

Minutes of the Meeting: Pre-Bid Conference
ITB 2019-DSWD-CAR-009: Purchase of Food Supplies for
Supplementary Feeding Program in Benguet
May 20, 2019

Attendance:

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

Observer: Tere Katigbak, representative, Jaime Ongpin Foundation

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 10:30 AM for the Pre-Bid Conference for the project, **Purchase of Food Supplies for Supplementary Feeding Program in Benguet (ITB 2019-DSWD-CAR-009)**.

The Pre-Bid Conference was attended by the members of the Bids and Awards Committee and its secretariat. No prospective bidder attended the activity. Observers from Jaime Ongpin Foundation, Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry, DSWD Internal Auditor and COA-CAR were invited, however only one (1) observer attended the activity.

The BAC went on with the meeting and reviewed the bidding documents. The BAC discussed the following:

Subject Matter	Discussions	Agreements Reached/ Recommendations
Lot 2: Perishable Goods	It was discussed to remove grocery items as indicated under Lot 2 of Perishable Food Supplies for Itogon, Bokod and Tuba, Benguet	For Supplemental/Bid Bulletin: To remove grocery items under Lot 2 of Perishable Food Supplies for Itogon, Bokod and Tuba, Benguet


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<p>Delivery Schedule of Buguias, Benguet</p>	<p>It was raised to the BAC that the end-user submitted a detailed list of delivery schedule per barangay, however the quantity is not consistent with the Technical Specifications specifically the packaging from kilogram in the technical requirements to kilogram and grams in the deliveries per barangay.</p> <p>The end-user explained that if the goods will not be divided according to the menu and number of children in the Day Care Center, there are children who will not be given share in the food servings.</p> <p>The chairperson said, if the goods be subdivided from kilograms to grams and it will be delivered per barangay, there is a possibility that there will be no bidder willing to join the bidding considering that no prospective bidder attended the Pre-Bid Conference.</p> <p>The group reviewed the Technical Specifications indicated in the Bidding Documents required for bidders - <i>Willing to deliver the items based on the attached delivery schedule, terms and conditions.</i></p> <p>The BAC discussed since the suppliers are required to deliver the goods based on the delivery schedule, terms and conditions of the project, suppliers may accept the terms and conditions set and may not cause a problem since they will only divide the goods into smaller packaging.</p>	<p>For Bid Bulletin:</p> <p>To post the schedule of delivery for Buguias, Benguet based on the preference of the end-user</p>
<p>Technical Requirements</p>	<p>The chairperson mentioned to add in the technical specifications the role of the end-user in case a fortuitous event occurs during the delivery period <i>"In case of fortuitous events, the end-user shall closely coordinate with the supplier for the change of delivery schedule"</i>.</p>	<p>For Supplemental/Bid Bulletin:</p> <p>To include the role of the end-user in case of fortuitous events in the Technical Specifications</p>

Having no more issues to discuss, the meeting ended at 11:35 AM.

Recorded by:



LEONILA G. LAPADA
BAC Secretariat

Reviewed by:



LANY LIZEL G. DIAZ
Head, BAC Secretariat

Noted by:



ENRIQUE H. GASCON JR.
Chairperson, Bids and Awards Committee