



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City, 1104

**MINUTES OF THE PRE-BID CONFERENCE FOR THE
PUBLIC BIDDING FOR THE PROCUREMENT OF FUEL
(DIESEL AND GASOLINE) THROUGH FLEET CARD SYSTEM FOR THE
OFFICE OF THE OMBUDSMAN
(PB 2019-17)**

**APPROVED BUDGET FOR THE CONTRACT:
FIVE MILLION ONE HUNDRED FORTY TWO THOUSAND EIGHT HUNDRED SIXTY
EIGHT PESOS AND FIFTY CENTAVOS
(PHP 5,142,868.50)
06 November 2019, Hearing Room, 1:30 P.M.**

The Pre-Bid Conference started at 1:53 p.m. with an invocation and introduction of the parties in attendance by Ms. Marjorie Hazel R. Cofino, Member, BAC Secretariat, to wit:

The Bids and Awards Committee:

DIR. ADORIE T. CORNITO	- Vice-Chairperson
DIR. MARY RAWNSLE V. LOPEZ	- Member
ATTY. LORENZO G. VERGARA	- Member
ATTY. JULIEVER ROQUE LAMUG	- Member
ATTY. JANET CABIGAS-VEJERANO	- Member

The Technical Working Group:

DIR. EMMANUEL O. VERGARA	- Chairperson
DIR. ERIC ANTHONY A. DUMPILO	- Vice-Chairperson
MR. ANTONIO F. FELICIANO	- Member
MR. ANTHONY A. VILLARAMA	- Member
MS. LORNA T. SITJAR	- Member
MR. AGUSTIN A. DELOS SANTOS JR.	- Member

The BAC Secretariat:

MS. JOSEPHINE S. VARGAS	- Head
MS. MARJORIE HAZEL R. COFINO	- Member

Witnesses / Observers:

ATTY. EMILY CRISTINA M. CASTILLO	-OMB-Proper Representative
MR. RON KRISTOFFER S. SILVA	- OODO Representative
MR. MARIANO AQUINO	- OSP Representative

Ms. Cofino likewise announced the presence of one (1) prospective bidder, PHOENIX PETROLEUM represented by Mr. Mark Regaldia and Mr. Francis Jacela.

Ms. Josephine S. Vargas, Head, BAC Secretariat, reported the following activities on the Office's compliance with the requirements of R.A. No. 9184:

- 1) The Invitation to Bid (ITB) was posted at the PhilGEPS, Ombudsman Website and BAC Bulletin Board on 30 October 2019.
- 2) Letters of Invitation for the Pre-Bid Conference, Opening of Bids, Bid Evaluation and Post-Qualification were sent and received by the following Witnesses and Observers:

- a. Hon. Edilberto G. Sandoval (Acting Overall Deputy Ombudsman, OODO)
- b. Atty. Kristine Joy M. Meñez-Macalalad (Assistant Ombudsman, OMB-
Proper)
- c. Mr. Crisanto S. Frianeza (Secretary General, Philippine Chamber of
Commerce Industry)
- d. Ms. Ma. Asuncion M. Golez (National President, Philippine Institute of
Certified Public Accountants)
- e. Mr. Joey I. Bernardino (State Auditor IV, Audit Team Leader, COA)
- f. Mr. Nolasco B. Ducay (OMBEA Representative).

With the presence of the Vice-Chairperson and ~~three (3)~~ ^{four (4)} Members of the Bids and Awards Committee (BAC) and all Members of the Technical Working Group (TWG), a quorum to transact business was manifested by Ms. Vargas.

The Pre-Bid Conference was called to order by Dir. Adorie T. Cornito, BAC Vice-Chairperson. She then turned over the discussion to the TWG.

Dir. Emmanuel O. Vergara, TWG Chairperson, proceeded with the presentation of the Invitation to Bid, Eligibility requirements (Checklist of documents) and Post Qualification documents.

The prospective bidder had no question as to the presentation but asked whether they can have a copy of the Checklist of Documents as presented. Dir. Lopez replied that (the bid documents) are downloadable (from the PhilGEPS and Ombudsman Website).

Mr. Anthony A. Villarama, TWG Member, presented the technical specifications as shown in Ombudsman Bid Form No. 1.

The following were the issues / questions raised and the corresponding reply / comments of the BAC and TWG:

PARTICULARS	ISSUES / QUESTIONS RAISED	REPLY / ADDITIONAL COMMENTS
TECHNICAL PROPOSAL	TWG (Mr. Villarama): Can the fleet card be also applied in case of Generator Sets?	PHOENIX PETROLEUM: Yes. It is possible. We can provide an "admin" or "drum" card. You will just bring/present the drum card in the station and we will put diesel in the drum and you will bring (the drum) back to the office.
	BAC (Dir. Cornito): How do you administer the drum card (with your existing clients)?	PHOENIX PETROLEUM: With our existing clients the drum card can be used in non-vehicles. It cannot be used on vehicles. It can be used on approved or authorized containers (drums).
	BAC (Dir. Cornito): So are you supplying the drum/container?	PHOENIX PETROLEUM: No. (We supply) only the drum card, not the drum itself.
	BAC (Dir. Cornito): So it is the agency who will provide the	PHOENIX PETROLEUM: Yes. Usually, the accounts who use the

