



Department of Social Welfare and Development

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  
Cebu Province – District 3

ITB No. DSWD7-PB-2019-23

Approved Budget for the Contract (ABC): Php 12,986,276.97

### MINUTES OF PRE-BID CONFERENCE

May 3, 2019, 1:30 PM

ACSWD Conference Room, ACSWD building, DSWD Field Office VII, Cebu City

#### Attendees:

##### Bids and Awards Committee/ TWG / Secretariat

- |                               |   |                            |
|-------------------------------|---|----------------------------|
| 1. Aileen G. Cuevas           | - | BAC Chairperson            |
| 2. Rizalina L. Patindol       | - | BAC Member                 |
| 3. Emma F. Patalinghug        | - | BAC Member                 |
| 4. Jill Navarro               | - | End-user Representative    |
| 5. Patricia R. Megalbio       | - | TWG Member – Finance       |
| 6. Antonio R. Dolaota         | - | BAC Secretariat Head       |
| 7. Rosario P. Bacong          | - | Procurement Section Head   |
| 8. Katya Faye M. Dales        | - | BAC Secretariat Member     |
| 9. Gwendolyn M. Dayola        | - | BAC Secretariat Member     |
| 10. Lynn Mary P. Pino         | - | Procurement Section Staff  |
| 11. Ethel L. Nillama          | - | KC-NCDDP Procurement Staff |
| 12. Janelle Cassandra Limocon | - | KC-NCDDP Procurement Staff |
| 13. Crismarie S. Erojo        | - | KC-NCDDP Procurement Staff |
| 14. Edlyn S. Canque           | - | KC-NCDDP Procurement Staff |
| 15. Claudine Caparida         | - | KC-NCDDP Procurement Staff |
| 16. Sofia A. Aparis           | - | KC-NCDDP Procurement Staff |

##### Participating Bidders

- |                             |   |                             |
|-----------------------------|---|-----------------------------|
| 1. Norwin Joy P. Echivarria | - | Bright Star Industries Inc. |
| 2. Mysue Tantiansu          | - | Bright Star Industries Inc. |
| 3. Leony Go                 | - | Prinsayas                   |
| 4. Bianca Abang             | - | Prinsayas                   |

#### I. Call to Order and Discussion of Business Matters

The prebid conference was called to order at 10:30 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, observer from the KC-NCDDP Procurement Section 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																											
Section I. Invitation to Bid	<p>The title of the project and its Approved Budget for the Contract (ABC) were given an emphasis by the presiding officer. Also, it has been agreed that this project shall be broken down into three (3) lots.</p> <p>This project has a sum of <i>Twelve Million Nine Hundred Eighty-Six Thousand Two Hundred Seventy-Six Pesos &amp; 97/100 (P 12,986,276.97)</i> as its Approved Budget for the Contract (ABC) which has been broken down into three (3) lots, viz;</p> <table><tr><th>Lot No.</th><th>Particulars</th><th>ABC</th></tr><tr><td>1</td><td>Meat</td><td>Php 7,331,385.00</td></tr><tr><td>2</td><td>Vegetables</td><td>Php 1,613,660.00</td></tr><tr><td>3</td><td>Groceries</td><td>Php 4,041,231.97</td></tr></table> <p>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 <i>at least 25% of the ABC, however, it can also an aggregate of two or more similar completed contracts, provided that there is one contract equivalent to at least half of the 25% of the ABC. Details are as follows:</i></p> <table><tr><th>Lot No.</th><th>SLCC</th><th>50% of SLCC</th></tr><tr><td>1</td><td>Php 1,832,846.25</td><td>Php 916,423.13</td></tr><tr><td>2</td><td>Php 403,415.00</td><td>Php 201,707.50</td></tr><tr><td>3</td><td>Php 1,010,307.99</td><td>Php 505,153.99</td></tr><tr><td>3 lots</td><td>Php 3,246,569.24</td><td>Php 1,623,284.62</td></tr></table> <ul style="list-style-type: none"><li>• The SLCC should be supported with two documents:<ol style="list-style-type: none"><li>1. <i>1<sup>st</sup> document</i> is either of <b>Contract, Purchase Order, Notice of Award or Notice to Proceed</b>; and</li><li>2. <i>2<sup>nd</sup> document</i> is either of <b>Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice</b>.</li></ol></li></ul> <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>	Lot No.	Particulars	ABC	1	Meat	Php 7,331,385.00	2	Vegetables	Php 1,613,660.00	3	Groceries	Php 4,041,231.97	Lot No.	SLCC	50% of SLCC	1	Php 1,832,846.25	Php 916,423.13	2	Php 403,415.00	Php 201,707.50	3	Php 1,010,307.99	Php 505,153.99	3 lots	Php 3,246,569.24	Php 1,623,284.62
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- 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.
- The applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 10,000.00 for Lot 1; Php 5,000 for Lot 2; Php 5,000.00 for Lot 3; and Php 15,000 for two or more lots.**
- 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 16, 2019 at 1:15 PM**. Late submission of bid documents will not be accepted. Time reference is the wall clock at the BAC Secretariat Office.

A supplemental / bid bulletin shall be issued for this matter.

### **Section III. Bid Data Sheet**

- NFCC should be at least equal to the ABC which is **Php 7,331,385.00 for Lot 1; Php 1,613,660.00 for Lot 2; Php 4,041,231.97 for Lot 3; and Php 12,986,276.97 for all lots;**
- If **Credit Line Certificate (CLC)** will be used, it should be equivalent to at least **Php 733,138.50 for Lot 1; Php 161,366.00 for Lot 2; Php 404,123.20 for Lot 3; and Php 1,298,627.69 for all lots (10% of the ABC).**
- **Bid Security** is any of the following form:
  - Notarized **Bid Securing Declaration** using the prescribed form;
  - Cash, cashier's/manager check, bank draft/guarantee or irrevocable letter of credit amounting to at **Php 146,627.70 for Lot 1; Php 32,273.20 for Lot 2; Php 80,824.64 for Lot 3; Php 259,725.54 for all lots (2% of ABC);** or
  - Surety bond amounting to at least **Php 366,569.25 for Lot 1; Php 80,683.00 for Lot 2; Php 202,061.60 for Lot 3; Php 649,313.85 for all lots (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 replica of the original as to appearance and contents. Each requirement should have a label / tab and orderly arranged inside the envelope / folder.

*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.*

**Section VI. Schedule of Requirements**

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.

- 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.

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.

**Section VII. Technical Specifications**

- 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 4:00 PM.**
- 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.

A supplemental / bid bulletin shall be issued for this matter.

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 Tuesday, May 7, 2019 and will send a scan copy to the participating bidder. However, the bidders shall also ensure to get a copy from the BAC Secretariat since amendments agreed are essential for the bids to be submitted on the Bid Opening.



<p><b>Others</b></p>	<p>It has been emphasized that the bidders quoted price shall be inclusive of VAT, delivery cost and <b>cost of packing / packaging materials</b>.</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>Lastly, it was emphasized by the presiding officer that the participating bidders should strictly follow all provided templates or forms.</p>
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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 2:03 PM.


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