

Minutes of the Meeting: Pre-Bid Conference
ITB 2019-DSWD-CAR-007: Purchase of Perishable and Non-Perishable Food Supplies for
Supplementary Feeding Program in Rizal, Tabuk, Pinukpuk, Tanudan, Balbalan and Pasil, Kalinga
May 6, 2019

Attendance:

Enrique H. Gascon Jr., Chairperson, BAC
Rina Claire Reyes, Vice-Chairperson, BAC
Eleonor Bugalin-Ayan, End-user
Aileen Ballesteros, Technical Expert
Lany Lizel G. Diaz, Head, Procurement Section
Leonila G. Lapada, BAC Secretariat

Bidder:

Ms. Dalida, owner, Bides Marketing

Highlights of the Meeting:

A meeting was called to order at 9:47 AM for the Pre-Bid Conference for the project, **Purchase of Perishable and Non-Perishable Food Supplies for Supplementary Feeding Program in Rizal, Tabuk, Pinukpuk, Tanudan, Balbalan and Pasil, Kalinga (ITB 2019-DSWD-CAR-007).**

The Pre-Bid Conference was attended by the members of the Bids and Awards Committee and its Secretariat. Only one (1) bidder attended the activity from Bides Marketing in Tabuk, Kalinga. Observers from Philippine Chamber of Commerce and Industry (PCCI), Jaime Ongpin Foundation, Blessed Association of Retired Persons Foundation and COA were invited but were not able to attend the said activity.

Highlights of the meeting follows:

Subject Matter	Discussions	Agreements Reached/ Recommendations
<p>Invitation to Bid (ITB)</p>	<p>The ITB was read and explained to the bidder the terms indicated. The bidder asked the group if it is possible to change the delivery time and date for</p> <p>Lot 1: Perishable Food Supplies in Tanudan, Balbalan and Pasil, Kalinga from Every First Monday of the Month (July 1, 2019/ August 5, 2019/ September 2, 2019/ October 7, 2019/ November 4, 2019/ December 2, 2019) to Every Second Monday of the Month (July 8, 2019/ August 12, 2019/ September 9, 2019/ October 14, 2019/ November 11, 2019/ December 9, 2019) and Lot 2: Non-Perishable Items (Grocery items) in Tanudan, Balbalan and Pasil, Kalinga July 1, 2019 and September 30, 2019 before 7:00 AM to 1:00 PM on July 8, 2019</p>	<p>For Bid Bulletin:</p> <p>To change the delivery schedule of Lot 1 D, E, F - Every Second Monday of the Month at 1:00 PM from July to December 2019 (July 8, 2019/ August 12, 2019/ September 9, 2019/ October 14, 2019/ November 11, 2019/ December 9, 2019); and Lot 2 D, E, F - July 8, 2019 and October 7, 2019 (1:00 PM)</p>

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	<p>and October 7, 2019 respectively for the following reasons:</p> <ul style="list-style-type: none"> • Security reasons – the bidder is hesitant to travel early in the morning to deliver the goods on-time at 7:00AM especially in going to Tanudan, Balbalan and Pasil due to unstable peace and order in the area. Ms. Dalida continued that it is safer to travel in those areas during day time • To ensure that MSWDO officials and Day Care Workers are present during the delivery day and time <p>The end-user, Ms. Ayan was amenable with the suggestions and said that the feeding menu maybe interchanged from what is available in the stocks and the goods will likewise be utilized as planned. The BAC unanimously agreed with the recommendations.</p>	
<p>Bid Data Sheet</p>	<p>ITB Clause 5.4: The bidder mention that the requirement of the procuring for Single Largest Completed Contract (SLCC) that is similar to the contract to be bid is at least 50% of the ABC. However, the law requires only 25% of the ABC for expendable supplies in reference to Section 23.4.1.3 of the 2016 Revised IRR of RA 9184.</p> <p>The BAC discussed the provision of the above section and unanimously agreed to require only 25% SLCC since the goods being procured is an expendable supplies.</p>	<p>For Bid Bulletin:</p> <p>The SLCC be reduced from 50% of the ABC to 25% of the ABC. For Expendable Supplies at least 25% of the ABC. If, at the outset and after conduct market research , the Procuring Entity can already determine that imposing the same will likely result to: (a) failure of bidding, or (b) monopoly that will defeat the purpose of competitive bidding, the procuring Entity, in lieu of the above, may require the following:</p> <p>a) The prospective bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least the percentage of the ABC as required above; and</p>

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		<p>b) The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above</p> <p>For this purpose, the similar contracts mentioned under (a) and (b) above must have been completed within the period specified in the Invitation to Bid since the goods are expendable supplies</p>
<p>Checklist of Requirements</p>	<p>The bidder clarified the components of the First envelope and Second envelope as she is confused on the difference between Class A Financial Documents from the Financial Bid Envelope.</p> <p>The chairperson explained that the First Envelope contains the legal and technical component of the bid to include Class A Financial Document specifically Audited Financial Statements and Net Financial Contracting Capacity (NFCC) while the Second Envelope contains the Bid Form and Duly signed Goods Offered from Within the Philippines.</p> <p>The Chairperson directed the secretariat to edit the Checklist of Requirements to indicate First Envelope to Class A Legal, Technical and Financial Documents while Second Envelope to the Financial Documents to avoid confusion on what documents are required to each envelope.</p>	<p>For Bid Bulletin: To indicate First Envelope to the Class A Documents and Second Envelope to Financial Bid Form</p>
<p>Schedule of Requirements</p>	<p>The bidder clarified if each item will be quoted or lot basis. The Chairperson expressed that each item shall be quoted stating the unit prices and bids not addressing all the required items in the bid documents shall invalidate the bid in reference to section 15.1 to 15.2 Instruction to Bidders.</p> <p>It was observed that Baking powder should be in grams instead of milligrams. Also, the end-user changed the specifications of lean pork to at least 80% lean.</p>	<p>For Bid Bulletin: Baking powder: 50 milligrams to 50grams Pork, lean: at least 80% lean</p>

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Inspection of the Delivered Goods	It was discussed that during the delivery of the goods, an inspection officer will assess and inspect the delivered goods. For rejected items, it should be changed within the day and advised the bidder to have a buffer especially for items that can be easily spoiled	
Bid Securing Declaration (BDS)	The Chairperson advised the bidder to use the updated Bid Securing Declaration format if the bid security is BDS	
Statement of all on-going government and private contracts	The bidder asked the BAC if it is allowed to attach Purchase Order in lieu of the supporting documents indicated. The BAC decided that supporting documents maybe submitted or its equivalent as long as the bidder declares all the on-going private and government contracts.	For Bid Bulletin: Supporting documents maybe submitted or its equivalent
Sealing and markings	Proper sealing and markings were explained to the bidder	

Having no more issues to discuss, the meeting ended at 11:45 AM.

Submitted by:

Noted by:


LANY LIZEL G. DIAZ
 Head – BAC Secretariat


ENRIQUE H. GASCON JR.
 Chairperson, BAC