

**MINUTES ON THE PRE-BIDDING CONFERENCE FOR THE PURCHASE OF COMMERCIAL RICE FOR THE 10<sup>TH</sup> CYCLE SFP IMPLEMENTATION IN CITY OF BAGUIO AND ABRA (SHORT OF AWARD)- ITB NO: 2020-DSWD-CAR-05**

December 16, 2019

**Present:**

**BIDS AND AWARDS COMMITTEE:**

Concepcion E. Navales	Vice Chairperson (Alternate)
Mildred S. Macario	Provisional Member (End user)
Victor U. Bomowey	Provisional Member (Expert)

**BAC SECRETARIAT:**

Lovely B. Genove	BAC Secretariat
Rebekah Joan Fernando	BAC Secretariat

**Bidders:**

NONE

**Observers:**

NONE

**CALL TO ORDER:**

The Preliminary Bidding Conference for the **Purchase of Commercial Rice for the 10<sup>th</sup> Cycle SFP Implementation in City of Baguio and Abra for CY 2020 (Short of Award) (ITB No: 2020-DSWD-CAR-05)** held at the Office of the Assistant Regional Director for Administration/BAC Chairperson was called to order at 9:06am December 16, 2019 with Ms. Concepcion E. Navales the BAC Alternate Vice Chairperson, presiding the meeting.

**BUSINESS MATTERS:**

-Clarification on the technical specifications and requirements of the procurement at hand.

**QUERIES/CLARIFICATIONS RAISED:**

ISSUES RAISED	AGREEMENTS
The meeting started with a brief introduction on the procurement at hand. Ms. Genove also mentioned that there were observers invited for the bidding activity however, no one was able to attend.	

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<p>After the preliminaries, Ms. Genove proceeded with the reading of the Invitation to Bid, Bid Data Sheet, Schedule of Requirements and Technical Specifications.</p> <p>Under the Invitation to Bid, Ms. Genove inquired if the Bids and Awards Committee were available on the schedule of the Bid Opening which falls on a holiday, December 30, 2019 at 9:00am. Ms. Navales committed that she will just be within Baguio for the rest of the holidays. Mr. Bomowey on the other hand, did not commit to be present on the Bid Opening. The body reiterated that the end user must be available since those will be for the programs purchase. Nonetheless, the body agreed that the BAC Secretariat should confirm first the availability of the BAC members and in case that no quorum will be established, the bidding should be moved on January 2, 2020 at 9:00am.</p> <p>After the deliberation on the schedule of bid opening, the discussion proceeded with the invitation to bid, particularly on the unit of measure used in the items being purchased. Ms. Navales remarked that instead of “cavans” as unit of measure the unit of measure should be per “sack” since the commercial rice being procured were “25 kilograms.” She added that it will be confusing on the part of the bidder if the unit of measure would be “cavans” and yet the commercial rice we are procuring were 25 kilograms. Ms. Genove noted on this and informed the BAC that this will be included in the Bid Bulletin. Ms. Genove then inquired if there were any clarification regarding the Invitation to Bid and none of the member of the BAC raised any concerns.</p> <p>The discussion then proceeded with the Schedule of Requirements. On the said Section of the Public Bidding Documents (PBDs), Mr. Bomowey inquired if the the delivery for Abra would really be per MSWDO. Ms. Macario affirmed that the</p>	<p>The BAC Secretariat was tasked to inquired among the members of Bids and Awards Committee who will be available for the Bid Opening on December 30, 2019. If no quorum will be established, the Bid Opening and the deadline for the submission of bids should be moved to January 2, 2020 9:00am and 8:45am, respectively.</p> <p>Unit of measure should be “sack” and not in cavan. This unit of measure shall also be applicable to the unit of measure indicated in the Schedule of Requirements, Bid Data Sheet and Technical Specifications.</p>

