



MINUTES OF MEETING

Tuesday, December 3, 2019

10: 00 AM

EXECUTIVE LOUNGE

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	<i>Supply and Delivery of Assorted Food Items for 2019 Year End Activities for the Department of Finance (DOF)</i>	
REFERENCE NO.	PB 19-330-10	
	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Atty. Divina Gracia A. Bacal Ms. Rina Maureen M. Maurera Mr. Alvin P. Diaz	Chairperson Regular Member Provisional Member Ad Hoc Member
	Procurement Division X Ms. Maricel R. Vergel de Dios Ms. Jennifer M. Ancheta	Secretariat Member
	End-User Mr. Ray P. Hernaez	Department of Finance
	Bidder Mr. Roldan Algonahota Mr. Richard Cruz	Metro Retail Stores Group Inc. Metro Retail Stores Group Inc.

CALL TO ORDER

1. The scheduled **Pre-bid Conference** started at **10:00 AM** with the Chairperson presiding.
2. The Chairperson acknowledged the presence of the attendees.
3. Notices to the Observers have been sent within the prescribed period, but none attended the activity.
4. Having established the required quorum, the BAC Secretariat proceeded with the discussion of the documentary requirements.

DISCUSSION

I. DOCUMENTATIONS

DOCUMENTATIONS

- The BAC Secretariat stated that since the Bidder is familiar with the government procurement she proceeded with the discussion of Bid Data Sheet. The Bidder acknowledged it.
- The BAC Secretariat presented the contents of the First Envelope as follows:
 1. Authority of Signatory
 2. PhilGEPS Certificate;
 3. Statement of Single Largest Completed Contracts;
 4. Statement of All On-Going but not yet Started Contracts;
 5. NFCC or Credit Line;
 6. JVA if applicable;
 7. Bid Security;
 8. Statement of Compliance with the Delivery Schedule;
 9. Statement of Compliance with the Technical Specifications;
 10. Bidder's Omnibus Statement.
- The BAC Secretariat presented the content of the Second Envelope as follows:
 1. Financial Bid Form (Annex A of the bidding document)

INVITATION TO BID	"NO DISCUSSION"						
INSTRUCTION TO BIDDERS	"NO DISCUSSION"						
BID DATA SHEET	<p>SECTION III ITB Clause 1.1 Page 39</p> <p>The Procuring Entity DEPARTMENT OF FINANCE.</p> <ul style="list-style-type: none"> <i>The BAC Secretariat stated Procuring Entity.</i> <p>SECTION III ITB Clause 1.2 Page 38</p> <table border="1" data-bbox="471 954 1429 1256"> <thead> <tr> <th data-bbox="471 954 563 1104">Lot No.</th> <th data-bbox="563 954 1167 1104">Item/Description</th> <th data-bbox="1167 954 1429 1104">Approved Budget for the Contract</th> </tr> </thead> <tbody> <tr> <td data-bbox="471 1104 563 1256">1</td> <td data-bbox="563 1104 1167 1256"><i>Supply and Delivery of Assorted Food Items for 2019 Year End Activities for the Department of Finance (DOF)</i></td> <td data-bbox="1167 1104 1429 1256">₱ 9,297,038.46</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <i>The BAC Secretariat stated quantity, item description and ABC of the project.</i> <p>SECTION III ITB Clause 5.4 Page 39</p> <p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least twenty five percent (25%) of the ABC.</p>	Lot No.	Item/Description	Approved Budget for the Contract	1	<i>Supply and Delivery of Assorted Food Items for 2019 Year End Activities for the Department of Finance (DOF)</i>	₱ 9,297,038.46
Lot No.	Item/Description	Approved Budget for the Contract					
1	<i>Supply and Delivery of Assorted Food Items for 2019 Year End Activities for the Department of Finance (DOF)</i>	₱ 9,297,038.46					

- ***The BAC Secretariat stated that the Similar Contract of the project refers to GROCERY ITEMS.***

SECTION III

ITB Clause 10.1

Page 41

The Procuring Entity's address is:
DEPARTMENT OF FINANCE
BSP Complex, Roxas Blvd., Manila

Contact Person: Ms. Liceria Te
Tel No. (8-5264786)

- ***The BAC Secretariat stated the Procuring Entity's contact person and contact details.***

SECTION III

ITB Clause 18.1/18.2

Page 41

Item /Description	Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee or Irrevocable Letter of Credit	Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%)	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012
	(2%)		
<i>Supply and Delivery of Assorted Food Items for 2019 Year End Activities for the Department of Finance (DOF)</i>	₱185,940.77	₱464,851.92	Please see Section VIII attached as Annex "H"

- ***The BAC Secretariat stated the corresponding amount for each bid security form.***
- ***The BAC Secretariat stated that bid security shall be valid for One Hundred Twenty (120) Calendar Days from opening of bids.***

