

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

NEGOTIATED PROCUREMENT of
“Supply and Delivery of Cell Cards for Listahanan 3” AFTER TWO-FAILED BIDDING
Province ITB No. DSWD7-NP-2019-06
Approved Budget for the Contract (ABC): Php 1,305,400.00

MINUTES OF PRE-NEGOTIATION CONFERENCE

September 13, 2019, 9:00 AM
ARDO's Office, 2nd Floor DSWD Building, Cebu City

Attendees:

Bids and Awards Committee/ TWG / Secretariat

- | | | |
|-----------------------------|---|------------------------------|
| 1. Aileen G. Cuevas | - | BAC Chairperson |
| 2. Eutilla P. Tahanlangit | - | BAC Member |
| 3. Rizalina L. Patindol | - | BAC Member |
| 4. Jovane T. Cabigon | - | TWG Member – Office Supplies |
| 5. Patricia R. Megalbio | - | TWG Member – Finance |
| 6. Julius Neil L. Melendres | - | BAC Secretariat Member |
| 7. Katya Faye M. Dales | - | BAC Secretariat Member |

I. Call to Order and Discussion of Business Matters

The prebid conference was called to order at 9:00 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, 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 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>Invitation to Bid</i>	The title of the project, the Approved Budget for the Contract (ABC) which is equivalent to <i>One Million Three Hundred Five Thousand Four Hundred Pesos (P1,305,400.00)</i> 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 equivalent to ***at least 25% of the ABC or amounting to at least ₱326,350.00;***
- Should be supported with two documents:
 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.**

An interested bidder has contacted the BAC Secretariat Office a day before the schedule negotiated conference, the representative raised to clarify the percentage of the SLCC. It has been discussed by the group has agreed to stick with twenty-five percent (25%) SLCC has instructed the BAC Seretariat to issue a supplemental/bid bulletin with regard to this matter.

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 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 **September 20, 2019 at 8:45 AM**. Late submission of bid documents will not be accepted.
- Two (2) copies of each requirements 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.

	<p>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> <p>The presiding officer emphasized that changes and modifications agreed during today's pre-negotiation conference shall be reflected in the Supplemental/Bid Bulletin. The BAC Secretariat shall have the documents as soon as possible and will send a scanned copy to all the participating bidders. However, the bidders shall also ensure to get a copy from the BAC Secretariat Office 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. • 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.
Others	<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>

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

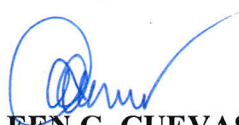
III. Adjournment

Having no more issues/concerns and matters to be discussed, the Pre-negotiation Conference was adjourned at 10:49 AM.

Prepared by:


KATYA FAYE M. DALES
Recorder

Approved by:


AILEEN G. CUEVAS
Chairperson/Presider