

Minutes of the Meeting: Pre-Bid Conference
ITB 2020-DSWD-CAR-21: Purchase of Food Supplies for the 10th Cycle Supplementary Feeding Program in Kalinga and Paracelis, Mt. Province (2nd Posting)
October 2, 2020

Attendance:

ENRIQUE H. GASCON JR, Chairperson, BAC
CONCEPCION . NAVALES, Vice-Chairperson
JESSIE F. CHELIM, Technical Expert for Supplies
ELEONOR BUGALIN-AYAN, End-user
CARLO RAY DIASE, BAC Secretariat
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 Food Supplies for the 10th Cycle Supplementary Feeding Program in Kalinga and Paracelis, Mt. Province** under **ITB 2020-DSWD-CAR-21** with an Approved Budget for the Contract as follows:

Lot No.	Description	ABC
1	Food Supplies for Kalinga	Php 6,164,850.00
2	Food Supplies for Paracelis, Mt. Province	Php 1,107,000.00

No prospective bidder attended the activity likewise from 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. The secretariat reported that one (1) bidder namely Zenithal-JNA Construction and Supply bought bidding documents for Kalinga but unable to attend the conference.

The meeting started at 10:00 AM upon determination of quorum presided by Ms. Concepcion E. Navales, Vice-Chairperson of the Bids and Awards Committee since the chairperson, Mr. Enrique H. Gascon attended the ISO meeting and later joined the group. The meeting was conducted through video

teleconference since the BAC members are still completing the 14-day quarantine period for exposure with staff who detected positive with Covid 19 virus.

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
Invitation to Bid	<p>The group reviewed the Invitation to Bid and the secretariat presented the following:</p> <ul style="list-style-type: none"> • Deadline of bid submission: October 14, 2020 at 9:00 AM (PST) • Schedule of Bid Opening: October 14, 2020 at 9:30 AM • Applicable fee for bidding documents: <ul style="list-style-type: none"> ○ Lot 1: Php10,000.00 ○ Lot 2: Php 5,000.00 ○ All Lots: Php10,000.00 • Delivery Schedule: November 2, 2020 to December 2020
Bid Data Sheet	<p>The Bid Data Sheet was presented and reviewed with no comment from the group.</p>
Schedule of Requirements	<p>Presented the municipalities covered per province:</p> <ul style="list-style-type: none"> • Lot 1: Food Supplies for Kalinga <ul style="list-style-type: none"> ○ Pinukpuk, Kalinga ○ Tabuk, Kalinga • Lot 2: Paracelis, Mt. Province <p>It was discussed that the delivery schedule which is November 2 to December 2020 is tentative which the end-user agreed since this will depend on the issuance of Notice to Proceed</p>
Technical Specifications	<p>The group reviewed the Terms and Conditions of the project and confirmed by the group with no changes noted</p>
Checklist of Requirements	<p>The list of eligibility and technical documents were presented with no comments noted</p>

Detailed List and Delivery Schedule	The group reviewed the Detailed List and Delivery Schedule of the project and confirmed by the group with no changes noted
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Having no more issues to discuss, the meeting ended at 10:34 AM.

Recorded by:


LEONILA G. LAPADA
BAC Secretariat

Reviewed by:


RINA CLAIRE L. REYES
Concurrent Head – PS

Noted by:


CONCEPCION E. NAVALES
Vice-Chairperson, BAC