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<p>delivery will be per MSWDO since there will be no huge warehouse that can accommodate the over-all purchase of rice. Further, Mr. Bomowey inquired what will be the arrangement with the OCSWDO in line with the delivery of the rice, considering that the parking space for the vehicles at the delivery site was not commensurate to the tons of rice to be delivered. Ms. Macario remarked that previously, the delivery was per cluster and the delivery sites were as follows:</p> <ol style="list-style-type: none"> <li>1. Unit 1 and 2: Barangay Gymnasium, Engineers' Hill, Baguio City</li> <li>2. Unit 3 and 4: Barangay Gymnasium, Bakakeng Central, Baguio City</li> <li>3. Unit 5 and 6: Barangay Gymnasium, Slaughterhouse Compound, Sto. Niño, Baguio City.</li> </ol> <p>Aside from the delivery sites, Mr. Bomowey also remarked that the delivery schedule seemed to be too close with the first delivery. Will the purchase for the first delivery not overlap with the second delivery resulting to oversupply, Mr. Bomowey inquired. Ms. Macario informed that once the rice will be delivered in the MSWDO/CSWDO, Day Care workers and the parents will be getting the respective supply per Child Development Workers thus, oversupply and problem on stocking will not be a possible problem.</p> <p>In addition, Ms. Genove inquired under Schedule of Requirements on what specific day of the week will the winning bidder deliver the rice. Ms. Macario informed that the delivery should be on the 3<sup>rd</sup> Monday of the Month of June and August 2020. Ms. Genove noted that this will be included for Bid Bulletin.</p> <p>Under Technical Specifications on the other hand, Mr. Bomowey remarked that technical specifications number 4 was seemingly not possible since as per experience, date of milling was indicated in the sacks of rice and</p>	<p>Delivery site for Lot 2 will be changed from Office of the City Social Welfare and Development to the following clusters:</p> <ol style="list-style-type: none"> <li>1. Cluster 1 and 2: Barangay Gymnasium, Engineers' Hill, Baguio City</li> <li>2. Cluster 3 and 4: Barangay Gymnasium, Bakakeng Central, Baguio City</li> <li>3. Cluster 5 and 6: Barangay Gymnasium, Slaughterhouse Compound, Sto. Niño, Baguio City</li> </ol> <p>Delivery Schedule for both lots would be both on <b>3<sup>rd</sup> Monday of June 2020 and August 2020.</b></p> <p>Technical Specification no.4 will be revised to: <b>"The bidder must ensure that the items to be delivered has date of milling and name of manufacturer. The sacks of rice to be delivered should have been milled within six (6) months upon delivery."</b></p>

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<p>not the expiry date. Ms. Macario remarked that she was not sure if such technical specification exist thus, she will just inquire at rice centers nearby and will inform the BAC Secretariat regarding the correct specifications to be indicated in the sack of rice.</p> <p>Further, under technical specifications portion, Ms. Genove inquired if manpower will not be specified, if such will not be specified Ms. Genove added that maybe during contract implementation the winning bidder may just be providing one (1) personnel to unload the truck with the sacks of rice. Mr. Bomowey cited that identifying the reasonable number of manpower would really be needed otherwise, loading and unloading of the goods would take time.</p> <p>Processing of payment was also considered to be included in the Technical Specifications wherein the body agreed to include that <b>“Payment shall be processed after the complete delivery per month.”</b></p> <p>After the deliberation on the Schedule of Requirements and Technical Specifications, Ms. Genove summed up the content of the Public Bidding Documents for Bid Bulletin.</p>	<p>Technical Specifications no. 5 will be revised to: <b>“The bidder must ensure that there is a reasonable manpower provided for the immediate loading and unloading of goods to the delivery sites.”</b></p> <p>Technical Specifications no. 7 should be included and the content will be: <b>“Payment shall be processed after the complete delivery per month.”</b></p>

Having no more issues to discuss the meeting was adjourned at 9:36am.

Prepared by:

Noted by:

-signed-

**LOVELY B. GENOVE**

Administrative Officer II/BAC Secretariat

-signed-

**CONCEPCION E. NAVALES**

BAC Alternate Vice Chairperson