

Minutes of the Meeting: Pre-Bid Conference
ITB 2019-DSWD-CAR-006: Purchase of Perishable and Non-Perishable Food Supplies for
Supplementary Feeding Program in Baguio City
April 15, 2019

Attendance:

Enrique H. Gascon Jr., *Chairperson, BAC*
Rina Claire L. Reyes, *Vice-Chairperson, BAC*
Eleonor Bugalin-Ayan, *End-use*
Aileen M. Ballesteros, *Technical Expert*
Leonila G. Lapada, *BAC Secretariat*

Highlights of the Meeting:

A meeting was called to order by Mr. Enrique H. Gascon Jr, Chairperson, Bids and Awards Committee (BAC) in his office at 9:00AM for the Pre-Bid Conference for the project, ***Purchase of Perishable and Non-Perishable Food Supplies for Supplementary Feeding Program in Baguio City (ITB 2019-DSWD-CAR-006)***.

The Pre-Bid Conference was attended by the members of the Bids and Awards Committee and its secretariat. No prospective bidder attended the activity. Likewise, from the observers, MAA and COA that were invited.

The BAC went on with the meeting and discussed the following:

Subject Matter	Discussions	Agreements Reached/ Recommendations
Delivery Period for Lot 2	It was discussed that the end-user prefers that the period of delivery should be every first Monday of July and October 2019. However, it was mentioned that the first Monday for October falls on October 7, 2019. The end-user decided that delivery period for the second month is September 30, 2019 instead of October 1, 2019.	For Supplemental/Bid Bulletin: Delivery Period to be changed from July 1, 2019 and October 1, 2019 to July 1, 2019 and September 30, 2019

<p>Bid Data Sheet (BDS): ITB Clause 29.2</p>	<p>It was mentioned that the Bureau of Internal Revenue – CAR is not yet implementing the electronic payment of Income Tax Returns based on the submitted Latest Income Tax Return (ITR) of bidders. Ms. Rina Reyes clarified that there was an advisory from BIR that e-payment for ITR is not yet in effect but they already utilizing the electronic forms and being paid to authorized banks of BIR. Ms. Reyes presented the BIR RMC 46-2019 “Guidelines in Filing the Income Tax for Taxable 2018”.</p> <p>Mr. Gascon directed the BAC Secretariat to issue Bid Bulletin to include in the BDS that BIR electronic payment can be paid through the Authorized Agent Banks within the territorial jurisdiction of BIR.</p>	<p>For Bid Bulletin to include in the BDS that BIR electronic payment can be paid through the Authorized Agent Banks within the territorial jurisdiction of BIR</p>
<p>Invitation of bidders through PhilGEPS</p>	<p>It was discussed that due to no bidder attended the Pre-Bid Conference, Mr. Gascon mentioned to invite prospective suppliers to participate in the bidding and asked the BAC Secretariat if it is possible to invite suppliers through PhilGEPS. It was mentioned that there is a feature of PhilGEPS that allows system users to invite suppliers and such will be directed to their email account to prompt them regarding the on-going transaction which the secretariat did.</p>	<p>BAC Secretariat invited suppliers through PhilGEPS</p>

Having no more issues to discuss, the meeting ended at 9:45 AM.

Recorded by:

(SGD)
LEONILA G. LAPADA
 BAC Secretariat

Reviewed by:

(SGD)
LANY LIZEL G. DIAZ
 Head, BAC Secretariat

Noted by:

(SGD)
ENRIQUE H. GASCON JR.
 Chairperson, BAC