



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Bids and Awards Committee – Goods and Services

MINUTES OF THE PRE-PROCUREMENT CONFERENCE

July 10, 2023

ATTENDANCE:

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| 1. Judith V. Romaguera | BAC Chairperson (Goods and Services) |
| 2. Wilson H. Inding | BAC Vice-Chairperson (Goods and Services) (virtual) |
| 3. Sonia Y. Uy | BAC Member (Goods and Services) |
| 4. Giparel B. Elumba | BAC Member (Goods and Services) |
| 5. Cheryl V. Ocupe | Proponent |
| 6. Edwin O. Curam | Expert Representative |
| 7. Ethyl Kimberly S. Labadan | Assistant BAC Secretariat |
| 8. Noriza Jean L. Daga | BAC Staff |
| 9. Nessa May B. Amante | BAC Staff |
| 10. Jonaluz B. Balansag | BAC Staff |

A. Call to Order and Declaration of Quorum

The pre-procurement conference for the project **Supply and Delivery of Food Items for the School-Based Feeding Program (SBFP)-NFP Component Iron-Fortified Rice FY 2023 for 21 days** with an Approved Budget of Seven Million Three Hundred Twenty-Six Thousand Eighteen Pesos & 00/100 (Php 7,326,018.00) was called to order at 2:454 in the afternoon presided by SEPS Wilson H. Inding, Vice-Chairperson, Bids and Awards Committee-Goods and Services. He then requested the Secretariat to lead the preliminaries and followed by the determination and declaration of quorum.

B. Presentation of the Project Overview, Specifications, Scope of Work and Terms of Reference

The proponent, Medical Officer Cheryl V. Ocupe presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements). She discussed the quality, expiration, delivery and payment schedule which can be seen in the PR provided. She emphasized that expiration should be at least six (6) months from the date of delivery, that one time delivery and drop off points must be agreed by the supplier and the end user in which the delivery schedule and drop off points were attached in the PR with the list of beneficiary schools.

She emphasized that one time free delivery to location preferred by the procuring entity. Nutritional content was also given emphasis such that the supplier should be a Technology Adopter for Iron Fortified Rice (IFR) that has passed and certified by DOST FNRI. An identified District Inspection Team (DIT) shall do the random inspection of IFR in every delivery as to the quantity and quality. The inspection team can recommend whether to accept or not the IFR delivered if not in accordance with the technical specifications provided.

C. Discussion

It was discussed that the supplemental APP should be approved first before posting to the PhiGEPS and that the completion of delivery upon Notice to Proceed (NTP) should





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be in accordance by the School-Based Feeding Program (SBFP) guidelines given by the Central Office. It was pointed out that in the Philippine Bidding Documents (PBD) it should be emphasized that the supplier should be a Technology Adoptor for Iron Fortified Rice (IFR) that has passed and certified by Department of Science and Technology-Food and Nutrition Research Institute (DOST FNRI).

A pre-delivery orientation should be conducted to the District Inspection Team to acquaint themselves on the procurement project. The Implementation of the project would be within Twenty-six (26) weeks, once every week for twenty-one (21) days. The project is considered expendables which the prospective bidders should have at least 25% SLCC.

There being no matters to discuss, the meeting adjourned at 10:10 in the afternoon.

Prepared:

Sgd. JESSIE E. ELACAN
Head, BAC Secretariat

Noted:

Sgd. JUDITH V. ROMAGUERA, CESO VI
Chairperson, BAC (Goods and Services)

