

Minutes of the Meeting: Pre-Bid Conference
ITB 2021-DSWD-06: Purchase of Food Supplies for the 11th Cycle
Supplementary Feeding Program in CAR
November 26, 2020

Attendance:

ENRIQUE H. GASCON JR., *Chairperson, BAC*
MILDRED MACARIO, *End-user*
JESSIE F. CHELIM, *Technical Expert*
MARY MELODEE ANIPEW, *Technical Expert*
VICTOR U. BOMOWEY, *Head-Procurement Section*
Leonila G. Lapada, *BAC Secretariat*

Observer: Roldan Peniano, COA Audit Team Member
Jacob Apalla, COA Audit Team Member

Prospective Bidder: None

Highlights of the Meeting:

The meeting was called to order for the Pre-Bid Conference of the project, **Purchase of Food Supplies for the 11th Cycle Supplementary Feeding Program in CAR** under **ITB 2021-DSWD-06** with an Approved Budget for the Contract (ABC) amounting as follows:

Lot No.	Description	ABC
1	Food Supplies for SFP in Baguio City	Php 7,737,600.00
2	Food Supplies for SFP in Buguias, Tuba, La Trinidad and Mankayan, Benguet	Php 7,379,361.25
3	Food Supplies for SFP in Pinukpuk, Rizal and Tabuk, Kalinga	Php 7,932,575.00
4	Food Supplies for SFP in Bangued, Lagangilang, Dolores and Bucay, Abra	Php 4,907,246.00
5	Food Supplies for SFP in Kabugao, Apayao	Php 920,379.00
6	Food Supplies for SFP in Tadian, Mt. Province	Php 1,458,000.00
Grand Total		Php30,335,161.25

The conference was conducted at DSWD Training Center and through Google Meet. None among the prospective bidders attended the conference nor joined online. Observers from COA joined through Google Meet to witness the activity namely Mr. Roldan Peniano and Jacob Apalla. None among the invited observers from Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry (PCCI), Jaime Ongpin Foundation, Inc. attended the activity.

The meeting started at 10:30 AM presided by Mr. Enrique H. Gascon Jr., Chairperson of the Bids and Awards Committee who attended online.

Mr. Gascon asked the secretariat for any actions undertaken due to absence of prospective bidders. The secretariat mentioned that the invitation to bid was emailed to some prospective bidders namely Bides Marketing, Atipse Marketing and General Merchandise, Calanan General Merchandise and Zenithal – JNA Construction and Supply. The said prospective bidders were the suppliers who joined the previous bidding transactions of the Field Office.

Mr. Gascon said to go on with the meeting even without the presence of prospective bidders to review the details of the procurement at hand especially its terms and conditions and scope of the bidding documents. This is to check possible requirements that may not be doable and cannot complied by bidders.

The group then reviewed the Philippine Bidding Documents, technical specifications and checklist of requirements with the following discussions and agreements:

Subject Matter	Discussions	Agreements Reached/ Recommendations
Invitation to Bid	<p>The secretariat showed the Invitation to Bid with no changes noted.</p> <p>It was mentioned that the Bidding Document Fee is based on RA 9184, Appendix 8: Guidelines on the Sale of Bidding Documents.</p>	
Instruction to Bidders and Bid Data Sheet	<p>The secretariat presented the Instruction to bidders to the group and no comment was raised.</p>	
Schedule of Requirements	<p>It was mentioned that the project is a combination of perishable and grocery items and the BAC recommended to let the technical expert review the technical description of each items</p>	

<p>Technical Specifications</p>	<p>The secretariat presented the Technical Specifications with the following discussions:</p> <ul style="list-style-type: none"> Item No. 2: It was discussed that the required original packaging of some items is not in conformity with the required refill or repack. <p>It was recommended to identify the items to be repack or refilled and be part of the supplemental/bid bulletin</p> <ul style="list-style-type: none"> Item No. 5: It was discussed whether the required printing of DSWD Logo and "Not for Sale" caption may not be doable considering the bulk of items to be delivered per week and per month. <p>The end-user said that the caption will be part of the labelling on the packaging per Child Development Center.</p> <p>It was recommended still to delete such for this might be a reason for non-attendance of prospective bidders as it is not feasible for the project since it entails additional cost and efforts by the winning bidder with consideration that this is not also considered in arriving the estimated cost of the items.</p> <p>The group agreed to the suggestion and will form part of the supplemental/bid bulletin</p>	<p>For Bid Bulletin:</p> <ul style="list-style-type: none"> Item No. 2: End-user to identify the items to be repacked or refilled Item No. 5: To delete the required caption: "Not for Sale" with DSWD Logo on the labeling of the package per Child Development Center
<p>Checklist of Requirements</p>	<p>The group discussed the checklist of requirements and recommended to fix the presentation of the requirements as some are confusing.</p>	

Having no more issues to discuss, Mr. Gascon express gratitude to the group for their presence and the meeting ended at 11:08 AM.

Recorded by:


LEONILA G. LAPADA
 BAC Secretariat

Reviewed by:


VICTOR U. BOMOWEY
 Head - Procurement Section

Noted by:

ENRIQUE H. GASCON JR.
 Chairperson, BAC