



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

Friday, 6 July 2018	10:00 AM	Conference C
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MEETING CALLED BY	Bids and Awards Committee VIII
TYPE OF MEETING	Pre-Bid Conference
PROJECT	ESTABLISHMENT AND OPERATION OF FUEL MARKING AND FIELD TESTING SYSTEM
REFERENCE NO.	PB No. 18-031-8
ATTENDEES	<p>Bids and Awards Committee VIII</p> <p>Engr. Jaime M. Navarrete, Jr. Chairperson Atty. Michelle Anne B. Recto, LL.M. Regular Member Mr. Paul Jasper V. De Guzman Provisional Member Engr. Elmer Dorado PS Consultant Atty. Porfirio Gabiola, Jr. BOC Atty. Rey Roland Bergado BOC Ms. Genilyn Minardo BOC</p> <p>Procurement Division VIII</p> <p>Mr. Jose Rafael M. Magno Member Ms. Jammille Rae T. Baluyot Member</p> <p>Bidder(s)</p> <p>Mrs. Rosario Cajucom-Bradbury Authentix Mr. Nigel Balchin Authentix Mr. Sten Bertelsen Authentix Mr. Reynaldo Nicdes Authentix Mr. Ranny Lee SICPA Mr. Steve Harrison SGS Mr. Chan Hsien Yaw SICPA Ms. Christa Filius SGS Mr. Ariel Arriola SICPA/SGS</p>
CALL TO ORDER	The scheduled Pre-Bid Conference started at 10:30 AM presided by the Chairperson.

COMPLIANCE TO R.A.
9184

The Chairperson, upon determination of the attendance of the majority of the Bids and Awards Committee, established the quorum to conduct the Pre-Bid conference. Furthermore, the Secretariat presented the Invitation To Observers in compliance to R.A. 9184.

DISCUSSION

1. BID DOCUMENTS

INVITATION TO BID

No further clarification.

INSTRUCTION TO BIDDERS

No further clarification.

BID DATA SHEET

BDS 15.1
p. 20

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The Consultant shall submit a Bid Securing Declaration or any form of Bid Security in an amount stated in the BDS, which shall be not less than the percentage of the ABC in accordance with the following schedule:

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- The SICPA – SGS Representative clarified if any of the modes of Bid Security is acceptable; and bidders are not required to comply with all modes of Bid Security.
- The Committee emphasized that bidders would only choose one (1) among the three (3) forms.

BDS 25.1(b)
p. 39

The Chairperson reminded the bidders that if they do not meet the 70% Technical Requirement, the Financial Proposal (30%) will not be opened.

BDS 26. 2
p. 39

- The Committee said that if both bidders will get 70%, the one who has the lower Financial Proposal will get the 30%. Theoretically, if both bidders get the 70% and 30%, the tie-breaking will be via draw lots.
- The Authentix Representative clarified the definition of subcontractor and the acceptable parts for subcontracting.

- The Chairperson encouraged and reminded the bidders to put in writing any query for clarification thru the Supplemental Bid Bulletin.

Post Qualification
Sec. 28.2
p.29

- The Authentix Representative requested to be clarified on the possible document to be submitted by a Joint Venture for the Financial Statements and Income Tax Return.
- The Chairperson replied that any equivalent foreign document will suffice.

- Authentix clarified the notarization on instances where the nominated representative is abroad.
- The Committee replied that notary shall be done in the place where the document is executed.

Financial Proposal:

Financial Proposal Form 2 – Summary of Cost: As clarified by the BAC, the actual cost for the year can be derived by multiplying the projected volume per year by the unit cost which is P0.08/liter marked. Actual cost is also inclusive of all administrative costs.

- SICPA – SGS Representative asked if the volume is absolute.
- The Chairperson responded that the value provided by the End-User is only estimated and the volume is expected to increase per year.
- SICPA – SGS Representative asked about the availability of the Trust Fund.
- The Chairperson responded that for the 1st year, Government Fund will be used and the Trust Fund availability will be on the 2nd year and shall run parallel to the implementation of the Fuel Marking Program.
- As clarified by the BAC, the Government allocated P 1.96 billion as the maximum allowable payment for the 1st year. Any exceeding expense cannot be further paid and will automatically be billed through trust receipts on the next years.

