



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 in**

**3<sup>rd</sup> District of Negros Oriental for CY 2019**

**ITB No. DSWD7-PB-2019-34**

**Approved Budget for the Contract (ABC) for 3 lots: Php 11,601,327.12**

**Lot 1: Php 6,548,940.00**

**Lot 2: Php 1,441,940.00**

**Lot 3: Php 3,610,447.12**

### **MINUTES OF PRE-BID CONFERENCE**

May 9, 2019, 3:00 PM

Negros Oriental Convention Center, Capitol Area, Daro, Dumaguete City

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#### **Attendees:**

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

1. Aileen G. Cuevas	-	BAC Chairperson
2. Rizalina L. Patindol	-	BAC Member
3. Eutilla Tahanlangit	-	BAC Member
4. Melinda D. Cañares	-	TWG Member – End User
5. Jill Navarro	-	End User
6. Antonio R. Dolaota	-	BAC Secretariat Head
7. Rosario P. Bacong	-	Procurement Section Head
8. Katya Faye Dales	-	BAC Secretariat Member
9. Rosie L. Gadiana	-	Procurement Staff
10. Charlene A. Undalok	-	Procurement Staff
11. Maria Rosana Coritico	-	Inspection Committee Member

##### **Participating Bidders**

1. Meriam V. Yaeso	-	United Organization of Amlan
2. Shirley M. Rodimo	-	3G's Trading
3. Crisbelen Kabristante	-	N. A. General Merchandise

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

The prebid conference was called to order at 3:00 PM 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 Representatives, Procurement Section Head, Procurement Staffs, 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), Federation of Senior Citizen's Association of the Philippines – Negros Oriental Chapter and Little Children of the Philippines, 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 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.</p> <p>This project has a sum of <b><i>Eleven Million Six Hundred One Thousand Three Hundred Twenty-Seven Pesos and 12/100 (P11,601,327.12)</i></b> 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 6,548,940.00</td></tr><tr><td>2</td><td>Vegetables</td><td>Php 1,441,940.00</td></tr><tr><td>3</td><td>Groceries</td><td>Php 3,610,447.12</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 <b><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></b></p> <table><tr><th>Lot No.</th><th>SLCC</th><th>50% of SLCC</th></tr><tr><td>1</td><td>Php 1,637,235.00</td><td>Php 818,617.50</td></tr><tr><td>2</td><td>Php 360,485.00</td><td>Php 180,242.50</td></tr><tr><td>3</td><td>Php 902,611.78</td><td>Php 451,305.89</td></tr><tr><td>3 lots</td><td>Php 2,900,331.78</td><td>Php 1,450,165.89</td></tr></table> <p>SLCC should be supported with two documents:</p> <ol style="list-style-type: none"><li>1. <b><i>1<sup>st</sup> document</i></b> is either of <b>Contract, Purchase Order, Notice of Award or Notice to Proceed</b>; and</li><li>2. <b><i>2<sup>nd</sup> document</i></b> is either of <b>Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice</b>.</li></ol> <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"><li>• A <b>non-discretionary “pass/fail” criterion</b> 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.</li><li>• After prebid conference, all queries from bidder/s should be done in writing, addressed to BAC Chairperson through the BAC Secretariat.</li></ul>	Lot No.	Particulars	ABC	1	Meat	Php 6,548,940.00	2	Vegetables	Php 1,441,940.00	3	Groceries	Php 3,610,447.12	Lot No.	SLCC	50% of SLCC	1	Php 1,637,235.00	Php 818,617.50	2	Php 360,485.00	Php 180,242.50	3	Php 902,611.78	Php 451,305.89	3 lots	Php 2,900,331.78	Php 1,450,165.89
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	<ul style="list-style-type: none"> <li>• Participating bidder/s is required to submit two copies of their duly accomplished eligibility requirement, technical and financial proposals.</li> </ul> <p><i>The applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of <b>Php 10,000 for Lot 1; Php 5,000.00 for Lot 2; Php 5,000.00 for Lot 3; and Php 15,000.00 for two or more lots.</b></i></p> <ul style="list-style-type: none"> <li>• Bids should be submitted to the BAC Secretariat Office or to the designated SFP Project Development Officer, Ms. Caryl Nocete on or before <b>May 23, 2019 at 2:45 PM</b>. Late submission of bid documents will not be accepted. Time reference is the wall clock at the BAC Secretariat Office.</li> </ul> <p>As agreed, a complete set of Bidding Documents may be acquired by interested Bidders from the designated <b>SFP PDO, Ms. Caryl Nocete at Negros Oriental SWAD Office, Door #10, Solon Building, Bantayan, Dumaguete City</b> or from the BAC Secretariat Office located at DSWD Field Office VII, M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City.</p> <p>Bids must be duly received by the BAC Secretariat or <b>by the SFP PDO, Ms. Caryl Nocete at the Negros Oriental SWAD Office, Door #10, Solon Building, Bantayan, Dumaguete City or at Negros Oriental Convention Center, Kagawasan Avenue, Dumaguete City 6200</b> on or before <b>May 23, 2019 at 2:45 PM</b>. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in <b>ITB</b> Clause 18.</p> <p>A supplemental / bid bulletin shall be issued for this matter.</p>
<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 6,548,940.00 for Lot 1; Php 1,441,940.00 for Lot 2; Php 3,610,447.12 for Lot 3; and Php 11,601,327.12 for all lots</b>, or if</li> <li>• Credit Line should be at least equal to 10% of the ABC or <b>Php 654,894.00 for Lot 1; Php 144,194.00 for Lot 2; Php 361,044.71 for Lot 3; Php 1,160,132.71 for all lots</b>.</li> <li>• Bid Security 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 130,978.80 for Lot 1; Php 28,838.80 for Lot 2; Php 72,208.94 for Lot 3; and Php 232,027.00 for all lots</b> (2% of ABC); or</li> <li>▪ Surety bond amounting to at <b>Php 327,447.00 for Lot 1; Php 72,097.00 for Lot 2; Php 180,522.35 for Lot 3; Php 580,066.36 for all lots</b> (5% of ABC).</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</li> </ul>

