

Minutes of the Meeting: Pre-Bid Conference
ITB 2020-DSWD-CAR-19: Purchase of Rice for the 10th Cycle Supplementary Feeding Program in Baguio City and Abra
August 28, 2020

Attendance:

AMELYN P. CABRERA, *Alternate Chairperson, BAC*
EDNA S. BENITEZ, *Alternate Vice-Chairperson, BAC*
JERALDINE DANGPA, *End-user, SFP*
GIAN CARLO DE GUZMAN, *End-user, SFP*
JESSIE F. CHELIM, *Technical Expert*
Leonila G. Lapada, *BAC Secretariat*

Observer: None

Prospective Bidder: None

Highlights of the Meeting:

The meeting was called to order for the Pre-Bid Conference of the project, **Purchase of Rice for the 10th Cycle Supplementary Feeding Program in Baguio City and Abra** under **ITB 2020-DSWD-CAR-19** with an Approved Budget for the Contract amounting to **One Million Seven Hundred Forty Six Thousand Eight Hundred Pesos (Php1,746,800.00)**.

No prospective bidder attended the activity likewise from the invited observers from Jaime V. Ongpin Foundation Inc., Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry (PCCI) and COA-CAR.

The meeting started at 10:15 AM and presided by Ms. Amelyn P. Cabrera, Alternate Chairperson of the Bids and Awards Committee. The meeting was started by providing details of the project to the group.

The group then reviewed the Philippine Bidding Documents and technical specifications with the following discussions and agreements:

| Subject Matter | Discussions | Agreements Reached/ Recommendations |
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| Invitation to Bid | <p>The group reviewed the Invitation to Bid with the following comments:</p> <ul style="list-style-type: none"> Ms. Cabrera commented that the number of sacks per delivery should be indicated per cluster and municipality. | |

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| | <ul style="list-style-type: none"> • A comment was raised if the delivery for Lot 1 is simultaneous for all clusters since it will have an effect to the bid price since the winning bidder will have to use three trucks to deliver the goods. The end-user said to revise the delivery schedule from one (1) day to two (2) days. • Another observation was raised that the delivery schedule for Abra may not be possible considering the proximity and number of the municipalities included in the project. It was agreed that the nineteen (19) municipalities be clustered into three (3) and one (1) day delivery per cluster. As such, the group agreed to revise the delivery schedule that the First Delivery would be scheduled from September 30 to October 2, 2020 and Second Delivery is November 16-18, 2020. • The end-user then was asked to submit a revised delivery schedule incorporating the inputs and be part of the supplemental/bid bulletin • Deadline of submission of bids: Ms. Cabrera commented to indicate that the Philippine Standard Time (PST) should refer to the DSWD Biometric Time and not the wall clocks. | <p>For Bid Bulletin:</p> <p>Revised Delivery Schedule and Number of sacks per delivery be posted at PhilGEPS</p> <p>Delivery Schedule (Baguio City)</p> <ul style="list-style-type: none"> • First Delivery - September 30 to October 1, 2020 • Second Delivery - November 16-17, 2020. <p>Delivery Schedule (Abra)</p> <ul style="list-style-type: none"> • First Delivery - September 30 to October 2, 2020 • Second Delivery - November 16-18, 2020. <p>To indicate that the Philippine Standard Time (PST) refers to the DSWD Biometric Time</p> |
| <p>Bid Data Sheet</p> | <p>The Bid Data Sheet was presented and reviewed with no comment from the group.</p> | |
| <p>Schedule of Requirements</p> | <p>The schedule of requirements were presented to the group and discussed the following:</p> <ul style="list-style-type: none"> • Presented two (2) lots: <ol style="list-style-type: none"> 1. Rice for Baguio City and the delivery sites were clustered into three (3) areas 2. Rice for Abra and the goods will be delivered at MSWDO per municipality. | <p>For Bid Bulletin:</p> <p>Delivery Schedule (Baguio City)</p> <ul style="list-style-type: none"> • First Delivery - September 30 to October 1, 2020 • Second Delivery - November 16-17, 2020. <p>Delivery Schedule (Abra)</p> <ul style="list-style-type: none"> • First Delivery - September 30 to October 2, 2020 • Second Delivery - November 16-18, 2020 |

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| | <ul style="list-style-type: none"> • Ms. Benitez commented that a well-milled rice may not be as nutritious compared with not much milled rice which is healthier for feeding. The end-user said that the well-milled rice is cheaper. • It was reiterated by the group to revised the delivery schedule and indicate the quantities per delivery for posting at PhilGEPS | |
| <p>Technical Specifications</p> | <p>The group reviewed the Terms and Conditions of the project with the following discussions:</p> <ul style="list-style-type: none"> • No. 3: The delivery of goods will start on September 30 for the first delivery and November 16, 2020 for the second delivery. Delivery of the goods will be clustered per attached delivery schedule. Final delivery period will be coordinated with the winning bidder by the end-user • No. 4: It was raised how to ensure that the rice upon delivery is in good quality. The group discussed that a portion of the rice delivered should be cooked as part of inspection since the rice during post-qualification may not be the same during delivery. As such, the group agreed to include in the terms and conditions that the variety of rice presented during post-qualification should be the same upon delivery. • No. 6: The group discussed that the one (1) year expiry of rice can be reckoned on the date the rice was manufactured in reference to condition no. 5. • No. 10: Ms. Cabrera said to indicate that the contact person SFP Regional Staff | <p>For Bid Bulletin:</p> <p>The delivery of goods will start on September 30 for the first delivery and November 16, 2020 for the second delivery. Delivery of the goods will be clustered per attached delivery schedule. Final delivery period will be coordinated with the winning bidder by the end-user</p> <p>Variety of rice presented during post-qualification should be the same upon delivery</p> <ul style="list-style-type: none"> • To indicate that the contact person is SFP Regional Staff |

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| | <ul style="list-style-type: none"> • Ms. Cabrera raised to consider health protocols and travel clearances during delivery. It was agreed by the group to include the following terms and conditions: <ol style="list-style-type: none"> 1. Drivers and haulers or escorts will comply with necessary travel clearances and medical certificates during delivery and should undergo triage if needed or required by the receiving municipality. 2. Winning bidder to observe proper health protocols upon delivery. Thus, the service provider should coordinate with the receiving municipalities as to health protocols prior to scheduled delivery to be aware of the restrictions in the area, necessary travel clearances and other required documents. Contact information will be provided by the end-user. 3. All expenses in processing health and travel clearances shall be borne to the winning bidder. | <ul style="list-style-type: none"> • Additional terms and conditions: <ol style="list-style-type: none"> 1. Drivers and haulers or escorts will comply with necessary travel clearances and medical certificates during delivery and should undergo triage if needed or required by the receiving municipality. 2. Winning bidder to observe proper health protocols upon delivery. Thus, the service provider should coordinate with the receiving municipalities as to health protocols prior to the scheduled delivery to be aware of the restrictions in the area, necessary travel clearances and other required documents. Contact information will be provided by the end-user. 3. All expenses in processing health and travel clearances shall be borne to the winning bidder. |
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Having no more issues to discuss, the meeting ended at 11:20 AM.

Recorded by:


LEONILA G. LAPADA
 BAC Secretariat

Reviewed by:

in-Quarantine
RINA CLAIRE L. REYES
 Concurrent Head – PS

Noted by:


AMELYN P. CABRERA
 Alternate Chairperson, BAC