

Minutes of the Meeting: Pre-Bid Conference
ITB 2021-DSWD-07: Purchase of Rice for the 11th Cycle Supplementary Feeding Program in
Kalinga, Baguio City and Benguet
December 3, 2020

Attendance:

ENRIQUE H. GASCON JR., *Chairperson, BAC*
CONCEPCION E. NAVALES, *Alternate Vice-Chairperson*
ELEONOR B. AYAN, *End-user*
MARY MELODEE ANIPEW, *Technical Expert*
VICTOR BOMOWEY, *Head – Procurement Section*
Leonila G. Lapada, *BAC Secretariat*
Cynthia Joyce Calica, *BAC Secretariat*

Observer: Mr. Roldan Peniano, COA – Audit Team Member
Mr. Jacob Apalla, COA – Audit Team Member
Ms. Jenny Marasigan, Jaime Ongpin Foundation, Inc

Prospective Bidder:

Mr. Edwin Guillermo, manager, Colleen’s Farm and Poultry Supply
Mr. Jeu Lloren, officer, Colleen’s Farm and Poultry Supply

Highlights of the Meeting:

The meeting was called to order for the Pre-Bid Conference of the project, **Purchase of Rice for the 11th Cycle Supplementary Feeding Program in Kalinga, Baguio City and Benguet** under **ITB 2021-DSWD-07** with an Approved Budget for the Contract (ABC) amounting to **Three Million Four Hundred Twenty-Six Thousand Pesos (Php3,426,000.00)**.

The conference was conducted at DSWD Training Center and through Google Meet where an observers from COA, Mr. Roldan Peniano and Mr. Jacob Apalla, Ms. Jenny Marasigan from Jaime V. Ongpin Fountation, Inc, Ms. Mary Melodee Anipew, Technical Expert and Mr. Victor Bomowey, Head of the Procurement Section joined online. A prospective bidder from Colleen’s Farm and Poultry Supply represented by Mr. Edwin Guillermo, owner and staff Mr. Jeu Lloren joined the meeting through Google Meet.

Upon determination of a quorum, the meeting started at 10:20 AM and presided by Mr. Enrique H. Gascon Jr. Chairperson. She acknowledged the presence of the prospective bidder and observers from COA.

Mr. Gascon explained to the group the purpose of the Pre-bid conference that is to clarify any concerns of the bidders with regard to the procurement at hand, its terms and conditions, scope of the bidding documents and other details.

During the meeting, it was mentioned that the Sixth Edition Bidding Document issued by GPPB was used for this project. And explained that said document was simplified and some of the standard forms were also amended. The group then reviewed the Philippine Bidding Documents, technical specifications and presented the revised standard forms, checklist of requirements and proper sealing and markings of proposal with the following discussions and agreements:

Subject Matter	Discussions	Agreements Reached/ Recommendations
<p>Invitation to Bid</p>	<p>The group reviewed the Invitation to Bid and discussed the procurement at hand, Approved Budget and other information as follows:</p> <ul style="list-style-type: none"> • It was explained that the project was composed of two (2) lots: <ul style="list-style-type: none"> ○ Lot 1: Rice for Benguet ○ Lot 2: Rice for Kalinga • Availability of Bid Documents: November 25 to December 15, 2020 • Deadline of Bid Submission: <u>9:30 PM of December 15, 2020</u> and discussed that it should be <u>9:30 AM of December 15, 2020</u> • Contact numbers of Procurement Section & BAC Secretariat: <u>From (074) 661-0430 local 23025 to (074) 661-0430 local 25025</u>. It was also discussed to include the official mobile phone numbers of the BAC Secretariat as follows: <p>Globe: 0915-151-9259 Smart: 0963-610-9340</p> 	<p style="text-align: center;">For Bid Bulletin</p> <p>Deadline of submission of bids should be 9:30 AM of December 15, 2020 instead of 9:30 PM of December 15, 2020</p> <p>Contact Numbers of Procurement Section & BAC Secretariat:</p> <p><u>Land phone: (074) 661-0430 local 25020</u></p> <p><u>Mobile numbers:</u></p> <p><u>Globe: 0915-151-9259</u> <u>Smart: 0963-610-9340</u></p>

Instruction to Bidders	<p>The secretariat presented the Instruction to bidders to the group and discussed the following:</p> <ul style="list-style-type: none"> • Bid Validity from January 31, 2021 to 120 calendar days • Mr. Jeu Lloren asked whether the milling of grains and delivery milled rice to NFA is considered similar contract considering that the grains were provided by NFA. The end-user concurred that it is considered a similar contract since the project covered the delivery of rice and concurred by the BAC in reference to ITB Clause 5.3 that contracts similar to the project is <i>Supply and delivery of rice and grain products.</i> 	<p>For Bid Bulletin:</p> <ul style="list-style-type: none"> • Bid Validity from January 31, 2021 to 120 calendar days
Bid Data Sheet	<p>The Bid Data Sheet was reviewed and no changes noted</p>	
Schedule of Requirements	<p>The Schedule of Requirements was reviewed and no changes noted</p> <ul style="list-style-type: none"> • Detailed Delivery Schedule be posted at PhilGEPS and will from part of the bid/supplemental bulletin 	
Itemized List and Delivery Schedule	<p>The Delivery Schedule for all CAR provinces was presented and suggested to post the detailed delivery schedule for Baguio City and Kalinga and will from part of the bid/supplemental bulletin</p>	<p>For Bid Bulletin:</p> <p>Detailed Delivery Schedule be posted</p>
Technical Specifications	<p>The group reviewed the Terms and Conditions of the project with the following discussions:</p> <p>No. 2: Mr. Guillermo raised that if the caption – DSWD Property, Not for Sale with DSWD logo will be printed to the sacks of rice, it would entail more time or around 3 months since they need to order the materials needed. He suggested that instead of printing, the</p>	

	caption be sewed as it will entail lesser effort and time to be consumed. Mr. Gascon explained that the project is an Early Procurement and may be awarded on or before the end of January 2021. Further, the initial delivery will be on June 2021. Mr. Guillermo understood and satisfied to the required terms and condition.	
Standard Forms	The secretariat presented the standard forms and explained the revisions based on the Sixth Edition Philippine Bidding Document. No amendment noted.	
Form: Goods Offered from Within the Philippines	The form was presented to the group and explained that it is where the detailed price proposal for each item is reflected and should indicate the amount of tax, insurance and incidental expenses.	
Sealing and Markings of Proposal	The secretariat explained the proper sealing of bid envelopes to comprised seven (7) envelopes including the main envelope. It was reiterated to submit separate bid envelopes for each lot to comprised 14 envelopes or 7 envelopes per lot	
Checklist of Requirements	The revised checklist of requirements was presented and will form part of the bid bulletin	For Bid Bulletin: Please refer to the attached <u>revised checklist of requirements</u>

Having no more issues to discuss, Ms. Cabrera express gratitude to the group for their presence and the meeting ended at 11:25 AM.

Recorded by:

SGD
LEONILA G. LAPADA
BAC Secretariat

Reviewed by:

SGD
VICTOR U. BOMOWEY
Head – Procurement Section

Noted by:

SGD
ENRIQUE H. GASCON JR.
Chairperson, BAC