

Minutes of the Meeting: Pre-Bid Conference
ITB 2021-DSWD-CAR-08: Purchase of CY 2021 Food and
Non-Food Supplies for Centers
December 11, 2020

Attendance:

ENRIQUE H. GASCON JR., *Chairperson, BAC*
MARY ANN BUCLAO, *Vice-Chairperson, Alternate*
ROJHELEA ANN CLAU, *Provisional Member End-user (RRCY)*
EDNA S. BENITEZ, *Provisional Member - Expert (RHWG)*
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: Daniel Bernabe, owner, Mar's Angel & General Merchandise
Carmi Peñaverde, representative, HLYC Trading
Christy Tabora, representative, Silverice Trading Corporation

Highlights of the Meeting:

The meeting was called to order for the Pre-Bid Conference of the project, **Purchase of CY2021 Food and Non-Food for Centers under ITB 2021-DSWD-CAR-08** with an Approved Budget for the Contract (ABC) amounting **Two Million Forty-Nine Thousand Four Hundred Seventy-Three Pesos and 40/100 (Php2,049,473.40)**.

The conference was conducted at DSWD Training Center and through Google Meet. There are three (3) prospective bidders who joined the conference through Google Meet from **Mar's Angels General Merchandise, HLYC Trading and Silverice Trading Corporation**. 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 1:10 PM presided by Mr. Enrique H. Gascon Jr., Chairperson of the Bids and Awards Committee who attended through Google Meet. Likewise, Ms. Mary Ann Buclao, Alternate Vice-Chairperson, Mr. Jessie Chelim, Provisional BAC - Expert and Ms. Edna Benitez and Ms. Rojhelea Claur, the end-users also attended online.

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.

The group reviewed the Philippine Bidding Documents, technical specifications, 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 presented the Invitation to Bid and discussed that the project is composed of three (3) lots. Submission of bid/proposals should be in separate envelope per lot.</p> <p>Ms. Carmi from HLYC Trading asked since the submission of bids is separate envelopes for each lot, is the bid security for each envelope corresponds to the amount of ABC per Lot.</p> <p>Mr. Gascon responded that the bid security to be enclosed in each bid envelope should be enough and should correspond to the ABC of each Lot.</p> <p>The secretariat to compute the amount of bid security per Lot and will form part of the bid bulletin.</p>	<p>a. The amount of 2% of the ABC of each lot as indicated below if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p style="padding-left: 40px;">Lot 1: Php 7,936.80 Lot 2: Php20,537.86 Lot 3: Php11,355.33</p> <p>b. The amount of not less than 5% of the ABC of each lot if bid security is in Surety Bond as follows:</p> <p style="padding-left: 40px;">Lot 1: Php19,840.70 Lot 2: Php51,344.65 Lot 3: Php28,388.32</p>
Bid Validity	Until January 31, 2020	<p>For Bid Bulletin:</p> <p>One Hundred Twenty (120) Calendar Days from the bid opening</p>
Schedule of Requirements	Mr. Gascon observed that the address of the centers or place of delivery were interchanged among the centers. For the secretariat to post the corrected place of delivery through bid bulletin.	<p>For Bid Bulletin:</p> <p>To post the corrected address/place of delivery</p>

<p>Detailed List and Delivery Schedule of Goods</p>	<p>The detailed list and delivery schedule was presented and discussed the following:</p> <ul style="list-style-type: none"> • It was observed that there are items with incomplete technical description e.g. color of the pants, design of the curtains, no. of pieces per case of goods • Further, the end-user was also asked the design of the embroidery required for the blanket. The end-user assured to submit the dimension and design of the embroidery. Such will form part of the bid bulletin. • The end-user was also asked to revise the delivery schedule based on the two-month requirement instead of semestral delivery of goods 	<p>For Bid Bulletin:</p> <p>For the end-user to provide the complete technical specifications for some items and the revised delivery schedule for RRCY</p>
<p>Sealing and Markings</p>	<p>It was explained that the bid envelopes should be labeled with Lot number for proper identification.</p> <p>Mr. Bernabe from Mar's Angels General Merchandise suggested if the procuring entity will provide a standard format for the markings or labeling of bid envelopes which the BAC approved.</p>	<p>For Bid Bulletin:</p> <p>To post a standard markings and labeling of bid envelopes</p>

Having no more issues to discuss, Mr. Gascon express gratitude to the group for their presence and the meeting ended at 2:15 PM.

Recorded by:


LEONILA G. LAPADA
 BAC Secretariat

Reviewed by:


VICTOR U. BOMOWEY
 Head – Procurement Section

Noted by:


ENRIQUE H. GASCON JR.
 Chairperson, BAC