

Republic of the Philippines
Department of Social Welfare & Development – Field Office No. VII
M.J. Cuenco cor. Gen. Maxilom Ave., Cebu City

**Supply and Delivery of Food Items for Supplementary Feeding Program
for CY 2019 in Siquijor**
ITB No. DSWD7-PB-2019-20
Approved Budget for the Contract (ABC): Php 3,357,748.83

MINUTES OF PRE-BID CONFERENCE

May 2, 2019, 10:00 AM
Siquijor SWAD Office – SLP Conference Room, Brgy. Pangi, Siquior, Siquijor

Attendees:

Bids and Awards Committee/ TWG / Secretariat

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|--------------------------------|---|------------------------------------|
| 1. Aileen G. Cuevas | - | BAC Chairperson |
| 2. Rizalina L. Patindol | - | BAC Member |
| 3. Graeme Ferdinand D. Armecin | - | BAC Member |
| 4. Melinda D. Cañares | - | TWG Member – Food Items / End-user |
| 5. Patricia R. Megalbio | - | TWG Member – Finance |
| 6. Jill Navarro | - | End-user Representative |
| 7. Antonio R. Dolaota | - | BAC Secretariat Head |
| 8. Rosario P. Bacong | - | Procurement Section Head |
| 9. Rosie L. Gadiana | - | Procurement Section Staff |
| 10. Katya Faye M. Dales | - | BAC Secretariat Member |

Participating Bidders

- | | | |
|-------------------|---|--------------------------|
| 1. Emelyn Aparato | - | Three 'N One Enterprises |
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I. Call to Order and Discussion of Business Matters

The prebid conference was called to order at 10:00 AM by the presiding officer, Ms. Aileen G. Cuevas, BAC Chairperson. The activity was formally started with an opening prayer and followed by an introduction of the participating bidders and an acknowledgment of the BAC Members, TWG Members, End-user Representative, BAC Secretariat Head, Procurement Section Head, Procurement staff and BAC Secretariat member present.

Presiding officer highlighted that the procuring entity has invited the resident Audit Team Leader, Ms. Christine Hortel of COA, and observers from Cebu Chamber of Commerce and Industry and Central Visayas Network of NGOs (CENVISNET). They have acknowledged the invitation, however, no representatives were present during the activity. And pursuant to RA 9184, the procuring entity will continue with the activity even without the invited observers and COA.

The following topics were highlighted and recommendations/agreements hereof were agreed by both parties:

Particular	Recommendation/Agreement
<p>Section I. Invitation to Bid</p>	<p>The title of the project, the Approved Budget for the Contract (ABC) which is equivalent to Three Million Three Hundred Fifty-Seven Thousand Seven Hundred Forty-Eight Pesos and 83/100 (P3,357,748.83) were highlighted by the presiding officer as well as the required completed similar contracts, viz:</p> <ul style="list-style-type: none"> • Bidders should have completed within three (3) years from the date of submission and receipt of bids, a single largest completed contract (SLCC) similar to the Project equivalent to at least 25% of the ABC or amounting to at least P 839,437.21; • Should be supported with two documents: <ol style="list-style-type: none"> 1. 1st document is either of Contract, Purchase Order, Notice of Award or Notice to Proceed; and 2. 2nd document is either of Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice. <p>The presiding officer has given an emphasis particularly on the presence of the two supporting documents for the single largest completed contract (SLCC).</p> <ul style="list-style-type: none"> • A non-discretionary “pass/fail” criterion is used where the BAC merely checks for the presence or absence of the requirement. A prospective bidder is declared to be “eligible” for a particular requirement if such document is present, complete and sufficient. Otherwise, a prospective bidder will be declared ineligible to bid. • After prebid conference, all queries from bidder/s should be done in writing, addressed to BAC Chairperson through the BAC Secretariat. • Participating bidder/s is required to submit two copies of their duly accomplished eligibility requirement, technical and financial proposals. • Bids should be submitted to the BAC Secretariat Office on or before May 15, 2019 at 9:45 PM. Late submission of bid documents will not be accepted.
<p>Section III. Bid Data Sheet</p>	<ul style="list-style-type: none"> • NFCC should be at least equal to the ABC which is P 3,357,748.83; • If Credit Line Certificate (CLC) will be used, it should be equivalent to at least P 335,774.88 (10% of the ABC). • Bid Security is any of the following form: <ul style="list-style-type: none"> ■ Notarized Bid Securing Declaration using the prescribed form; ■ Cash, cashier’s/manager check, bank draft/guarantee or irrevocable letter of credit amounting to at least P 67,154.98 (2% of ABC); or ■ Surety bond amounting to at least P 167,887.44 (5% of ABC). • Two (2) copies of each requirement are needed -- one will be considered as original and the other one as copy 1. Copy 1 should be a