	<p>should have a label / tab and orderly arranged inside the envelope / folder.</p> <ul style="list-style-type: none"> <li>• Again, it was again highlighted that the submission of bids is on <b>May 23, 2019 at 2:45 PM</b> and it may be submitted to the BAC Secretariat of DSWD Field Office VII or to the <b>SFP PDO, Ms. Caryl Nocete</b> at the <b>Negros Oriental SWAD Office</b>, Door #10, Solon Building, Bantayan, Dumaguete City or at <b>Negros Oriental Convention Center</b>, Kagawasan Avenue, Dumaguete City.</li> <li>• While the date and time of bid opening is <b>May 23, 2019 at 3:00 PM</b> at <b>Negros Oriental Convention Center</b>, <b>Kagawasan Avenue</b>, <b>Dumaguete City</b>.</li> </ul> <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>
<b>Section VI. Schedule of Requirements</b>	<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>Agreement:</b></p> <p>The schedule of delivery for meat and vegetables shall be weekly, while grocery items shall be at least weekly.</p>
<b>Section VII. Technical Specifications</b>	<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 no. 21 and item no. 22.</li> <li>• In the additional specifications, in item no. 4, it has been clarified that the expiration date <b>for grocery items must</b> be at least 6 (six) months from the delivery date. In connection, the <b>shelf life from the delivery date</b> of these items were changed to <b>at least 6 months</b> instead of at least a week, however, the shelf life for the <b>eggs, lumpia wrapper and fresh miki remains at least 1 week</b> from the delivery date. Bidders must be cautious of this since the expiration date of the grocery</li> </ul>

	<p>items will be checked and inspected by the designated inspector of the procuring entity.</p> <p>It was agreed that <i>defective or spoiled goods upon inspection shall be replaced by the service provider on the next delivery, hence it was added in the specifications.</i></p> <ul style="list-style-type: none"> <li>• In the additional specifications, in item no. 6.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 <b>the first working day of the week, during office hours, between 8:00 AM to 4:00 PM.</b></li> <li>• An additional notation has been emphasized which states that the <i>participating bidder shall provide specific time schedule for the delivery of the items per municipality and they shall attach the said document after Section VII. Technical Specifications.</i> In which the said document shall be present during the bid opening, otherwise, it will cause failure of the participating bidder's bids.</li> </ul> <p>Lastly, <i>the winning bidder / service provider must bring their own weighing scale during the delivery of goods.</i></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> <p>A supplemental / bid bulletin shall be issued for this matter.</p> <p>The presiding officer emphasized that changes and modifications agreed during today's prebid conference shall be reflected in the Supplemental/Bid Bulletin. The bidders shall 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>Financial Proposal Sheet</b>	<ul style="list-style-type: none"> <li>• Additional rows for the Bid Prices in figures and in words for each lot were inserted.</li> <li>• A column for the Unit Price has been added where in the unit cost per items shall be indicated by the participating bidder.</li> <li>• The participating bidder must indicate the total bid prices for each lot for both in figures and in words. Bidder's must strictly follow the forms provided.</li> <li>• It has been emphasized that the bidders quoted price shall be inclusive of VAT, delivery cost and <b>cost of packing / packaging materials.</b></li> </ul>
<b>Others</b>	<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 4:41 PM.

Prepared by:



**ROSIE L. GADIANA**  
Recorder

Noted by:



**ANTONIO R. DOLOATA**  
BAC Secretariat Head

Approved by:



**AILEEN G. CUEVAS**  
Presider / Chairperson, BAC