

**Minutes of the Meeting: Pre-Bid Conference
ITB 2021-DSWD-09: Purchase of Rice for the 11th Cycle
Supplementary Feeding Program
December 10, 2020**

Attendance:

ENRIQUE H. GASCON JR., *Chairperson, BAC*
RINA CLAIRE L. REYES, *Vice-Chairperson*
GIAN CARLO DE GUZMAN, *End-user*
JESSIE F. CHELIM, *Provisional Member - 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: Edwin Guillermo, owner, Colleen's Farm and Poultry Supply
Evelyn Espita, Owner, Atipse Marketing & Gen. Merchandise
Edward Kaiser, Owner, Calanan General Merchandise

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** under **ITB 2021-DSWD-06** with an Approved Budget for the Contract (ABC) amounting as follows:

| Lot No. | Description | ABC |
|--------------------|---|------------------------|
| 1 | Rice for the Province of Abra, well-milled, 25kg/sack | Php 1,897,200.00 |
| 2 | Rice for the Province of Apayao, well-milled, 25kg/sack | Php 776,400.00 |
| 3 | Rice for the Province of Ifugao, well-milled, 25kg/sack | Php 1,321,200.00 |
| Grand Total | | Php3,998,400.00 |

The conference was conducted at DSWD Training Center and through Google Meet. Three (3) prospective bidders from Colleen's Farm and Poultry represented by the owner, Mr. Edwin Guillermo, Ms. Evelyn Espita from Atipse Marketing & General Merchandise and Mr. Edward Kiser from Calanan General Merchandise joined the conference through Google Meet. Observers from COA also joined online 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 9:25 AM presided by Mr. Enrique H. Gascon Jr., Chairperson of the Bids and Awards Committee who attended online. Likewise, the vice-chairperson, Ms. Rina Claire Reyes and the provisional member – expert, Mr. Jessie Chelim also attended through Google Meet.

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 |
|--------------------------|--|--|
| Invitation to Bid | <p>The secretariat showed the Invitation to Bid with the following clarifications:</p> <p>It was mentioned whether the bidders are required to submit separate bid envelopes for each lot. Mr. Gascon responded to require bidders to submit separate bids/proposals for each lot to be consistent with previous agreements of the BAC.</p> <p>It was also commented to correct the contact numbers and include the official mobile numbers of the Procurement Section</p> | <p>For Bid Bulletin:</p> <p><u>Bidders are required to submit separate bids/proposals for each lot. Failure to submit with the said requirement shall not be accepted by the BAC Secretariat</u></p> <p>Contact Details:</p> <p><u>Land phone:</u> (074) 661-0430 local 25020</p> <p><u>Mobile numbers:</u></p> <p>Globe: 0915-151-9259 Smart: 0963-610-9340</p> |


| | | |
|------------------------------------|---|--|
| Rice Distribution List/Plan | <p>It was agreed to change the unit of measure from cavans to sacks since the rice content is 25kg. It was also discussed to require the end-user to provide delivery schedule per province reflecting whether the delivery in each province will be clustered based on proximity and actual number of days that the goods be completely delivered.</p> | <p>For Bid Bulletin:</p> <ul style="list-style-type: none"> • Total Number of Sacks • To attached Delivery Schedule reflecting the clustered municipalities for the delivery of rice |
| Technical Specifications | <p>The secretariat presented the Technical Specifications with the following discussions:</p> <ul style="list-style-type: none"> • Mr. Kiser clarified that the procuring entity requires that the items should be in its original packaging contrary to the required markings with DSWD Logo modifying the sacks. With this, he asked if the sacks can be laminated. The issue was subjected for further discussion by the BAC. <p>He asked another question if the markings on the sacks and DSWD Logo can be sticker. Mr. Gascon responded that the markings should be printed to <i>prevent possible tampering</i>.</p> <ul style="list-style-type: none"> • Another issue was raised if the name of the manufacturer is the name of the miller. The issue was subjected for further discussion by the BAC. | <p>For Bid Bulletin:</p> <ul style="list-style-type: none"> • Whether the sacks may be laminated • Whether the name of manufacturer is the same with the name of miller |

Having no more issues to discuss, Mr. Gascon express gratitude to the group for their presence and the meeting ended at 10:30 AM.

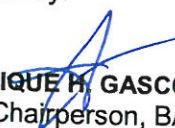
Recorded by:


LEONILA G. LAPADA
 BAC Secretariat

Reviewed by:


VICTOR U. BOMOWEY
 Head – Procurement Section

Noted by:


ENRIQUE H. GASCON JR.
 Chairperson, BAC