DETAILS OF DISCUSSION

Financial Proposal Form 1 – The Chairperson reminded the bidders that the amount should reflect the offer limited to the Php 0.08 unit cost.

Financial Proposal Forms 4, 5, and 6 are not applicable as clarified by the Committee.

Form of Contract Agreement:

The Chairperson reiterated the registration for Joint Venture. JVA should be registered to the SEC within 10 days after the issuance of the Notice of Award.

- The Authentix Representative asked whether or not an undertaking and a draft JV Agreement would be acceptable for the JV requirement.
- As raised by the Consultant, what is essential is a valid agreement between the parties, stating that there should be a clause reflecting that the liability would be “joint and several”, consistent with the requirements of the law.
- The Legal Member concurred, stating that the agreement may be accepted as what the law requires is the registration of the JV at the time of award.
- The SICPA – SGS Representative asked if two separate entities both SEC registered satisfy the JV registration requirement. The Chairperson took note of the manifestation.
- Any clarification will be reflected in the issuance of the Supplemental Bid Bulletin.

The Chairperson encouraged the bidders to provide a concise proposal and the Committee shall omit the provision on BDS 10.1 – as it does not relate to the number of pages.

The BAC clarified that the 25% as stated under the Qualification of Project Manager refers to one person only.

- The SICPA – SGS Representative asked if the previous submitted CV be sufficient or should they submit another set for compliance purposes.
- The Chairperson reiterated that bidders must comply CV of the Project Manager. In addition, they can also submit CVs of the staff again but it would not affect the scoring sheet as it only concerns the evaluation of the Project Manager.
- As raised by the SICPA – SGS, notarization is needed for the CV of the Project Manager.

- The Authentix Representative asked if notarization is only needed for the Project Manager’s CV or for all the CVs to be submitted.
- The Chairperson replied that, as stated in the Bidding Documents, CV of

the Project Manager shall be notarized but since the BAC welcomes open submission, bidders may use the general CV form found on the Bidding Documents which require notary.

TOR. B.
p. 3

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All services provided by the Firm as regards fuel marking should meet international standards of management, competency in laboratory testing, and auditing procedures and processes, with International Organization of Standardization (ISO) 17025 and 17021 accreditation.

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- The Authentix representative requested that ISO 17020 accreditation be used instead of ISO 17021.
- The BAC took note of the request for further discussion.
- The SGS representative asked if Heavy Oil is included in the would-be marked fuels. Also, they requested to be clarified if Diesel fuel oil included Industry diesel.
- Same representative asked to further clarify the percentage of dilution.
- Same representative asked the statistics per type of fuel.
- Same representative also asked whether roadside testing should be done and if the speedboats would be provided by the Consultants.
- The Chairperson replied that answers to these clarifications will be shown in the issuance of Supplemental Bid Bulletin.
- The Committee informed the bidders to disclose any transactions and affiliations with Oil companies which may cause conflict of interest.

TERMS OF REFERENCE

III. OTHER MATTERS

OTHER MATTERS

The Secretariat also reminded the bidders to use valid IDs for the notary and that the Community Tax Certificate is not acceptable anymore.

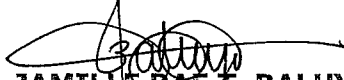
CERTIFICATION

We certify that the foregoing is the true account of the Prebid Conference conducted on July 6, 2018.

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at 12:40 PM.

PROCUREMENT DIVISION VIII


JAMILLE RAE T. BALUYOT
Member

PREPARED BY


JOSE RAFAEL M. MAGNO
Member

BIDS AND AWARDS COMMITTEE VIII


ENGR. JAIME M. NAVARRETE, JR
Chairperson

CERTIFIED CORRECT


ATTY. MICHELLE ANNE B. RECTO, LL.M.
Regular Member


MR. PAUL JASPER V. DE GUZMAN
Provisional Member

~~On Official Business~~

ATTY. YASSER ISMAIL A. ABBAS
Ad Hoc Representative, BOC