

**Supply and Delivery of Food Items for Supplementary Feeding Program for CY 2019  
 in Cebu Province – District 6  
 ITB No. DSWD7-PB-2019-26**

**Approved Budget for the Contract (ABC) for 3 lots: Php 4,139,835.24  
 Lot 1: Php 2,336,925.00  
 Lot 2: Php 514,480.00  
 Lot 3: Php 1,288,430.24**

**MINUTES OF PRE-BID CONFERENCE**

May 6, 2019, 10:30 AM  
 KALAHI Conference Room, DSWD Field Office VII, Cebu City

**Attendees:**

**Bids and Awards Committee/ TWG / Secretariat**

- |                             |   |                        |
|-----------------------------|---|------------------------|
| 1. Grace I. Yana            | - | BAC Vice-Chairperson   |
| 2. Rizalina L. Patindol     | - | BAC Member             |
| 3. Daisy C. Lor             | - | BAC Member             |
| 4. Melinda D. Cañares       | - | TWG Member – End User  |
| 5. Mary Ann C. Pastedio     | - | TWG Member – Finance   |
| 6. Mae Shiela V. Romano     | - | BAC Secretariat Member |
| 7. Julius Neil L. Melendres | - | BAC Secretariat Member |
| 8. Ronald A. Biong          | - | Procurement Staff      |
| 9. Ethel L. Nillama         | - | Procurement Staff      |

**Participating Bidders**

- |                          |   |                             |
|--------------------------|---|-----------------------------|
| 1. Norwin Joy Echivarria | - | Bright Star Industries Inc. |
|--------------------------|---|-----------------------------|

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

The Prebid conference was called to order at 10:56 AM by the presiding officer, Ms. Grace I. Yana, BAC Vice-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 and BAC Secretariat members 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
<i>Section I. Invitation to Bid</i>	The title of the project, the Approved Budget for the Contract (ABC) which is equivalent to <b>Php 2,336,925.00 for Lot 1; Php 514,480.00 for Lot 2; Php 1,288,430.24 for Lot 3; or Php 4,139,835.24 for all lots</b> were highlighted by the presiding officer as well as the required completed similar contracts, viz:

- 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 *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:*

Lot No.	SLCC	50% of SLCC
1	Php 582,231.25	Php 292,115.62
2	Php 128,620.00	Php 64,310.00
3	Php 322,107.56	Php 161,053.78
3 Lots	Php 1,034,958.81	Php 517,479.41

- Should be supported with two documents:
  - 1<sup>st</sup> document* is either of **Contract, Purchase Order, Notice of Award or Notice to Proceed;** and
  - 2<sup>nd</sup> document* is either of **Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice.**

The presiding officer has given an emphasis particularly on the presence of the two supporting documents for the single largest completed contract (SLCC).

- 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.
- The applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 5,000.00 for Lot 1; Php 1,000 for Lot 2; Php 5,000.00 for Lot 3; and Php 5,000 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 20, 2019 at 10:15 AM.** Late submission of bid documents will not be accepted. Time reference is the wall clock at the BAC Secretariat Office.



<p><b>Section III. Bid Data Sheet</b></p>	<ul style="list-style-type: none"> <li>• NFCC should be at least equal to the ABC which is <b>Php 2,336,925.00 for Lot 1; Php 514,480.00 for Lot 2; Php 1,288,430.24 for Lot 3; and Php 4,139,835.24 for all lots;</b></li> <li>• If <b>Credit Line Certificate (CLC)</b> will be used, it should be equivalent to at least <b>Php 233,692.50 for Lot 1; Php 51,448.00 for Lot 2; Php 128,843.02 for Lot 3; and Php 413,983.52 for all lots (10% of the ABC).</b></li> <li>• <b>Bid Security</b> is any of the following form: <ul style="list-style-type: none"> <li>▪ Notarized <b>Bid Securing Declaration</b> using the prescribed form;</li> <li>▪ Cash, cashier's/manager check, bank draft/guarantee or irrevocable letter of credit amounting to at least <b>Php 46,738.50 for Lot 1; Php 10,289.60 for Lot 2; Php 25,768.60 for Lot 3, Php 82,796.70 for all lots (2% of ABC);</b> or</li> <li>▪ Surety bond amounting to at least <b>Php 116,846.25 for Lot 1; Php 25,724.00; Php 64,421.51 for Lot 3; Php 206,991.76 for all lots (5% of ABC).</b></li> </ul> </li> <li>• 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.</li> <li>• Again, it was again highlighted that the submission of bids is on <b>May 20, 2019 at 10:15 AM.</b></li> <li>• While the date and time of bid opening is <b>May 20, 2019 at 10:30 AM</b> <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></li> </ul>
<p><b>Section VI. Schedule of Requirements</b></p>	<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"> <li>• 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.</li> </ul> <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>
<p><b>Section VII. Technical Specifications</b></p>	<p>The presiding officer emphasized that changes and modifications agreed during today's prebid conference shall be reflected in the Supplemental/Bid Bulletin.</p> <ul style="list-style-type: none"> <li>• For column, <b>"Statement of Compliance"</b>, bidder/s should mark each parameter with the word <b>"comply"</b>; otherwise, it would mean they are not amendable to the given provision / specification.</li> <li>• For column, <b>"Bidder's Remarks"</b>, bidder/s should mark each parameter with their corresponding offer or brand name.</li> <li>• For column, <b>"Shelf Life from Delivery Date"</b>, lot 3 items must be at least 6 (six) months from the delivery date except for item no. 15, item</li> </ul>

	<p>no. 21 and item no. 22.</p> <p><b>Additional Specifications:</b></p> <ul style="list-style-type: none"> <li>Item no. 4.) It was changed to <i>“Defective or spoiled goods upon inspection shall be replaced by the service provider on the next delivery.”</i></li> </ul> <p>Item no. 5.b) <b>Final Packaging</b> was improved to: <b>It must be labelled per day care center / child development center with name and address of the day care center / child development center.</b></p> <p>Item no. 5.c. <b>Delivery</b> was improved to: Delivery point will be at the LSWD Office, once every week specifically Monday or in the event that a holiday falls on a Monday the items must be delivered on <b>the first working day of the week, during office hours, between 8:00 AM to 4:00 PM</b></p> <p><b>Note:</b> participating bidder shall provide specific time schedule for the delivery of the items per LGU and shall attach the said document after Section VII. Technical Specifications in which the said document shall be present during the bid opening; otherwise, it will cause failure of the participating bidder’s bids.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Others</b>	<p>If in case there is a forecast for an upcoming Typhoon, service provider shall deliver in advance.</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>

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

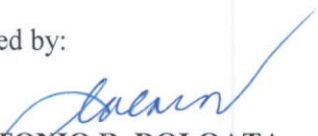
### III. Adjournment

Having no more issues/concerns and matters to be discussed, the Prebid Conference was adjourned at 11:15 AM.

Prepared by:

  
**MAE SHIELA V. ROMANO**  
 BAC Secretariat Member

Noted by:

  
**ANTONIO R. DOLOATA**  
 BAC Secretariat Head

Approved by:

  
**GRACE I. YANA**  
 Presider / Vice-Chairperson, BAC