

Republic of the Philippines
DEPARTMENT OF TOURISM
 351 Sen. Gil Puyat Avenue, 1200 Makati City
 Tel. No. (02) 459-5200 to 459-5230
<http://www.tourism.gov.ph>

MINUTES OF PRE-BID CONFERENCE
JANUARY 20, 2020 (MONDAY), 3:45 P.M.
2ND FLOOR TRAINING ROOM

Present were:

Bids and Award Committee:

ASec. Roberto P. Alabado III	-	Chairperson
Dir. Milagros Y. Say	-	Vice-Chairperson
Atty. Jennifer A. Olba	-	Member
Ms. Ma. Luz F. Falcunaya	-	Member

BAC Secretariat:

Ms. Melanie Claire P. Singzon	-	Member
Ms. Maria Alma O. Almazan	-	Member
Mr. John Phire P. Villamin	-	Staff
Mr. Val Raymund C. Cervantes	-	Staff

End-User:

Mr. Rolando Bautista	-	GSD
Mr. Roldan Pineda	-	GSD
Mr. Alvin Cabasan	-	GSD

Bidders:

Mr. Lawrence Dela Cruz	-	Petron Corporation
------------------------	---	--------------------

AGENDA

- ❖ **PROCUREMENT OF GASOLINE, DIESEL FUELS, LUBRICANTS AND OTHER SERVICES (FUEL CARD PROGRAM) FOR THE DEPARTMENT OF TOURISM CENTRAL OFFICE FLEET OF VEHICLES
DOT-BAC-IB NO. 2019-042 (EPA)
ABC: PHP 5,070,561.36**

CALL TO ORDER AND QUORUM:

Upon declaration of a quorum, the BAC Chairperson, ASec. Roberto P. Alabado III called the meeting to order at around 3:44 p.m. He acknowledged the presence of the BAC members, BAC secretariat members, project officers and prospective bidders.

BUSINESS MATTERS:

- It was noted that a notice for the pre-bid conference was given to the Philippine Chamber of Commerce and Industry, Transparency and Accountability Network and the Commission on Audit. However, no representatives were sent.
- The presiding officer mentioned that the purpose of the pre-bid conference is to give an opportunity for the prospective bidders to seek clarifications on the terms of reference, including the bidding documents. However, it should be noted that any statement made at the pre-bid conference would not modify the terms of the bidding documents, unless such statement is specifically identified in writing as an amendment of the documents and issued as a supplemental/bid bulletin (2016 Revised IRR - Section 22.4).
- The bidders was asked if he has seen and checked the Terms of Reference which was posted at the PhilGEPS and DOT websites. Copies of the terms of reference were distributed to the BAC members before the start of the meeting for their reference.

❖ **PROCUREMENT OF GASOLINE, DIESEL FUELS, LUBRICANTS AND OTHER SERVICES (FUEL CARD PROGRAM) FOR THE DEPARTMENT OF TOURISM CENTRAL OFFICE FLEET OF VEHICLES
DOT-BAC-IB NO. 2019-042 (EPA)
ABC: PHP 5,070,561.36**

The following questions and clarifications were raised on the Terms of Reference after Mr. Rolando Bautista briefly discussed its contents:

- One (1) super admin. card will be required
- Clarification was made that the bidder must submit One (1) original set of documents and six (6) copies of the original set
- It was also clarified that the bidder should just indicate *Not Applicable* for the Joint Venture Agreement form should such does not apply
- Under the Scope of Services, *Car Wash* indicates to engine and car chassis wash
- Expiration date from the fleet card will be removed
- Queries may be emailed to the BAC Secretariat until 24 January 2020

Adjournment:

With no further instructions from the BAC and clarifications from the body, the Pre-Bid Conference was adjourned at 3:59 p.m.


Prepared by:

Noted by:


VAL RAYMUND C. CERVANTES
Administrative Assistant III, BAC Secretariat


GODOFREDO R. MALDONADO, JR.
Head, BAC Secretariat

Approved by:


ASEC. ROBERTO P. ALABADO III
BAC Chairperson