

**Minutes of the Meeting: Pre-Bid Conference  
June 6, 2019**

**Attendance:**

**Concepcion Navales**, *Alternate, Vice-Chairperson, BAC*  
**Eleonor Bugalin-Ayan**, *End-user*  
**Lailani Amora**, *Technical Expert*  
**Leonila G. Lapada**, *BAC Secretariat*

**Observer: None**

**Prospective Bidder: None**

**Subject:**

1. ITB 2019-DSWD-CAR-012: *Purchase of Food Supplies for Supplementary Feeding Program in Flora, Luna, Sta. Marcela and Pudtol, Apayao*
2. ITB 2019-DSWD-CAR-013: *Purchase of Food Supplies for Supplementary Feeding Program in Asipulo, Banaue, Kiangan, Lagawe, Lamut, Tinoc and Aginaldo, Ifugao*
3. ITB 2019-DSWD-CAR-014: *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 under ITB 2019-DSWD-CAR-014*

**Highlights of the Meeting:**

A meeting was called to order by Ms. Concepcion Navales, Alternate Vice-Chairperson, Bids and Awards Committee (BAC) in her office at 9:00 AM for the Pre-Bid Conference for the procurement of Food Supplies for the Implementation of Supplementary Feeding Program in Apayao, Ifugao and Abra.

There was no prospective bidder attended the activity and none 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 attended the said activity.

The BAC went on with the meeting upon determination of a quorum and reviewed the bidding documents and technical specifications. The BAC discussed the following:

Subject Matter	Discussions	Agreements Reached/ Recommendations
<b>Absence of prospective bidder</b>	It was reported that no prospective bidder yet who signified interest to participate in the bidding process. Only one (1) supplier reflected at PhilGEPS who viewed the procurement at hand.	
<b>Technical Specifications</b>	The BAC reviewed the technical requirements but no changes were discussed	
<b>Schedule of Requirements and Delivery schedule</b>	<p>It was mentioned that the delivery site for all municipalities is at MSWDO. The end-user was asked whether to sustain the delivery schedule since the goods should be simultaneously delivered to four (4) municipalities with the same date and time.</p> <p>The end-user considered that the delivery schedule be adjusted based on the route going to the area – same schedule for municipalities with the same route as follows:</p> <p>Delivery Schedule for Lot 1 and Lot 3</p> <p>Luna and Sta. Marcela – Weekly delivery every Monday of the week</p> <p>Flora and Pudtol – Weekly delivery every Tuesday of the week</p>	<b>For Bid Bulletin: Delivery Schedule for Lot 1 and Lot 2</b>

The BAC proceeded in reviewing the bidding documents for the project, ***Purchase of Food Supplies for Supplementary Feeding Program in Asipulo, Banaue, Kiangan, Lagawe, Lamut, Tinoc and Aguineldo, Ifugao*** under ITB 2019-DSWD-CAR-012 and discussed the following:

Subject Matter	Discussions	Agreements Reached/ Recommendations
<b>Technical Specifications</b>	The BAC reviewed the technical requirements but no changes were discussed.	