SECTION III

ITB Clause 18.1

Page 42

- ***The BAC Secretariat stated the Post Qualification requirements as follows:***
 1. Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall be copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion.
 2. Submission of pieces of evidence¹ as proof of compliance with the bidder's actual offer, if applicable.
 3. Latest Income Tax Returns for year 2018 (BIR Form 1701 or 1702).
 4. Latest Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) within the last six months.
 5. Valid PhilGEPS Registration Certificate with its updated Annex A, if bidder opted to submit the eligibility documents under the Certificate during opening of bid.
- ***Due to tight schedule of the project, the Chairperson encouraged the bidder to submit/include the post-qualification documents in their proposal. The bidder acknowledged the suggestion.***

GENERAL CONDITIONS
OF CONTRACT

"NO DISCUSSION"

SPECIAL CONDITIONS
OF CONTRACT

SECTION V
SCC Clause 1.1k
Page 61

The Project Sites:

Please refer to Section VI. Schedule of Requirement

Contact Person: **Ms. Liceria Te**

Telephone No. **(8-5264786)**

- ***The BAC Secretariat stated that the project site details***

SCHEDULE OF
REQUIREMENTS

SECTION VI
Schedule of Requirements
Packaging Instructions
Page 67-68

Lot	Item/Description	Distribution	Delivery period
1	Supply and Delivery of Various Food Items for the Department of Finance (DOF)	<p>Option 1 (Supplier with other branches / outlets)</p> <p>- to be claimed by the employee through claim stub on the designated branches or outlets, placed in two separate boxes as stated in the Bid Proposal Form</p> <p>Option 2 (Supplier with warehouse near the DOF premises)</p> <p>- to be claimed by the employee through claim stub in a warehouse, placed in two separate boxes as stated in the Bid Proposal Form</p>	Within Ten (10) calendar days after issuance of the Notice to Proceed

- ***The BAC Secretariat stated the details of the Schedule of requirements.***
- The Committee asked the bidder if they can commit on the requirement of ten (10) calendar days.
 - *The Bidder stated that they can comply with this requirement as long as the End-User can provide master list of employees. The Committee took note of the bidder's request.*
 - *The Bidder suggested the branch wherein they can pick up the grocery items would only be in their Binondo branch, to lessen the delivery costing and to avoid double handling of the items. The End-User suggested to limit and identify the branches where in they can pick up the grocery items.*

PACKAGING INSTRUCTIONS:

BOX No.	ITEMS and DESCRIPTION	UOM	TOTAL QUANTITY
XXX	XXX	XXX	XXX
<u>Sack</u>	<u>Rice Jasmine</u>	<u>25 kg</u>	<u>2</u>

- ***The BAC Secretariat stated the details of the Schedule of Requirements.***
- *The Chairperson noticed that the rice was not included in the packaging instruction, he instructed the PMO-in-Charge to include it and reflect it on the Bid Bulletin. The PMO-in-Charge took note of the instruction.*

TECHNICAL SPECIFICATIONS

SECTION VII
Page 70-71

- The TWG-in-Charge discussed the Technical Specifications and advised the Bidders to complete the information needed.

BIDDING FORMS

SECTION VIII
Page 75-104

- The BAC Secretariat stated that Bidding Forms are attached in the last part of the Bid Documents. She reminded the Bidder to make sure that they will fill out the Bid Forms properly and accordingly.

II. OTHER DISCUSSIONS

OTHER MATTERS

- The BAC Secretariat discussed the timeline of the project as follows:

Advertisement/Posting of Invitation to Bid	26 November 2019
Issuance and Availability of Bid Documents	26 November 2019
Pre-Bid Conference	03 December 2019 / 10:00 A.M.
Last day of Submission of Written Clarification	06 December 2019

Last day of Issuance of Bid	9 December 2018
Bulletin	
Deadline for Submission	16 December 2019 / 10:00 A.M.
Opening of Bids	Immediately after the Deadline of Submission of Bids

- *The PMO-in-Charge noticed that the price of the bidding document was not included. She explained that she will revise and reflect it on the Bid Bulletin.*

LOT	ITEMS and DESCRIPTION	UO M	TO TAL QU AN TIT Y	APPRO VED BUDGE T OF THE CONTR ACT	PRICE OF BIDDING DOCUMENT	DELIVERY PERIOD
1	<i>Supply and Delivery of Assorted Food Items for 2019 Year End Activities for the Department of Finance (DOF)</i> <i>Consist of the following:</i> xxx			Php 9,297,038.46	<u>1,000.00</u>	Refers to Section VI Schedule of Requirements

- *The Bidder asked regarding the timeline of the submission of Performance Bond. The Committee explained that they will submit the Performance Bond to the Procuring Entity which is the Department of Finance (DOF). The Bidder acknowledged it.*

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 10:35 AM.
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on Tuesday, December 3, 2019.
PREPARED BY	(SGD) MS. MARICEL R. VERGEL DE DIOS Secretariat
CERTIFIED CORRECT	THE BIDS AND AWARDS COMMITTEE X: (SGD) MR. ALVIN P. DIAZ Ad Hoc Representative (SGD) MS. RINA MAUREEN M. MAURERA Provisional Member/PMO-in-Charge (SGD) ATTY. DIVINA GRACIA A. BACAL Regular Member/Legal <i>not present-</i> MR. WEBSTER M. LAUREÑANA Vice-Chairperson (SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson, Bids and Awards Committee X