

Minutes of the Meeting: Pre-Bid Conference
ITB 2020-DSWD-CAR-20: Purchase of Food Supplies for the 10th Cycle Supplementary
Feeding Program in Abra, Benguet, Ifugao, Kalinga and Paracelis, Mt. Province
August 29, 2020

Attendance:

ENRIQUE H. GASCON JR, Chairperson, BAC
JESSIE F. CHELIM, Technical Expert for Supplies
GIAN CARLO DE GUZMAN, End-user
JERADINE DANGPA, End-user
Leonila G. Lapada, BAC Secretariat

Observer: None.

Prospective Bidder: Letty June Bides, owner, Bides Marketing

Highlights of the Meeting:

The meeting was called to order for the Pre-Bid Conference of the project, **Purchase of Food Supplies for the 10th Cycle Supplementary Feeding Program in Abra, Benguet, Ifugao, Kalinga and Paracelis, Mt. Province under ITB 2020-DSWD-CAR-20** with an Approved Budget for the Contract amounting to ***Eighteen Million Three Hundred Fifty Thousand Six Hundred Thirty Two Pesos (Php18,350,632.00) for all Lots.***

Only one (1) prospective bidder attended the activity from **Bides Marketing** represented by the owner, **Ms. Letty June Bides** who purchased bidding documents for **Lot 3: Food Supplies for Kalinga**. None among the invited observers from Blessed Association of Retired Persons Foundation, Inc., Jaime V. Ongpin Foundation Inc., Philippine Chamber of Commerce and Industry (PCCI) and COA-CAR attended the activity.

The meeting started at 1:43 PM upon arrival of the prospective bidder 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 bids with the following discussions and agreements:

Subject Matter	Discussions	Agreements Reached/ Recommendations
Invitation to Bid	<p>The group reviewed the Invitation to Bid with the following discussions:</p> <ul style="list-style-type: none"> • Presented five (5) lots as follows: <ol style="list-style-type: none"> 1. Food Supplies for Benguet 2. Food Supplies for Ifugao 3. Food Supplies for Kalinga 4. Food Supplies for Paracelis, Mt. Province 5. Food Supplies for Abra • It was discussed that the feeding will start on October 2020 thus, to change the delivery schedule to October to December 2020. • The applicable fee for the bidding documents was also reviewed and notice that Lot 5: Food Supplies for Abra with an ABC of Php 6,206,902.00 should be Php10,000.00 instead of Php5,000.00 and fee for all Lots should be Php25,000.00 instead of Php5,000.00 • Deadline of bid submission: September 9, 2020 at 9:00 AM (PST) • Schedule of Bid Opening: September 9, 2020 at 9:30 AM 	<p>For Bid Bulletin:</p> <p>Delivery Schedule:</p> <p>October 2020 to December 2020</p> <p>Applicable fee for bidding Documents should be:</p> <p>Lot 5: Php10,000.00</p> <p>All Lots: Php25,000.00</p>
Bid Data Sheet	The Bid Data Sheet was presented and reviewed with no comment from the group.	
Schedule of Requirements	<p>Presented the municipalities covered per province:</p> <ul style="list-style-type: none"> • Lot 1: Itogon and La Trinidad, Benguet • Lot 2: Alfonso Lista, Mayoyao, Banaue and Aguinaldo, Ifugao • Lot 3: Tabuk and Pinukpuk, Kalinga • Lot 4: Paracelis, Mt. Province • Lot 5: Bucay, Bucloc, Bangued, Danglas, Daguioman, Lacub, La Paz, Lagayan, Manabo, Sallapadan, San Quintin, Peñarrubia, Pidigan and Tineg, Abra 	<p>For Bid Bulletin:</p> <p>Delivery Schedule:</p> <p>October 2020 to December 2020</p>

	<p>It was discussed that the delivery schedule for Lot 5: Food Supplies for Abra will be clustered and on various days per cluster. As such, the end-user to submit an amended delivery schedule for posting at PhilGEPS.</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. 3: The delivery of goods will start on October 2020 per municipality at the Office of the Municipal Social Welfare and Development (MSWDO) • No. 7: The prospective bidder asked that some items only lasts for six (6) months. The end-user responded that as long as the expiration of the goods is within one (1) year 	<p>For Bid Bulletin:</p> <p>The delivery of goods will start on October 2020 per municipality at the Office of the Municipal Social Welfare and Development (MSWDO)</p>
Standard Forms	<p>The following forms were presented and explained to the prospective bidder its purpose and how it will be properly filled-out. The needed supporting documents was also discussed:</p> <ul style="list-style-type: none"> • Statement of Single Largest Completed Contract (SLCC). • Statement of Ongoing Contracts Awarded including contracts awarded but not yet started. • Goods Offered from Within the Philippines 	
Checklist of Requirements	<p>The list of eligibility and technical documents were presented and discussed to the prospective bidder for strict compliance</p>	
Detailed List and Delivery Schedule	<p>The prospective asked if it is possible that the delivery schedule for both municipalities is not the same day considering the preparation of goods, proximity of the area, unloading and inspection of goods upon delivery.</p> <p>The group decided that the delivery of the goods would be tentatively schedule within the first week of each month. Final date of delivery schedule will be provided to the winning bidder upon receipt of Notice to Proceed.</p>	<p>For Bid Bulletin:</p> <p>Delivery Schedule is within the first week of each month. Thus, to attached amended Delivery Schedule indicating such for reference of bidders</p>

	<p>The bidder clarified if the fresh chicken and fresh meat will be strictly followed literally and not frozen. The end-user responded that it can be froze but should not be frozen for a long time. Mr. Gascon said to revise the description of the items by removing the word fresh to avoid confusion and for information of other prospective bidders.</p> <p>The prospective bidder asked whether the ginger be replaced to turmeric ginger as it is more nutritious for the children. The end-user did not allow since turmeric ginger color may affect the taste and color of the menu.</p>	<p>To indicate chicken and meat instead of fresh chicken and fresh meat</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>	

Having no more issues to discuss, the meeting ended at 2:50 PM.

Recorded by:


LEONILA G. LAPADA
 BAC Secretariat

Reviewed by:

RINA CLAIRE L. REYES
 Concurrent Head -- PS

Noted by:


ENRIQUE A. GASCON JR.
 Chairperson, BAC