<p><b>Schedule of Requirements and Delivery schedule</b></p>	<p>It was mentioned that there are municipalities that the delivery site is at all barangay halls which maybe difficult for the supplier to transport the goods at the same time.</p> <p>The end-user considered that the delivery schedule be adjusted based on the route and proximity of the municipalities – same schedule for municipalities with the same route and neighboring areas as follows:</p> <p><b>Lot 1: Perishable Food Supplies for Asipulo, Banaue, Kiangan, Lagawe, Lamut, Tinoc and Aguinaldo, Ifugao</b></p> <table border="1" data-bbox="464 616 1114 1120"> <thead> <tr> <th>Description</th> <th>Delivery Period</th> </tr> </thead> <tbody> <tr> <td>Delivery Schedule for Asipulo and Kiangan, Ifugao</td> <td><b>Weekly, every <i>Monday</i> from July to December 2019</b></td> </tr> <tr> <td>Delivery Schedule for Lamut and Lagawe, Ifugao</td> <td><b>Weekly, every <i>Tuesday</i> from July to December 2019</b></td> </tr> <tr> <td>Delivery Schedule for Aguinaldo and Banaue, Ifugao</td> <td><b>Weekly, every <i>Wednesday</i> from July to December 2019</b></td> </tr> </tbody> </table> <p><b>Lot 3: Fruit and Vegetable Food Supplies for Asipulo, Banaue, Kiangan, Lagawe, Lamut, Tinoc and Aguinaldo, Ifugao</b></p> <table border="1" data-bbox="464 1321 1114 1825"> <thead> <tr> <th>Description</th> <th>Delivery Period</th> </tr> </thead> <tbody> <tr> <td>Delivery Schedule for Asipulo and Kiangan, Ifugao</td> <td><b>Weekly, every <i>Monday</i> from July to December 2019</b></td> </tr> <tr> <td>Delivery Schedule for Lamut and Lagawe, Ifugao</td> <td><b>Weekly, every <i>Tuesday</i> from July to December 2019</b></td> </tr> <tr> <td>Delivery Schedule for Aguinaldo and Banaue, Ifugao</td> <td><b>Weekly, every <i>Wednesday</i> from July to December 2019</b></td> </tr> </tbody> </table>	Description	Delivery Period	Delivery Schedule for Asipulo and Kiangan, Ifugao	<b>Weekly, every <i>Monday</i> from July to December 2019</b>	Delivery Schedule for Lamut and Lagawe, Ifugao	<b>Weekly, every <i>Tuesday</i> from July to December 2019</b>	Delivery Schedule for Aguinaldo and Banaue, Ifugao	<b>Weekly, every <i>Wednesday</i> from July to December 2019</b>	Description	Delivery Period	Delivery Schedule for Asipulo and Kiangan, Ifugao	<b>Weekly, every <i>Monday</i> from July to December 2019</b>	Delivery Schedule for Lamut and Lagawe, Ifugao	<b>Weekly, every <i>Tuesday</i> from July to December 2019</b>	Delivery Schedule for Aguinaldo and Banaue, Ifugao	<b>Weekly, every <i>Wednesday</i> from July to December 2019</b>	<p><b>For Bid Bulletin: Delivery Schedule for Lot 1 and Lot 3</b></p>
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<p><b>Delivery Site</b></p>	<p>The end-user mentioned that the delivery site for all municipalities be centralized at the Municipal Social Welfare and Development Office</p>	<p><b>For Bid Bulletin</b></p>																

After reviewing the bidding documents for SFP Ifugao, the BAC reviewed the bidding documents for the project, **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** under ITB 2019-DSWD-CAR-014 and discussed the following:

Subject Matter	Discussions	Agreements Reached/ Recommendations								
<b>Technical Specifications</b>	The BAC reviewed the technical requirements but no changes were discussed.									
<b>Schedule of Requirements and Delivery schedule</b>	<p>It was mentioned that there are municipalities that the delivery site is at Child Development Center or barangay halls or per cluster.</p> <p>The end-user considered that the delivery schedule be adjusted based on the route and proximity of the municipalities – same schedule for municipalities with the same route and neighboring areas as follows:</p> <p><b>Lot 1:</b> Perishable Food Supplies for Bangued, Boliney, Bucay, Daguioman, Danglas, La Paz, Lagayan, Langiden, Luba, Manabo, Peñarrubia, Pidigan, San Isidro, San Quintin and Tubo Abra</p> <table border="1" data-bbox="464 1211 1099 1980"> <thead> <tr> <th data-bbox="464 1211 751 1272">Description</th> <th data-bbox="751 1211 1099 1272">Delivery Period</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 1272 751 1469">Delivery Schedule for Bangued, La Paz, Danglas, Peñarrubia, Langiden, Bucay and Daguioman</td> <td data-bbox="751 1272 1099 1469">Weekly, every <b>Monday</b> of the week not later than 8:00 AM from July to December 2019</td> </tr> <tr> <td data-bbox="464 1469 751 1666">Delivery Schedule for Pidigan, San Quintin, San Isidro and Manabo</td> <td data-bbox="751 1469 1099 1666">Weekly, every <b>Tuesday</b> of the week not later than 8:00 AM from July to December 2019</td> </tr> <tr> <td data-bbox="464 1666 751 1980">Delivery Schedule for Boliney, Lagayan, Luba, Tubo</td> <td data-bbox="751 1666 1099 1980">Monthly, every <b>1<sup>st</sup> Tuesday</b> of the month not later than 8:00 AM from July to December 2019</td> </tr> </tbody> </table>	Description	Delivery Period	Delivery Schedule for Bangued, La Paz, Danglas, Peñarrubia, Langiden, Bucay and Daguioman	Weekly, every <b>Monday</b> of the week not later than 8:00 AM from July to December 2019	Delivery Schedule for Pidigan, San Quintin, San Isidro and Manabo	Weekly, every <b>Tuesday</b> of the week not later than 8:00 AM from July to December 2019	Delivery Schedule for Boliney, Lagayan, Luba, Tubo	Monthly, every <b>1<sup>st</sup> Tuesday</b> of the month not later than 8:00 AM from July to December 2019	<b>For Bid Bulletin: Delivery Schedule for Lot 1 and Lot 2</b>
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	<p><b>Lot 2:</b> Fruit and Vegetable Food Supplies for Bangued, Boliney, Bucay, Daguioman, Danglas, La Paz, Lacub, Lagayan, Langiden, Licuan-Baay, Luba, Malibcong, Manabo, Peñarrubia, Pidigan, Sal-lapadan, San Isidro, San Quintin and Tubo, Abra</p> <table border="1" data-bbox="464 309 1123 1227"> <thead> <tr> <th data-bbox="464 309 810 376">Description</th> <th data-bbox="810 309 1123 376">Delivery Period</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 376 810 568">Delivery Schedule for Bangued, La Paz, Danglas, Peñarrubia, Langiden, Bucay and Daguioman</td> <td data-bbox="810 376 1123 568">Weekly, every <b><u>Monday</u></b> of the week not later than 8:00 AM from July to December 2019</td> </tr> <tr> <td data-bbox="464 568 810 761">Delivery Schedule for Pidigan, San Quintin, San Isidro and Manabo</td> <td data-bbox="810 568 1123 761">Weekly, every <b><u>Tuesday</u></b> of the week not later than 8:00 AM from July to December 2019</td> </tr> <tr> <td data-bbox="464 761 810 994">Delivery Schedule for Malibcong, Licuan-Baay, Lacub</td> <td data-bbox="810 761 1123 994">Every <b>1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month not later than 8:00 AM</b> from July to December 2019</td> </tr> <tr> <td data-bbox="464 994 810 1227">Delivery Schedule for Boliney, Tubo, Sallapadan, Lagayan and Luba</td> <td data-bbox="810 994 1123 1227">Every <b>1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month not later than 2:00 PM</b> from July to December 2019</td> </tr> </tbody> </table>	Description	Delivery Period	Delivery Schedule for Bangued, La Paz, Danglas, Peñarrubia, Langiden, Bucay and Daguioman	Weekly, every <b><u>Monday</u></b> of the week not later than 8:00 AM from July to December 2019	Delivery Schedule for Pidigan, San Quintin, San Isidro and Manabo	Weekly, every <b><u>Tuesday</u></b> of the week not later than 8:00 AM from July to December 2019	Delivery Schedule for Malibcong, Licuan-Baay, Lacub	Every <b>1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month not later than 8:00 AM</b> from July to December 2019	Delivery Schedule for Boliney, Tubo, Sallapadan, Lagayan and Luba	Every <b>1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month not later than 2:00 PM</b> from July to December 2019	
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<p><b>Delivery Site</b></p>	<p>The end-user mentioned that the delivery site for all municipalities be centralized at the Municipal Social Welfare and Development Office</p>	<p><b>For Bid Bulletin</b></p>										

Having no more issues to discuss, the meeting ended at 11:15 AM.

Recorded by:

Noted by:

SGD  
**LEONILA G. LAPADA**  
 BAC Secretariat

SGD  
**CONCEPCION NAVALES**  
 Alternate Vice-Chairperson, BAC