		Adrian Paul D. Esplana, Messenger	
Member		Lauro L. Roberto, Jr., STA I		Melvin R. Parreño, Messenger	
Member		Jay Valerie A. Baladiang, TA II		<u>Arben ALLAN A. Gomez</u>	
Procurement Management Service					
Director IV					

