



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-BID CONFERENCE
July 20, 2023

ATTENDANCE:

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| 1. Wilson H. Inding | BAC Vice-Chairperson (Goods and Services) |
| 2. Sonia Y. Uy | BAC Member (Goods and Services) |
| 3. Giparel B. Elumba | BAC Member (Goods and Services)
(virtual) |
| 4. Cheryl V. Ocupe | Provisional Member/Proponent |
| 5. Nilda Y. Galaura | Provisional Member/ Proponent
(virtual) |
| 6. Ethyl Kimberly S. Labadan | Asst. Head BAC Secretariat |
| 7. Nessa May B. Amante | BAC Staff |
| 8. Jonaluz B. Balansag | BAC Staff
(virtual) |
| 9. Noriza Jean Daga | BAC Staff |

Annex A – (Bidders' Attendance)

A. Call to Order and Declaration of Quorum

The pre-bid conference for the projects:

- 1. 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 Contract (ABC) of Seven Million Three Hundred Twenty-Six Thousand Eighteen Pesos & 00/100 (Php 7,326,018.00).
- 2. Provision of Learning Tools and Equipment-Technical Vocational Livelihood (TVL)** with an Approved Budget Contract (ABC) of Two Million Two Hundred Forty-Four Thousand Three Hundred Ninety-Five Pesos & 00/100 (P2,244,395.00).

was called to order at 3:10 in the afternoon presided by SEPS Wilson 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

Procurement of Project No. 1

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.





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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.

Procurement of Project No. 2

The proponent, EPS Nilda Y. Galaura presented the Purchase Request (PR) with the Terms of Reference (TOR) and Technical Specifications. (Please refer to PR for the specific requirements).

She conducted a run through with the materials, tools and equipment listed in the PR specifying- tools and equipment for bread and pastry, as that of Beauty and Nail Care. She emphasized that prospective bidders should refer to Deped Order No. 20, s. 2022 for the guidelines.

C. Presentation of the Philippine Bidding Documents (PBD)

PDO I Ethyl Kimberly S. Labadan, Assistant- BAC Secretariat, was requested to present and discuss each section of the PBD – the Invitation to Bid, Instruction to Bidders and other pertinent provision in the Philippine Bidding Documents. She also gave focus on the timeline of the procurement especially the date and time of the submission of the bid proposal.

It was also discussed that the procurement projects should be classified under the following:

1. **Project No. 1** to be expendable supplies, in which case the bidder must have completed a single contract that is similar to the project equivalent to at **least 25% of the Approved Budget of the Contract (ABC)**.
2. **Project No. 2** to be non-expendable supplies, in which case the bidder must have completed a single contract that is similar to the project equivalent to at **least 50% of the Approved Budget of the Contract (ABC)**.

She puts emphasis on the following:

1. Tabbing of documents shall be required.
2. Sequencing of documents shall be based on the order as presented in the checklist.
3. Proposals, bids or tenders shall be submitted on or before the deadline set for the dropping of proposals, bids or tenders.
4. Philippine Bidding Documents (PBD) shall be included or inserted in the envelope of the original copy of the proposal. Each page of the PBD shall signed to signify that the bidder has read and understood fully the contents of the PBD.

She also reminded the bidders to submit it on time and late submission of bid proposals shall not be accepted.

She finished saying that the absence of one document shall result to the outright DISQUALIFICATION of the BIDDER. (Please refer to the PBD for the complete details).





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SEPS Inding also added that the prospective bidders during the buying of the bid documents or before the submission of bid proposal shall submit the ancillary documents such as a copy of Document Request List (DRL) and Letter of Intent (LOI).

D. Open Forum

Project No. 1

Questions, Clarifications, Discussions	Agreements
Clarification of the requirement of the supplier to be a FNRI Technology Adopter.	It was countered that the supplier should be FNRI Technology Adopter and with emphasis that it was certified by DOST FNRI.
If it is alright that the bidder is not certify by the DOST FNRI but the supplier is certified by the DOST FNRI.	Yes, such scenario can occur, provided that the bidder has a joint venture with the supplier, provided also that all the documents required for a joint venture is also present with the bid proposal.

Project No. 2

Questions, Clarifications, Discussions	Agreements
1. There was a question regarding the preparation of documents. Since there are 2 lots of the project, assuming that the same supplier will bid for the two, should the preparation of documents be separated sets for lot 1 from that of lot 2.	When the same supplier will bid for the two (2) lots the BAC allows that the proposals will be combined. One set for eligibility and technical specifications and another set for financial documents. It was emphasized that in the financial documents the amount offered should be specified
2. With regards to SLCC, prospective bidder have the same project with the same title, can it be use as the SLCC of the project being procured.	If the line of business of the prospective bidder is to supply tools and equipment of TVL or from what can be inferred from the business permit that such supplier can provide such items then such can be use.
3. With regards to SLCC, should it be necessary that the SLCC is the same with the project of the lot, say for example bread & pastry?	Yes the SLCC should be the same to the lots of the project being procured.
4. What is the arrangement of the envelope to b submitted?	There are two ways of submitting the documents: <ol style="list-style-type: none"> 1. One big/mother envelope in which it composes of 2 smaller envelopes, one for eligibility and technical documents (3 copies) and one for financial documents (3 copies). 2. One big/mother envelope in which it composes of 3 smaller envelopes, each one composes of the eligibility and technical requirements and the financial documents.





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Whether the Procuring Entity would post in the bid bulletin any documents.	If there were no substantial changes in the Philippine Bidding documents (PBD) the posting of the minutes of the Pre-bid Conference will suffice as a supplement to any discussions and other clarifications.
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There being no matters to discuss, the meeting adjourned at 4:10 in the afternoon.

Prepared:

Noted:

JESSIE E. ELACAN
Head, BAC Secretariat

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

