

**Minutes of the Meeting: Pre-Bid Conference**  
**ITB 2020-DSWD-CAR-06: Purchase of Fortified Fresh Milk for the 10<sup>th</sup> Cycle Supplementary Feeding Program in the City of Baguio for CY 2020 (2<sup>nd</sup> Posting)**  
**January 22, 2020**

**Attendance:**

**Concepcion Navales**, Vice-Chairperson, Alternate, BAC  
**Jeraldine D. Dangpa**, *End-user*  
**Lovely B. Genove**, *Technical Expert*  
**Rina Claire L. Reyes**, *Head, Procurement Section/BAC Secretariat*  
**Leonila G. Lapada**, *BAC Secretariat*

**Observer: None**

**Prospective Bidder: None**

**1. Highlights of the Meeting:**

The meeting was called to order for the Pre-Bid Conference of 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 (2<sup>nd</sup> Posting)** under ITB 2020-DSWD-CAR-06 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 9:46 AM presided by Ms. Concepcion Navales, Alternate Vice-Chairperson, Bids and Awards Committee (BAC). Upon determination of a quorum, the BAC reviewed the bidding documents. There was no representative from Blessed Association of Retired Persons Foundation, Inc., Jaime Ongpin Foundation, Philippine Chamber of Commerce and Industry and COA-CAR who were invited as an observer.

It was mentioned that the bidding at hand is already in its second posting, the group commented that there is a possibility for a second failure of bidding due to no prospective bidder attended the conference.

Excerpts of the meeting follows:

<b>Subject Matter</b>	<b>Discussions</b>
<b>Invitation to Bid (ITB)</b>	<p>The group reviewed the ITB and discussed the following:</p> <ul style="list-style-type: none"> <li>• Availability of bid documents from January 14, 2020 to 8:45 am of February 3, 2020</li> <li>• Deadline of Submission of Bids is 8:45 am of February 3, 2020</li> <li>• Bid – opening will be at 9:00 AM of February 3, 2020</li> <li>• Amount Bidding Documents is Php5,000.00</li> <li>• It was observed that the size of Fresh milk per pack was not indicated under the description, thus directed the BAC secretariat to prepare a supplemental/bid bulletin indicating one (1) liter per pack as reflected in the Schedule of Requirements</li> </ul>
<b>Bid Data Sheet (BDS)</b>	<p>The BAC reviewed the Bid Data Sheet and concurred the statements indicated except under ITB Clause 28.3 (a) with the following observations:</p> <ul style="list-style-type: none"> <li>• Description should indicate the size of the item per pack to be consistent</li> <li>• Quantity should indicate the number of packs being procured instead of 1 Lot</li> </ul>
<b>Schedule of Requirements</b>	No comments or observations noted
<b>Technical Specifications</b>	<p>The group reviewed the technical specifications of the project:</p> <ul style="list-style-type: none"> <li>• A comment was raised under terms and conditions number 5 since a bidder is required to pack and label the packaging per Child Development Center (CDC) upon delivery, if it is possible to provide the list per CDC for reference of the prospective bidder. The end-user mentioned to provide the list to the winning bidder before delivery because it is not possible to predict the list of enrollees since the start of the project is June 2020.</li> </ul> <p>Ms. Navales said that the said observation will be clarified during the Post-Qualification Stage.</p>

After the review of the bidding documents, Ms. Reyes revealed that the fund allocation of the above project has the possibility to be transferred at the Department of Agriculture (DA) per feedback from the end-user. Ms. Dangpa said that they are still waiting the written advisory from Central Office to confirm the matter.

Ms. Reyes mentioned that the bidding procedures will still pursue while waiting the advisory from Central Office. If the fund transfer will be confirmed then the project will be declared Failure of Bidding.

Having no more issues to discuss, the meeting adjourned at 10:12 AM.

Recorded by:

(SGD)  
**LEONILA G. LAPADA**  
BAC Secretariat

Reviewed by:

(SGD)  
**RINA CLAIRE L. REYES**  
Head – Procurement Section

Noted by:

(SGD)  
**CONCEPCION E. NAVALES**  
Alternate Vice - Chairperson, BAC