

Minutes of the Meeting: Pre-Bid Conference
ITB 2020-DSWD-CAR-12: Purchase of Commercial Rice for the 10th Cycle Implementation of
Supplementary Feeding Program in Baguio City and Abra (2nd Posting)
February 28, 2020

Attendance:

ENRIQUE H. GASCON JR., Chairperson, BAC
ANNALYN MARTINEZ, *End-user*
VICTOR BOMOWEY, *Technical Expert*
Leonila G. Lapada, *BAC Secretariat*

Observer: none

Prospective Bidder:

Hazel Bandaz, representative, Iyaman Consumer Goods Trading
Jessica Gallegos, representative, Iyaman Consumer Goods Trading
Joyvie Serrano, representative, M.G. Serrano Enterprise
Lorie Oloraza, representative, Colleen's Farm & Poultry Supply
Ruby Dengay, representative, Lincee Construction & Gen. Merchandise

Highlights of the Meeting:

A meeting was called to order for the Pre-Bid Conference of the project, **Purchase of Commercial Rice for the 10th Cycle Implementation of Supplementary Feeding Program in Baguio City and Abra (2nd Posting)** under ITB 2020-DSWD-CAR-12 with an Approved Budget for the Contract amounting to ***Two Million Three Hundred Twenty Four Thousand Six Hundred Thirty Four Pesos and 52/100 (Php 2,324,634.52).***

Representatives from four (4) prospective bidders attended the meeting. There was no representative from Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry, Jaime Ongpin Foundation, Inc. and COA-CAR who were invited as an observer.

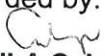
The meeting started at 1:35 PM and Mr. Enrique H. Gascon Jr. Chairperson, Bids and Awards Committee presided the activity. The meeting started with an introduction of the members of the BAC and BAC Secretariat and acknowledgement of prospective bidders' presence.

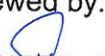
Mr. Gascon expressed the purpose of the Pre-bid conference that is to clarify any concerns of the bidders with regard to the procurement at hand, its terms and conditions, scope of the bidding documents and other details. The group then reviewed the bidding documents, technical specifications and checklist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

Subject Matter	Discussions	Agreements Reached/ Recommendations
Invitation to Bid (ITB)	The group reviewed the ITB and no amendments noted	
Bid Data Sheet (BDS)	The BAC reviewed the Bid Data Sheet and no amendment noted. Mr. Gascon explained ITB Clause 5.4 that the amount of SLCC would be dependent on the amount of the whole lot or each lot whatever the preference of the bidder to participate with. He continued that for aggregated contracts, there should be two similar contracts equivalent to 25% of the ABC wherein one (1) contract should be equivalent to at least half of the ABC of the whole lot or each lot.	
Schedule of Requirements	The BAC reviewed the Schedule of Requirements and no amendments noted	
Technical Specifications	<p>The group reviewed the technical specifications of the project:</p> <ul style="list-style-type: none"> • No. 4: Mr. Oloraza asked the group what is meant by guarantee the good quality goods. Mr. Gascon explained that the delivered goods should be in good condition and quality and such will be inspected during the delivery. • No. 5: Mr. Oloraza asked whether the procuring entity will provide the sacks with DSWD name or the bidders sack as the original packaging. Mr. Gascon said that the bidder should provide the bidders' sacks bearing the name of the manufacturer. He asked the bidders whether it is possible that the phrase "DSWD Supply Not For Sale" be printed in the sack considering the amount of ABC. The bidders did not accept the printing of the said phrase as it entails additional cost especially those coming from far distance like Cagayan and Pampanga. Ms. Gallegos of Iyaman Consumer Goods Trading accepted for Baguio City only. It was resolved that the printing of the said phrase was not considered and the sacks should be packaged with the manufacturer's name. 	

	<ul style="list-style-type: none"> No. 6: It was discussed that rice have no expiration date. The moisture content is customarily preferred and the BAC decided to delete term and condition no. 6. 	<p>For Bid Bulletin: No.6: For deletion</p>
Checklist of Requirements	The checklist of Requirements was presented to the group the checklist of requirements and the BAC commented on the Legal Documents to specify that the required Certificate of PhilGEPS registration is Platinum	<p>For Bid Bulletin: To indicate that the required PhilGEPS certificate should be Platinum</p>
Statement of Single Largest Completed Contract (SLCC) form	The SLCC form was presented and discussed the supporting documents. It was discussed and agreed to correct the supporting documents that it should only require Certificate of Completion or Official Receipts or Sales Invoice only per Instruction to Bidders Section II.12.ii(9)	<p>For Bid Bulletin: To revise the supporting documents reflecting Certificate of Completion or Official Receipts or Sales Invoice only per Instruction to Bidder Section II.12.ii(9)</p>
Statement of On-going Government and Private Contracts form	<p>The group reviewed the Statement of On-going government and its supporting documents.</p> <p>It was discussed to remove the third supporting document which is Certificate of Accomplishment issued by the owner as long as the percentage of accomplishment of the contract will be reflected in the form.</p> <p>As to the second supporting document which is Notice to Proceed, it was agreed to be retained but it should be revised to indicate that is required for Government Transactions only.</p>	<p>For bid bulletin: To delete the third supporting document which is the Certificate of accomplishment signed by the owner in the Statement of On-going Government and Private Contracts form and to revised second supporting document to indicate for Government Transactions only.</p>
Joint Venture Agreement (JVA)	Mr. Oloraza asked the BAC the applicability of the JVA. Mr. Gascon responded that is not required for sole proprietorships. Mr. Bomowey added that is mostly applicable in Infrastructure Projects to meet the required NFCC	
Distribution List for Abra	The BAC reviewed the schedule of delivery in Abra. It was observed that the <i>Total No. of cavans</i> should be <i>Total No. of Sacks</i>	For bid bulletin from cavans to sacks

Having no more issues to discuss, the meeting ended at 2:40 PM.

Recorded by:

LEONILA G. LAPADA
BAC Secretariat

Reviewed by:

LANY LIZEL G. DIAZ
Head – Procurement Section

Noted by:

ENRIQUE H. GASCON JR.
Chairperson, BAC