

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

**Rebidding of Supply and Delivery of Food Items of Center and
 Residential Care Facilities for CY 2020**

ITB No. DSWD7-PB-2020-04

Approved Budget for the Contract (ABC): Php 6,407,003.00

Lot No.	Lot Title	ABC
1	Groceries	₱4,397,265.00
2	Seafood	₱1,334,500.00
3	Vegetable, Fruits and Spices	₱ 675,238.00

MINUTES OF PRE-BID CONFERENCE

November 25, 2019, 10:00 AM

ACSWD Conference Room, Ground Floor DSWD Building, Cebu City

Attendees:

Bids and Awards Committee/ TWG / Secretariat

- | | | |
|--------------------------------|---|--------------------------|
| 1. Aileen G. Cuevas | - | BAC Chairperson |
| 2. Grace I. Yana | - | BAC Vice-Chairperson |
| 3. Graeme Ferdinand D. Armecin | - | BAC Member |
| 4. Rosalina A. Tatoy | - | BAC Member |
| 5. Aimee Fei V. Binongo | - | TWG Member - Supplies |
| 6. Patricia R. Megalbio | - | TWG Member – Finance |
| 7. Rosario P. Bacong | - | Procurement Section Head |
| 8. Antonio R. Dolaota | - | BAC Secretariat Head |
| 9. Katya Faye M. Dales | - | BAC Secretariat Member |

Participating Bidders

- | | | |
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| 1. Elsa A. Calo | - | Virgilio & Elsa General Merchandise |
|-----------------|---|-------------------------------------|

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 was followed by an introduction of the participating bidders and an acknowledgment of the BAC Members, TWG Member, End-user Representative, Procurement Section Head, BAC Secretariat Head 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, Central Visayas Network of NGOs (CENVISNET), Club in Unity for Restoration Through Empowerment Foundation, Inc. (CURE), Kalihukan sa Kaluoy, Inc.,

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and Epiphany Philanthropic PI Inc. 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 representatives present from COA and Observers.

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 is <i>Rebidding of Supply and Delivery of Food Items for the Center and Residential Care Facilities for CY 2020</i> with the Approved Budget for the Contract (ABC) which is equivalent to <i>Six Million Four Hundred Seven Thousand Three Pesos (P6,407,003.00)</i> 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 <i>at least 25% of the ABC. Details are as follows:</i> <table border="1"> <thead> <tr> <th>Lot No.</th><th>SLCC</th></tr> </thead> <tbody> <tr> <td>1</td><td><i>Php 1,099,316.25</i></td></tr> <tr> <td>2</td><td><i>Php 333,625.00</i></td></tr> <tr> <td>3</td><td><i>Php 168,809.50</i></td></tr> <tr> <td>Total</td><td><i>Php 1,601,750.75</i></td></tr> </tbody> </table> <ul style="list-style-type: none"> Should be supported with two documents: <ol style="list-style-type: none"> <i>1st document</i> is either of Contract, Purchase Order, Notice of Award or Notice to Proceed; and <i>2nd document</i> 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 through the BAC 	Lot No.	SLCC	1	<i>Php 1,099,316.25</i>	2	<i>Php 333,625.00</i>	3	<i>Php 168,809.50</i>	Total	<i>Php 1,601,750.75</i>
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	<p>Secretariat. It was emphasized that letters should be addressed to MR. ANTONIO R. DOLAOTA, CPA, MPA, the BAC Secretariat Head.</p> <ul style="list-style-type: none"> • 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 December 9, 2019 at 9:45 AM. Late submission of bid documents will not be accepted. Time reference is the wall clock at the BAC Secretariat Office.
Section III. Bid Data Sheet	<ul style="list-style-type: none"> • NFCC should be at least equal to the ABC which is ₱ 4,397,265.00 for Lot 1; ₱ 1,334,500.00 for Lot 2; ₱ 675,238.00 for Lot 3; and ₱ 6,407,003.00 for all lots, or if • Credit Line should be at least equal to 10% of the ABC or ₱ 439,726.50 for Lot 1; ₱ 133,450.00 for Lot 2; ₱ 67,523.80 for Lot 3; and ₱ 640,700.30 for all lots • 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 least (2% of ABC); or Php 87,945.30 for Lot 1; Php 26,690.00 for Lot 2; Php 13,504.76 for Lot 3; and Php 128,140.06 for all lots • Surety bond amounting to at least (5% of ABC) Php 219,863.25 for Lot 1; Php 66,725.00 for Lot 2; Php 33,761.90 for Lot 3; and Php 320,350.15 for all lots • Two (2) copies of each requirement are needed -- one will be considered as original and the other one as copy 1. <i>Copy 1 should be a replica of the original as to appearance and contents. The BAC emphasized that they will appreciate it if the bid documents submitted are with a proper label / tab and orderly arranged inside the envelope / folder to fast track opening of bids.</i>

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<p>Section VI. Schedule of Requirements</p>	<p>The presiding officer read the requirements under this provision. It was highlighted that the <i>schedule of delivery of the above-listed items, the supplier and the end-users shall coordinate with each other for the actual quantity of each item to be delivered each week. The first delivery shall start within seven (7) calendar days from the conformity of Notice to Proceed. For Non-perishable goods shall be delivered on semestral basis (first semester: 15 days after conformity of NTP; Second semester: July 15, 2020). For Perishable goods: Weekly Delivery except for Center for Women and Children (CWC) which is to be delivered as the need arises.</i></p> <p><i>Delivery is door-to-door to each Center: Regional Haven for Women (RHW), Home for Girls and Reception and Study Center for Children (RSCC), which are located in Camomot-Franza Road, Labangon, Cebu City; Center for Women and Children (CWC) located in corner Gen. Maxilom and M.J. Cuenco Ave., Cebu City; and Regional Rehabilitation Center for Youth (RRCY) is located in Candabong, Argao, Cebu.</i></p> <ul style="list-style-type: none"> • 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>The list of service vehicles and equipment and its monthly fuel allocation was also presented for the guidance of the participating bidder.</p>
<p>Section VII. Technical Specifications</p>	<p>The shelf lives for the Instant noodles and Pancit canton Noodles were changed from at least 6 months to at least 4 months. The unit for Lumpia wrapper was also modified from kilo to pack.</p> <p>The participating bidders should take note that the general requirements (eligibility requirement, technical and financial proposals) are very important during the Bid Opening. Absence of such will lead to failure of bids.</p> <p>It was highlighted by the presiding officer that any interested bidder must secure a copy of the Supplemental/Bid Bulletin from the BAC Secretariat Office.</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. • 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.

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<i>Others</i>	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.
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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 11:48 AM.

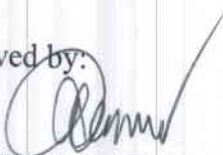
Prepared by:


KATYA FAYE M. DALES
 Recorder

Noted by:


ANTONIO R. DOLAOTA, CPA, MPA
 BAC Secretariat Head

Approved by:


AILEEN G. CUEVAS
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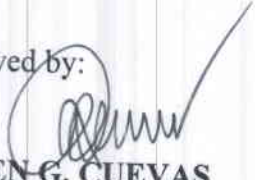
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