

**Minutes of the Meeting: Pre-Bid Conference
July 3, 2019**

Attendance:

Enrique H. Gascon Jr., *Chairperson, BAC*
Mildred S. Macario, *End-user*
Aileen M. Ballesteros, *Technical Expert*
Leonila G. Lapada, *BAC Secretariat*

Observer: Tere Katigbak, representative, *Jaime Ongpin Foundation*
Prospective Bidder: None

Subject:

1. ITB 2019-DSWD-CAR-015: *Purchase of Food Supplies for Supplementary Feeding Program in Asipulo, Banaue, Kiangan, Lagawe, Lamut, Tinoc and Aguinaldo, Ifugao (2nd Posting)*
2. ITB 2019-DSWD-CAR-016: *Purchase of Food Supplies for Supplementary Feeding Program in Flora, Luna, Sta. Marcela and Pudtol, Apayao (2nd Posting)*
3. ITB 2019-DSWD-CAR-017: *Purchase of Food Supplies for the implementation of Supplementary Feeding Program in Bangued, Boliney, Bucay, Daguioman, Danglas, La Paz, Lacub, Lagayan, Langiden, Licuan-Baay, Luba, Malibcong, Manabo, Penarrubia, Pidigan, Sallapadan, San Isidro, San Quintin and Tubo, Abra (2nd Posting)*

Highlights of the Meeting:

A meeting was called to order by Mr. Enrique H. Gascon Jr., Chairperson, Bids and Awards Committee (BAC) at the Office of the Assistant Regional Director for Administration at 9:10 AM for the Pre-Bid Conference for the procurement of Food Supplies for the Implementation of Supplementary Feeding Program in Apayao, Ifugao and Abra (2nd Posting).

There was no prospective bidder attended the activity. Among the invited observers from Jaime Ongpin Foundation, Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry, DSWD Internal Auditor and COA-CAR, only one (1) observer attended the pre-bid conference from Jaime Ongpin Foundation.

The BAC went on with the meeting upon determination of a quorum and reviewed the bidding documents and technical specifications. The BAC reviewed first the Bidding Documents for SFP Ifugao followed by SFP Apayao then SFP Abra. The BAC discussed the following:

Subject Matter	Discussions	Agreements Reached/ Recommendations
Absence of prospective bidder	It was reported that no prospective bidder yet who signified interest to participate in the bidding process for the three provinces.	
Reasons for the 2nd Posting of the procurement at hand	<p>It was mentioned that the procurement at hand is already its 2nd posting for the following reasons:</p> <ol style="list-style-type: none"> 1. SFP Ifugao – no bidder, Failed Bid 2. SFP Apayao – Failed Bid, bidder submitted bid documents the day after the set timeline for the submission of bids. It was explained that a bid bulletin was issued for the re-scheduling of bid opening but the deadline of submission of bid documents remained as originally scheduled. 3. SFP Abra: <ul style="list-style-type: none"> • Lot 1 - Failed Bid, bidder submitted Bid Documents with lacking document specifically Technical Specifications during the bid opening and did not submit Motion for Reconsideration • Lot 2 - Awarded • Lot 3 - Failed bid due to absence of bidder <p>The observer asked whether the procuring entity advertise the procurement at hand up to 3rd posting. Mr GAscon responded that the procuring entity has the option to adopt Negotiated Procurement after the 2nd failure of bidding wherein the procuring entity invites at least three (3) prospective bidder to submit bid proposal to be rated and evaluated according to their compliance to the technical specifications and terms and conditions of the project.</p> <p>The observer asked the lead time in posting transactions for the second</p>	

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	<p>time. Mr. Gascon mentioned that there is no lead time from the time of declaration of failure of bidding up to the second posting. However, a 2nd posting can be immediately posted depends on the nature of the procurement at hand, if the BAC determined it should be posted immediately then a pre-procurement shall be conducted immediately and the bidding process will be repeated.</p>	
<p>Delivery Schedule</p>	<p>The group discussed that the delivery schedule was adjusted based on the bid bulletin issued during the 1st posting and applied to the three transactions wherein instead of one-time or simultaneous delivery to all municipalities, the municipalities were clustered based on the proximity of the area and the same schedule for municipalities with the same route from Monday to Wednesday. Likewise, the delivery schedule was moved from July - December 2019 to August – December 2019 since the bid opening will be on July 15, 2019.</p> <p>It was mentioned that only the adjusted delivery schedule for Ifugao was submitted to the BAC Secretariat. The end-user assured to submit the delivery schedule from Apayao and Abra once finalized by the assigned staff. The BAC Secretariat mentioned to submit the said schedule as soon as possible for posting to PhilGEPS as bid supplement.</p>	<p><i>For Bid Bulletin:</i></p> <p><i>Delivery schedule for Ifugao, Abra and Apayao</i></p>
<p>Technical Specifications</p>	<p>The BAC reviewed the technical requirements of the three transactions but no changes were discussed</p>	
<p>Schedule of Bid Opening</p>	<p>It was mentioned that the bid opening for the three (3) transactions will be on July 15, 2019 which is a Special Holiday in celebration of the Cordillera Day.</p> <p>The chairperson directed the BAC secretariat to ensure a quorum will be established being a "jury duty"</p>	

	assignment in order to complete the bidding stages at the earliest possible time. In addition, the secretariat to coordinate with Cash Section for the receipt of payment of bid documents.	
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Having no more issues to discuss, the meeting ended at 11:25 AM.

Recorded by:


LEONILA G. LAPADA
BAC Secretariat

Reviewed by:


LANY LIZEL G. DIAZ
Head – BAC Secretariat

Noted by:


ENRIQUE H. GASCON JR.
Chairperson, BAC