

Minutes of the Pre-Bid Conference  
**PROCUREMENT OF FLEET CARD DISTRIBUTOR/CREDIT FACILITY  
 FOR PETROLEUM, OIL AND LUBRICANTS (POL) FOR DSWD VEHICLES**  
 (ITB No. GOP-18-DSWD-006)  
 2 May 2018 (02:50 p.m.)/Legal Service Conference Room

**IN ATTENDANCE:**

**BIDS AND AWARDS COMMITTEE-I (BAC-I):**

- |                                      |   |                    |
|--------------------------------------|---|--------------------|
| 1. Director Carlo Florendo C. Castro | - | Vice-Chairperson ✓ |
| 2. Director Natividad V. Canlas      | - | Provisional Member |
| 3. Ms. Alex T. Enano                 | - | Provisional Member |

**BAC-I SECRETARIAT:**

- |                               |   |                          |
|-------------------------------|---|--------------------------|
| 1. Ms. Oliva C. Arcaina       | - | Officer-in-Charge        |
| 2. Mr. William V. Garcia, Jr. | - | Administrative Officer V |

**OTHER IN ATTENDANCE:**

- |                                     |   |                        |
|-------------------------------------|---|------------------------|
| 1. OIC-Director Nicomedes P. Suller | - | Administrative Service |
| 2. Mr. Vincent Eltagon              | - | AS-TMS                 |

**HIGHLIGHTS OF THE PRE-BID CONFERENCE:**

**I. CALL TO ORDER**

The Pre-Bid Conference for the "Procurement of Fleet Card Distributor/Credit Facility for Petroleum, Oil and Lubricants (POL) for DSWD Vehicles" was called to order at 2:50 p.m. by the BAC-I Vice-Chairperson, Director Carlo Florendo C. Castro.

A copy of the Agenda is attached hereto, marked as Annex "A", and made an integral part hereof.

**II. NO PROSPECTIVE BIDDER PURCHASE THE BIDDING DOCUMENTS**

Mr. William V. Garcia, Jr. informed the committee that no prospective service provider secured a copy of the bidding documents.

**III. DISCUSSION**

ISSUES	REMARKS	AGREEMENTS
• No prospective service provider purchased the bidding document	<ul style="list-style-type: none"> <li>• May we know how much is the cost of the bidding documents for this project? <i>Dir. Castro</i></li> <li>• The cost of the bidding documents for this project is PHP 15,000.00 <i>Mr. Garcia, Jr.</i></li> </ul>	• BAC Secretariat to verify with GPPB and ask their opinion as to issue of waiving the cost of the bidding

IV. ADJOURNMENT

With no other matters to discuss, the Pre-Bid Conference was adjourned at 3:30 PM.

Prepared by:

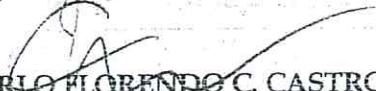


OLIVA C. ARCAINA

Supervising Administrative Officer

BAC Secretariat

Approved by:



CARLO FLORENDO C. CASTRO

Director IV and

Bids and Awards Committee-I (BAC-I) Vice-Chairperson



Republic of the Philippines  
Department of Social Welfare and Development  
Constitution Hills, Quezon City

## BID OPENING

### PROCUREMENT OF FLEET CARD DISTRIBUTOR/ CREDIT FACILITY FOR PETROLEUM, OIL AND LUBRICANTS (POL) FOR DSWD VEHICLES (ITB No. GOP/18-DSWD-006)

Date: 16 May 2018 • Time: 1:30 p.m. • Venue: STB Conference Room

## AGENDA

### I. Call the Meeting to Order

1. Introduce the members of the BAC, the BAC Secretariat, and other DSWD Personnel present.
2. Acknowledge the presence of all interested bidders who are in attendance.

### II. Announcement of the Bidding Rules and Regulations

1. No award shall be made during the bid opening. The bids will be subjected to bid evaluation and post-qualification, which shall be conducted by the Technical Working Group (TWG).
2. No bidder shall contact the Committee or the TWG on any matter relating to its bid, from the time of the bid opening until the contract is awarded to the Lowest Calculated and Responsive Bidder (LCRB) or Single Calculated and Responsive Bidder (SCRB), as the case may be.
3. Any effort of a bidder to influence the Committee or the TWG in its bid evaluation, post-qualification or contract award decision shall result in the outright rejection of the bidder's bid.

### III. Reading of Supplemental/Bid Bulletin(s), if any

### IV. Opening of the Bids

### V. Announcement of the participating bidder who was determined to have submitted all the bid requirements using the non-discretionary "pass/fail" criteria. These bids shall be considered for bid evaluation.

### VI. Adjournment





**BIDS AND AWARDS COMMITTEE - I**

**PRE-BID CONFERENCE**

**PROCUREMENT OF FLEET CARD DISTRIBUTOR/ CREDIT FACILITY FOR  
PETROLEUM, OIL AND LUBRICANTS (POL) FOR DSWD VEHICLES  
(ITB No. GOP/18-DSWD-006)**

Date: 02 May 2018 • Time: 1:30 p.m. • Venue: Legal Service Conference Room

**A T T E N D A N C E**

Name	Designation	Signature
1. U/Sec. Florita R. Villar	Chairperson, BAC-I	ON OFFICIAL BUSINESS TRAVEL
2. Dir. Carlo Florendo C. Castro	Vice Chairperson, BAC-I	
3. Dir. Felino O. Castro V	Regular Member, BAC-I	ON OFFICIAL BUSINESS TRAVEL
4. Dir. Marites M. Maristela	Alternate Regular Member, BAC-I	ON OFFICIAL BUSINESS TRAVEL
5. Dir. Natividad V. Canlas	Provisional Member, BAC-I	
6. Ms. Alecel T. Enano	Provisional Member, BAC-I	
7. Vacant	Alternate Provisional Member, BAC-I	
8. Mr. Samuel L. Genita Jr.	Alternate Provisional Member, BAC-I	ON OFFICIAL BUSINESS TRAVEL
9. Ms. Oliva C. Arcaina	OIC-Chief, BAC Secretariat	
10. Mr. Ramon M. Villareal Jr.	AOV, BAC Secretariat	
11. Mr. William V. Garcia Jr.	AO V, BAC Secretariat	
12. Ms. Andrea J. Oca	AO V, BAC Secretariat	
13. Ms. Katrina E. Garcia	AO V, BAC Secretariat	
14. Mr. Arjay C. Dimafelix	AO IV, BAC Secretariat	



Department of Social Welfare and Development

**BIDS AND AWARDS COMMITTEE - I**

Name	Designation	Signature
15. Ms. Lilian M. Pasion	AO III, BAC Secretariat	
16. Mr. Ramises B. Esteban	AO III, BAC Secretariat	
17. Mr. Lourence C. Buenaventura	AA II, BAC Secretariat	
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