PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center I,
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PCC BIDS AND AWARDS COMMITTEE (PBAC)

Minutes of Pre-Bidding Conference

"Provision of Fleet Card Services for the Philippine Competition Commission for CY 2024"

Date: 31 October 2023; 2:00 PM
PCC Board Room, 25/F Tower 1, Vertis North Corporate Center, North Avenue, Quezon City

Present:

PBAC Members

1.	Chairperson	Atty. Joseph Melvin B. Basas
2.	Vice Chairperson	Dir. Jeson Q. de la Torre
3.	Regular Member	Allan Roy D. Mordeno
4.	Regular Member	Atty. Michelle Diana P. Maniwang-Basa
5.	Regular Member	Atty. Marco Carlo S. Sana
6.	Provisional Member	Rommel R. Oira

PBAC Secretariat

1.	Asst. Head	Ma. Celeste S. Dizon
2.	Member	Mark Jayson R. Fajutnao
3.	Member	Isabelo Miguel V. Abano
4.	Member	Jonalyn F. Funa
5.	Member	Zico Simeone D. Morales
6.	Member	Ralph Riel N. Garica
7.	Member	Meonel B. Nunez
8.	Member	Chrislyn Joy P. Sioson
9.	Member	Marlon H. Javier
10.	Member	Alleah Jeane R. Rebanal

End-user

1.	End-user Representative (GSD)	Nes Justine L. Torres Teejay Yoshiumi J. Sakuma

Bidders

1.	Oilempire, Inc.	Mae-Dehlee Aleph Fajardo

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I. Call to Order

The PBAC Chairperson called the meeting to order at 1:30 PM for the **Provision of Fleet Card Services for the Philippine Competition Commission for CY 2024.**

Discussion	Recommendations/ Agreements
A. Presentation (Purpose, Documentation, Timelines, Common Mistakes, etc.) • The PBAC Secretariat presented and discussed the Technical and Financial Forms, while the Terms of Reference was presented and discussed by the Head of the Technical Working Group.	
B. Project Requirements & Technical Specifications / Terms of Reference • All Prospective bidders confirmed that they were able to review the Technical Specifications and the project requirements as advertised. **C. Approved Budget for the Contract (ABC)** • The ABC for this project is PhP2,800,000.00. **D. Date/ Time for the Submission and Opening of Bids** • Deadline for Submission:13 November 2023,12:00 NN • Opening of Bids: 13 November 2023, 2:00 PM	

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Discussion	Recommendation/ Agreements
E. Question and Answer ***Procurement Requirements:*** Ms. Fajardo, Oilempire Inc. representative, clarified if they can still submit bids manually. Mr. Abano, PBAC Secretariat, confirmed that they can submit bids manually.	• All queries were clarified. Thusthe bid submission will proceed on 13 November 2023 as scheduled.

II. Adjournment

There being no other matters to discuss, the pre-bid conference was adjourned at 3:00 PM.

Prepared by:

[redacted]

ISABELO MIGUEL V. ABANO
PBAC Secretariat Member

Approved by:

[redacted]

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

[redacted]