

**Minutes of the Meeting: Negotiated Conference**  
**ITB NP 2020-01: Purchase of Fortified Fresh Milk for the 10<sup>th</sup> Cycle Supplementary**  
**Feeding Program in the City of Baguio for CY 2020**  
**March 4, 2020**

**Attendance:**

**Enrique H. Gascon Jr.**, Chairperson, BAC  
**Rina Claire L. Reyes**, Vice-Chairperson  
**Edna S. Benitez**, Member  
**Mildred Macario**, End-user  
**Victor Bomowey**, Technical Expert  
**Lany Lizel G. Diaz**, Head, Procurement Section/BAC Secretariat  
**Leonila G. Lapada**, BAC Secretariat

**Observer: None**

**Prospective Bidder:**

- **Marvin Serrano**, representative, M.G.Serrano Enterprise
- **Vilma Serrano**, representative, M.G. Serrano Enterprise
- **Bessie R. Chico**, Sales Officer, Mt. High Dairy Coop
- **Ruby Dengay**, proprietor, Ruby Dengay Gen. Mdse.

**1. Highlights of the Meeting:**

The meeting was called to order for the Negotiated Conference for the project, **Purchase of Fortified Fresh Milk for the 10<sup>th</sup> Cycle Supplementary Feeding Program in the City of Baguio for CY 2020** with an Approved Budget for the Contract amounting to **Two Million One Hundred Ten Thousand Five Hundred Pesos (Php2,110,500.00)**.

The meeting started at 1:36 PM presided by Mr. Enrique H. Gascon Jr., Chairperson, Bids and Awards Committee (BAC). The meeting started with an introduction of the members of the BAC and BAC Secretariat and acknowledgement of prospective bidders' presence.

Mr. Gascon expressed the purpose of the conference is to clarify any concerns of the bidders with regard to the procurement at hand, its terms and conditions, scope of the bidding documents and other details. The group then reviewed the bidding documents, technical specifications and checklist of requirements with the following discussions and agreements:

Subject Matter	Discussions	Agreements Reached/ Recommendations
<b>Schedule of Requirements</b>	The end-user expressed that the quantity per delivery is subject to change but it will not increase or decrease the total quantity being procured.	
<b>Technical Specifications: Terms and Conditions</b>	<ul style="list-style-type: none"> <li>• Expiry date of the item was explained to the prospective bidder that it should be at least three (3) months from the date of delivery.</li> <li>• One of the prospective bidders asked how is the packaging and tagging of the item upon delivery. The end-user responded that the item should be packed/organized in a box per Child Development Center (CDC). The distribution list per CDC will be coordinated to the winning bidder once available since it will only be figured-out once the number of enrolled children per CDC for School Year 2020-2021 is already determined.</li> <li>• It was discussed that the payment term will be processed every after complete delivery</li> <li>• Representative from Mountain High Dairy Cooperative asked if the storage will be in a plastic bottle that contains 1 liter/bottle corresponds to the specifications that is in pack per liter. The BAC discussed the packaging per liter of fresh milk can be in any form as long as it contains 1 liter. It was then agreed to change the description of the packaging per piece from <b>pack</b> to <b>pack/container</b>.</li> </ul>	<p>Before delivery of the item, the distribution list per Child Development Center will be given to the winning bidder once the number of enrolled children is already available</p> <p>Payment term will be processed every after complete delivery</p> <p>Packaging per piece of fresh milk will be in the form of pack or container</p>

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<b>Statement of Single Largest Completed Contract (SLCC) form</b>	The SLCC form was presented and discussed the supporting documents. It was agreed to correct the supporting documents that it should only require End-user's Acceptance or Official Receipts or Sales Invoice only per Instruction to Bidders Section II.12.ii(9)	To revise the supporting documents to require only the End-user's Acceptance or Official Receipts or Sales Invoice
<b>Statement of On-going Government and Private Contracts form</b>	The group reviewed the Statement of On-going government and its supporting documents.  It was discussed to remove the third supporting document which is <b>Certificate of Accomplishment issued by the owner</b> as long as the percentage of accomplishment of the contract will be reflected in the form.  As to the Notice to Proceed, it was agreed to be retained but it will be revised to be required only for <b>Government Transactions</b>	To delete the third supporting document which is the Certificate of accomplishment signed by the owner and to revised the second supporting document to indicate for Government Transactions only.
<b>Bid Securing Declaration (BDS)</b>	Mr. Gascon noticed that the BDS was not included in the list of Eligibility Requirements and suggested for inclusion	Bid Securing Declaration should be included in the list of Eligibility Requirements

Before the meeting ended, it was informed to the prospective bidders that the changes in the bidding documents will be sent to their respective email addresses and the meeting ended at 2:21 PM.

Recorded by:




**LEONILA G. LAPADA**  
BAC Secretariat

Reviewed by:



**LANY LAZEL G. DIAZ**  
Head – Procurement Section

Noted by:



**ENRIQUE H. GASCON JR.**  
Chairperson, BAC