	<p>replica of the original as to appearance and contents. Each requirement should have a label / tab and orderly arranged inside the envelope / folder.</p> <p><i>It has been emphasized that if the bidders have other concerns, it should be through writing, addressed to the BAC Chairperson through the BAC Secretariat.</i></p>
Section VI. Schedule of Requirements	<p>The quantity per municipality for each items for 120 days were highlighted by the presiding officer. Also, it has been emphasized that the end-user will provide a distribution list which contains the quantity of the items to be delivered per week per municipality per day care center.</p> <ul style="list-style-type: none"> • Items under Section VI. Schedule of Requirements were broken down to three classification, viz: Meat, Vegetables and Groceries. The schedule of delivery for meat and vegetables shall be weekly, while grocery items shall be at least weekly. • Name of company / bidder, printed name and signature of bidder or the authorized signatory and date should be indicated at the spaces provided in the form. <p>It has been emphasized by the presiding officer that if the signatory of the document is not the owner of the agency, then there should be an attached Secretary's Certificate or Special Power of Attorney.</p>
Section VII. Technical Specifications	<p>The presiding officer emphasized that changes and modifications agreed during today's prebid conference shall be reflected in the Supplemental/Bid Bulletin. The BAC Secretariat shall have the documents on Monday, May 6, 2019 and will send a scan copy to the participating bidder and to the official email of SWAD Siquijor. However, the bidders shall also ensure to get a copy from the SWAD Siquijor Office or BAC Secretariat since amendments agreed are essential for the bids to be submitted on the Bid Opening.</p> <ul style="list-style-type: none"> • For column, "Statement of Compliance", bidder/s should mark each parameter with the word "comply"; otherwise, it would mean they are not amendable to the given provision / specification. • For column, "Bidder's Remarks", bidder/s may indicate the brand of items offered, if none, they may leave this column blank. • In the additional specifications, in item no. 4, it has been clarified that the expiration date for grocery items must be at least 6 (six) months from the delivery date. Bidders must be cautious of this since the expiration date of the grocery items will be checked and inspected by the designated inspector of the procuring entity. • In the additional specifications, in item no. 5.c. delivery: the delivery point will be at the LSWD Office, once every week specifically Monday or in the event that a holiday falls on Monday then the items must be delivered on the first working day of the week, during office hours, between 8:00 AM to 12:00 NN.

	<ul style="list-style-type: none"> Name of company / bidder, printed name and signature of bidder or the authorized signatory and date it is signed should be indicated at the spaces provided in the form. <p>A supplemental / bid bulletin shall be issued for this matter.</p>
Others	<p>It has been emphasized by the presiding officer that the bidders quoted price shall be inclusive of VAT, delivery cost and cost of packing / packaging materials.</p> <p>The list of requirements comprising the bids were enumerated and had been discussed. Eligibility requirements should be valid at the time of opening the bids.</p> <p>It has been agreed that the post-qualification shall be done right after the bid opening. Therefore, whoever the winning bidder is, they must prepare all the essential documents needed for evaluation of the BAC and TWG members.</p> <p>Lastly, it was emphasized by the presiding officer that the participating bidders should strictly follow all provided templates or forms.</p>

A Supplemental/Bid Bulletin will be issued for the amendments.

III. Adjournment

Having no more issues/concerns and matters to be discussed, the Prebid Conference was adjourned at 11:38 AM.


Prepared by:


KATYA FAYE M. DALES
 BAC Secretariat Member

Noted by:


ANTONIO R. DOLOATA
 BAC Secretariat Head

Approved by:


AILEEN G. CUEVAS
 Presider / Chairperson, BAC