

**Minutes of the Meeting: Pre-Bid Conference**  
**ITB 2020-DSWD-CAR-09: Purchase of Commercial Rice for the 10<sup>th</sup> Cycle Supplementary**  
**Feeding Program in Kalinga**  
**January 29, 2020**

**Attendance:**

**ENRIQUE H. GASCON JR.**, Chairperson, BAC  
**EDNA S. BENITEZ**, Member, BAC  
**ELEONOR B. AYAN**, End-user  
**JESSIE F. CHELIM**, Technical Expert  
**RINA CLAIRE L. REYES**, Head-BAC Secretariat  
**Leonila G. Lapada**, BAC Secretariat

**Observer: None**

**Prospective Bidder: Evelyn D. Espita**, owner, Atipse Marketing  
**Joseph N. Espita**, Gen. Manager, Atipse Marketing  
**Jessica Gallegos**, representative, Iyaman Transport

**1. Highlights of the Meeting:**

A meeting was called to order for the Pre-Bid Conference of the project, **Purchase of Commercial Rice for the 10<sup>th</sup> Cycle Supplementary Feeding Program in Kalinga** under ITB 2020-DSWD-CAR-09 with an Approved Budget for the Contract amounting to **One Million Three Hundred Eight Thousand Pesos (Php1,308,000.00)**.

Two (2) prospective bidders from **Atipse Marketing and Iyaman Transport** attended the meeting. There was no representative from Blessed Association of Retired Persons Foundation, Inc., Jaime Ongpin Foundation, Philippine Constructors Association, Philippine Institute of Civil Engineers, DSWD Internal Auditor and COA-CAR who were invited as an observer. The DSWD Internal Auditor, however, attended to witness the bidding process.

The meeting started at 1:00 PM and Mr. Enrique H. Gascon Jr. Chairperson, Bids and Awards Committee presided the activity. The meeting started with an introduction of the members of the BAC and BAC Secretariat and acknowledgement of prospective bidders' presence.

Mr. Gascon explained to the group the purpose of the Pre-bid conference that 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>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 21, 2020 to February 10, 2020</li> <li>• Deadline of Submission of Bids is February 10, 2020 at 1:00PM</li> <li>• Bid – opening will be at 1:30 PM of February 10, 2020</li> <li>• Ms. Espita asked the kind of rice whether local rice or imported rice. The BAC explained that the rice is any rice that is available in the local market or commercially being traded.</li> <li>• The delivery place was commented to include the City Social Welfare Office to distinguish from the Municipal Social Welfare Office</li> <li>• It was mentioned that the delivery period is twice in June and August 2020. The BAC recommended to indicate the actual date of delivery</li> </ul>	<p>For Bid Bulletin to change MSWDO to C/MSWDO</p> <p>For Bid Bulletin to reflect the actual date of delivery period which is June 15, 2020 and August 17, 2020</p>
<b>Bid Data Sheet (BDS)</b>	<p>The BAC reviewed the Bid Data Sheet and discussed the following:</p> <ul style="list-style-type: none"> <li>• <b>ITB Clause 5.4:</b> The group explained to the prospective bidders that the SLCC should meet 25% of the ABC to be qualified or an aggregate of two (2) similar contracts or Purchase Orders and the largest should be equivalent to at least half of the percentage of the 25% of the ABC. The SLCC should be supported with documents indicated in the form. It was also discussed to indicate how much is the 25% of the ABC.</li> <li>• The BAC discussed that the similar contracts should be rice and grain products to cover corn or other grain products instead of rice or rice products</li> </ul>	<p>For Bid Bulletin:</p> <p>To reflect how much is the 25% of the ABC for SLCC in the amount of Php327,000.00</p> <p>For bid bulletin: Similar Contracts will be Rice or Grain Products</p> <p>For Bid Bulletin:</p>



	<ul style="list-style-type: none"> <li>• <b>ITB Clause 29.2:</b> As to the submission of Latest Income and Business Tax Returns filed BIR e-FPS, the group discussed that eFPS is not yet available for Sole Proprietorship or individually paying suppliers per inquiry with BIR-CAR except for Corporations. Thus, the BAC agreed to accept a manually filed Latest Income and Business Tax Returns through e-BIR.</li> <li>• <b>ITB Clause 28.3 (a):</b> Delivery period to reflect the actual date of delivery and to include CSWDO as also place of delivery to be consistent to the Invitation to Bid.</li> </ul>	<p>Submission of manually filed Latest Income and Business Tax Returns (Form- 1701) is accepted for sole proprietorship or individually paying merchandisers</p> <p>For Bid Bulletin:</p> <p><u>Delivery Period:</u> June 15, 2020 and August 17, 2020</p> <p><u>Delivery Place:</u> MSWDO to C/MSWDO</p>
<b>Schedule of Requirements</b>	Delivery period to reflect the actual date of delivery and to include CSWDO as also place of delivery to be consistent to the Invitation to Bid.	<p>For Bid Bulletin:</p> <p><u>Delivery Period:</u> June 15, 2020 and August 17, 2020</p> <p><u>Delivery Place:</u> MSWDO to C/MSWDO</p>
<b>Technical Specifications</b>	<p>The group reviewed the technical specifications of the project:</p> <ul style="list-style-type: none"> <li>• No. 3: The delivery of goods should reflect the actual date of delivery</li> <li>• No. 9: To include SFP Focal person as one of the contact persons</li> </ul>	<p>For Bid Bulletin:</p> <ul style="list-style-type: none"> <li>• <u>Delivery Period:</u> June 15, 2020 and August 17, 2020</li> <li>• SFP Focal Person be included as one of the contact persons</li> </ul>
<b>Rice Distribution List</b>	It was observed that the unit of the item is in pack. The end-user clarified that it should be in sack. Mr. Gascon directed the secretariat to change the unit into sack and be included in the bid bulletin	Unit of the item should be in <b>sack</b> instead of <b>pack</b>

Having no more issues to discuss, the meeting adjourned at 1:55 PM.

Recorded by:

  
LEONILA G. LAPADA  
BAC Secretariat

Reviewed by:

  
RINA CLAIRE L. REYES  
Head – Procurement Section

Noted by:

  
ENRIQUE H. GASCON JR.  
Chairperson, BAC