<p style="text-align: center;">TECHNICAL PROPOSAL</p>	<p>container?</p> <p>BAC (Dir. Cornito): How would you identify if that drum is an authorized (approved) container that you would refill? Do you require any control mechanism from the agency?</p> <p>BAC (Dir. Cornito): So there is a specification that for a particular drum, as long as they carry the Purchase Request or a Purchase Order...</p> <p>BAC (Dir. Cornito): So for the fleet card, do you still require a Purchase Request that the agency requires?</p>	<p>drum/admin cards are those with cell sites because they cannot bring that to the station. So what they do is that they bring the drum in the retail station and they bring back the fuel to the cell sites.</p> <p>PHOENIX PETROLEUM: What we ask from the agency or the customer is to provide a "Notice to Proceed" or "Purchase Order" that you will be gassing up, for example, 200 liters for this specific drum. This will be (proof) for the retail station that on this specific day they can actually gas up using the drum card and put it back in their garage or in their office.</p> <p>PHOENIX PETROLEUM: But they will still be using their fleet card to swipe. This is also for your office so that you can monitor also the consumption.</p> <p>PHOENIX PETROLEUM: No. Only the fleet card. Since the drum/admin card have high exposure (no plate number or ID of the driver), maybe we can have a special arrangement as earlier mentioned.</p>
<p style="text-align: center;">FINANCIAL PROPOSAL</p>	<p>[Mr. Villarama presented OMB Bid Form No. 2 (Financial Proposal with Undertaking)]</p> <p>PHOENIX PETROLEUM: As mentioned in the documents, since the pricing follows the pump price in the station at the specific date when the transaction occurred what price should we use?</p> <p>PHOENIX PETROLEUM: The pump price varies depending on the trading area per station, for example here in our station in Congressional, it would be different from that in our station in Pasig.</p> <p>We can submit you the prices, for example, that we have in Timog in that day. But it depends or varies on the fluctuation of prices week by</p>	<p>BAC (Dir. Cornito): (You will use) the pump price plus the input tax. If the pump price is inclusive of VAT you would specify that.</p> <p>BAC (Dir. Cornito): As long as you provide us with your pump price in all the areas, in all gasoline (stations)...</p> <p>PHOENIX PETROLEUM: If "in all areas or gasoline stations," it would be quite tedious.</p>

FINANCIAL PROPOSAL	week.	BAC (Dir. Cornito): However since we are here in Quezon City, we may also request some other pump price from other areas. Can you still provide us? Because of course we will be (following) whichever is lower.
	PHOENIX PETROLEUM: Since the award will be for the lowest calculated price, do you mean the lowest or highest discount or rebate? For example, diesel (price) is P40 and we provided you a discount of P1 per liter, then it will be less P1 from the pump price upon billing. So that will be included in the Financial (Proposal)?	BAC (Dir. Lopez): We expect during the Opening of Bids to have a specific amount. You just put in all the information that is necessary, but when you fill-up that "Financial" form, you have to have one amount. Do not allow us to do the calculation. We need to see one amount in the grand total in the words and in the figures.
	PHOENIX PETROLEUM: Maybe we can provide you an additional notation that it will be calculated on this time.	BAC (Dir. Lopez): It is clear in the technical specifications that if you would comply the retail pump price is on the date of procurement. This is already specified in the bidding documents. But in order for a bidder to pass this particular document you have to have one amount. That Financial Proposal has to have a specific amount and it should not exceed the ABC.
TWG (Dir. Eric Dumpilo): I was just curious, how did the DPWH craft their "Financial" form/document?	PHOENIX PETROLEUM: The Terms of Reference for the government is almost the same with regard to technical and financial. But with regard (our bid) with DPWH, we cannot answer you because it was our counterpart who submitted the bid in Visayas and Mindanao.	
BAC (Dir Cornito): (I would just like to be clarified) if the amount of gasoline is really 4,713.36 liters?	TWG (Mr. Villarama): Yes Mam. It is just an estimate.	


Mr. Villarama showed the form for the Schedule of Prices. Dir. Cornito emphasized that it should be filled-in and attached to the Financial Proposal (Ombudsman Bid Form No. 2).

The BAC Secretariat then showed a short video / presentation on how the bidders should prepare their bids.

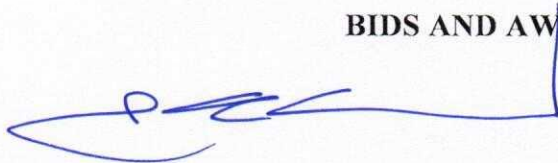
Dir. Cornito reminded the bidders that questions after the Pre-Bid Conference will be required to be in writing and submitted to the BAC Secretariat.

There being no more further queries, the Pre-Bid Conference for the Public Bidding for the Procurement of Fuel (Diesel and Gasoline) Through Fleet Card System for the Office of Ombudsman (PB 2019-17) was adjourned at 2:31 P.M.

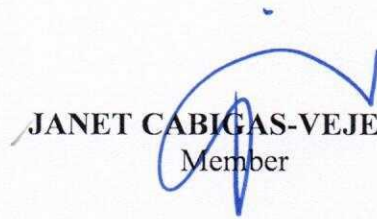
Prepared and attested by:


JOSEPHINE S. VARGAS
Member, BAC Secretariat

BIDS AND AWARDS COMMITTEE



JULIEVER ROQUE LAMUG
Member



JANET CABIGAS-VEJERANO
Member



LORENZO G. VERGARA
Member

NELLIE P. BOGUEN-GOLEZ
Member



MARY RAWNSLE V. LOPEZ
Member



ADORIE T. CORNITO
Vice-Chairperson

MARIBETH T. PADIOS
Chairperson