

Minutes of the Meeting: Pre-Bid Conference
ITB 2020-DSWD-CAR-17: Hire of Trucks for the Delivery of Food and
Non-Food Items within Cordillera
July 17, 2020

Attendance:

ENRIQUE H. GASCON JR, *Vice-Chairperson, BAC*
GERALDINE TOYOKEN, *End-user, DRMD*
AILEEN M. BALLESTROS, *Technical Expert*
RINA CLAIRE L. REYES, *Concurrent Head – Procurement Section*
Leonila G. Lapada, *BAC Secretariat*
Carlo Diase, *BAC Secretariat*

Observer: none

Prospective Bidder:

Vilma Serrano, M.G. Serrano Enterprise
Marvin Serrano, General Manager, M.G. Serrano Enterprise
Anthony Mendoza, Sole Proprietor, FMendoza Trucking

Highlights of the Meeting:

The meeting was called to order for the Pre-Bid Conference of the project, **Hire of Trucks for the Delivery of Food and Non-Food Items within Cordillera** under **ITB 2020-DSWD-CAR-17** with an Approved Budget for the Contract amounting to **Four Million Nine Hundred Seventy One Thousand Pesos (Php 4,971,000.00)**.

Two (2) prospective bidders attended the activity namely **M.G. Serrano Enterprise and FMendoza Trucking**. None among the invited observers from Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry (PCCI), Jaime Ongpin Foundation, Inc., DSWD Internal Auditor and COA-CAR attended the activity.

The meeting started at 10:02 AM and presided by Mr. Enrique H. Gascon Jr, Chairperson of the Bids and Awards Committee. The meeting started with an introduction of the members of the BAC and acknowledgement of the 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 Philippine Bidding Documents, technical specifications and presented the standard forms, checklist of requirements and proper sealing and markings of proposal with the following discussions and agreements:

Subject Matter	Discussions	Agreements Reached/ Recommendations
Invitation to Bid	The group reviewed the Invitation to Bid with no comment from the prospective bidders	
Bid Data Sheet	<p>The Bid Data Sheet was reviewed and recorded the following:</p> <ul style="list-style-type: none"> • ITB Clause 5.4 - Ms. Serrano asked how to reflect the similar contracts without a contract amount and started in 2007 up to present. They have only the Official Receipts as proof of collection from a private company. • Mr. Gascon responded that the matter will be discussed upon presentation of the SLCC form. 	
Schedule of Requirements	The group discussed that the goods will be coming from the DSWD Warehouse located at Wangal and Puguis, La Trinidad, Benguet. Thus, the delivery place should be from Baguio to La Trinidad, Benguet	<p>For Bid Bulletin:</p> <p>Delivery Place: Change from Baguio to La Trinidad, Benguet</p>
Technical Specifications	<p>The group reviewed the Terms and Conditions of the project with the following discussions:</p> <ul style="list-style-type: none"> • No 2: Mr. Mendoza clarified that the EURO 4 compliance may not be appropriate in the Cordillera unlike in the low lands considering the terrain and topography in going to CAR provinces. The trucks should be with specialized features like double to triple axel in traversing routes within Cordillera. <p>Ms. Serrano commented that the minimum requirement is already clear, adding additional specifications may affect the compliance of other bidders like them.</p>	<p>To maintain the minimum requirements as indicated, the bidder may offer trucks with higher specifications but should not below the minimum requirement</p>

	<p>Mr. Gascon explained that the BAC removed the trips for Mt. Province using a 10-wheeler truck since the route going to the said province is not passable by big trucks like a 10-wheeler. Thus, a truck with special features to easily maneuver the terrain of CAR provinces is a preference to be offered by the bidder.</p>	
<p>Standard Forms:</p> <p>Statement of On-going Contracts</p>	<p>The secretariat presented to the group the Statement of Ongoing Contracts Awarded.</p> <p>Ms. Serrano said that they do not have a contract amount with San Miguel Corporation but they are presently engaged as business partners for the delivery and hauling of goods from the said firm. Their collection or official receipts are evidence of their on-going business transactions.</p> <p>The BAC reviewed the Instruction to Bidders under 12.1 and determined that "12.1.(ii.9) <i>end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements</i>" be added as supporting documents to be attached in case of private contracts or transactions.</p> <p>It was also discussed that the required copy of Notice to Proceed (NTP) will only be necessary for transactions under Public Bidding since transactions procured through Alternative Mode of Procurement were awarded without an NTP by the procuring entity as explained by Mr. Gascon.</p>	<p>For Bid Bulletin:</p> <p>Additional Supporting Documents</p> <p>End user's acceptance or official receipt(s) or sales invoice issued for the contract</p> <p>Notice to Proceed will only be required for transactions under Public Bidding.</p>

<p>Standard Forms:</p> <p>Statement of SLCC</p>	<p>The secretariat presented to the group the template for the Single Largest Completed Contract.</p> <p>Ms. Serrano asked what other documents be attached since their contract with San Miguel Corporation has no contract amount but they have collections of Official Receipts as proof of engagement with the said firm.</p> <p>The BAC clarified that the SLCC shall only be supported with end-user's acceptance or official receipts or sales invoice and the prospective bidder was enlightened.</p>	
<p>Form: Goods Offered from Within the Philippines</p>	<p>The said form was presented to the group and explained how the columns be computed to arrive as the detailed bid offer. Unit cost per trip for each province should be properly filled-out.</p> <p>It was also commented to change Baguio to La Trinidad, Benguet.</p>	<p>For Bid Bulletin:</p> <p>To change the description of travel from Baguio to La Trinidad, Benguet.</p>
<p>Sealing and Markings of Proposal</p>	<p>The secretariat presented how the bid envelopes be properly sealed in one main envelope comprising of seven (7) envelopes.</p>	
<p>Other Matters:</p>	<p>Ms. Serrano asked what other options that the contract be commenced if no disaster operation occurred within the year.</p> <p>Ms. Toyoken responded that the trucks may be used to deliver prepositioned goods with at least two (2) trips for Abra, Ifugao, Kalinga and Apayao.</p> <p>Ms. Toyoken added that in case of emergency needs during disaster operation/calamity, the service provider can provide service trucks within the day upon notification</p>	<p>For Bid Bulletin</p> <p>The service provider can provide service trucks within a day upon notification in case of emergency needs during calamity and/or disaster operation</p>

Having no more issues to discuss, the meeting ended at 11:05 AM.

Recorded by:


LEONILA G. LAPADA
 BAC Secretariat

Reviewed by:


RINA CLAIRE L. REYES
 Concurrent Head – PS

Noted by:


ENRIQUE H. GASCON JR.
 Chairperson, BAC