



**MINUTES OF MEETING**  
**Pre-Bid Conference**  
**January 27, 2021**

DSWD FO IX conducted its Pre-Bid Conference last January 27, 2021 (Wednesday) for the following projects:

Project Title	ABC (in Php)
ITB-2021-01-001 2nd Public Bidding Procurement of Warehouse Rental for CY 2021 Storage of Relief Goods	1,700,000.00
ITB-2021-01-002 Procurement of CY 2021 Frozen Goods for Home for the Women	3,076,250.00
ITB-2021-01-003 Procurement of CY 2021 Vegetables for Home for the Women	1,302,750.00
ITB-2021-01-004 Procurement of CY 2021 Grocery Items for Home for the Women	3,109,725.00
ITB-2021-01-005 Procurement of CY 2021 Fruits for Home for the Women	1,508,500.00
ITB-2021-01-006 Procurement of CY 2021 Commercial Rice for Home for the Women	1,200,000.00

To avoid crowded meeting and to properly observe social distancing, DSWD FO IX conducted this pre-bid conference in DSWD FO IX and using the Google Meet platform attended by the BAC members, TWG for Procurement, TWG for Finance, BAC Secretariat staff, end-user representatives, and interested bidders.

The meeting started with the introduction/acknowledgement of participants and confirmation that there is a quorum for the meeting by the BAC Chairperson.

**1st Presentation by BAC Secretariat**

1. Presentation of six (6) procurements
2. Deadline for submission of bidding documents

3. Schedule of Bid Opening
4. Introduction of GPPB Resolution No. 16-2020
5. Required forms to be submitted by bidders putting emphasis on the format of the new forms which is downloadable in <https://www.gppb.gov.ph/downloadables.php>.

Bidders are highly encouraged to use the templates provided to minimize errors or omissions in the forms submitted. However, failure to use said templates is not a ground for disqualification, provided that the form submitted includes all the mandatory provisions required in the 2016 revised IRR of RA No. 9184 and its associated issuances and as identified in Item 6 of this Circular.

**For the Bid Form, Price Schedules, Bid Securing Declaration, Omnibus Sworn Statement, JVA or Notarized Statements as to forming JV for Goods, Performance Securing Declaration, if used, and Contract Agreement Form, the Bidder or its authorized representative shall be required to provide its name, legal capacity, and signature thereon.** In addition, it is also stated in the Bid Form that *"The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the **written authority**]."* Therefore, a written authority must be attached in both Technical and Financial Component envelopes.

6. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid. The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

7. Checklist of Technical and Financial Documents which can be found in the last page of the 6th Edition of the Philippine Public Bidding Document

## **2nd Presentation by BANGUN Focal Person**

- a. Technical Specifications and Table Rating Factor for Lease of Real Property

## **3rd Presentation by Home for Women (HW) Focal Person**

- a. Technical Specifications for Home for Women (HW) procurements



Next steps for BAC:

1. Prepare Supplemental Bid Bulletin for the following:

Gulaman/Gelatine 10's (Asst. Flavor) (Powder)	Gulaman/Gelatine 10's (Asst. Flavor) (Powder) <b>(500 grams/pack)</b>
Mushroom in can	Mushroom in can <b>(200 grams/can)</b>
Patis	Patis <b>(1 liter/gallon)</b>
Champorado Mix	Champorado Mix <b>(113 grams/box)</b>
Oyster Sauce	Oyster Sauce <b>(1 liter/bottle)</b>
Yogurt 12's (asst. Flavors-Good quality)	Yogurt 12's (asst. Flavors-Good quality) <b>(12 pcs x 245 grams)</b>
Coffee (3in1)	Coffee (3in1) <b>(520 pcs x 25grams)</b>
Cupcakes (Asst. Flavors)	Cupcakes (Asst. Flavors) <b>(30 grams x 10 pcs)</b>
Cereals (Asst. Flavors)	Cereals (Asst. Flavors) <b>(150 grams/ box)</b>
COMMERCIAL RICE (25KL / SACK)	COMMERCIAL RICE (25KL / SACK) <b>(preferably locally produced, at least 80% whole long-grain, and with good cooking quality)</b>

Prepared by:

SGD.  
**Xanthi Romeilla J. Vallecer**  
BAC Secretariat

Approved by:

  
**Maria Corazon G. Sumicad**  
BAC Chairperson



Republic of the Philippines  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
 Bids and Awards Committee  
 Field Office IX - Zamboanga City

**Pre-Bid Conference**

January 27, 2021

Google Meet Link: [meet.google.com/gnj-wfkh-mvw](https://meet.google.com/gnj-wfkh-mvw)

Project Name	ABC
ITB-2021-01-001 2nd Public Bidding Procurement of Warehouse Rental for CY 2021 Storage of Relief Goods	2,040,000.00
ITB-2021-01-002 Procurement of CY 2021 Frozen Goods for Home for the Women	3,076,250.00
ITB-2021-01-003 Procurement of CY 2021 Vegetables for Home for the Women	1,302,750.00
ITB-2021-01-004 Procurement of CY 2021 Grocery Items for Home for the Women	3,109,725.00
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ITB-2021-01-006 Procurement of CY 2021 Commercial Rice for Home for the Women	1,200,000.00

	NAMES	DESIGNATION	SIGNATURE	CONTACT NO.
1	Maria Corazon G. Sumicad	Chairperson	DSWD BAC Office	991-6030
2	Fe L. Dela Cruz	Vice Chairperson	via Google Meet	991-6030
3	Ma. Lourdes U. Amilhamja	Member	via Google Meet	991-6030
4	Ma. Socorro S. Macaso	Member	via Google Meet	991-6030
5	Carmencita D. Luna	Member	via Google Meet	991-6030
6	Bellene L. Ahmad	TWG - Finance	via Google Meet	991-6030
7	Renato G. Fojas	TWG - Procurement	DSWD BAC Office	991-6030
8	Xanthi Romeilla J. Vallecer	BAC Secretariat	via Google Meet	991-6030
9	Omiberto P. Pablo Jr.	BAC Sec - Member	DSWD BAC Office	991-6030
10	Naida Karim	BAC Staff	DSWD BAC Office	991-6030
11	Princess Charmaine Ortiz	BAC Staff	DSWD BAC Office	991-6030
12	Earl Timbang	AO II, Disaster Unit		991-6030
13	Evelyn Lingatong	Center Head - HW	via Google Meet	
14	Kate Tarroza	AA- Home for Women	via Google Meet	
15	Klent Albrecht	Prospective Bidder	via Google Meet	
16	Liam Ceniza	Prospective Bidder	via Google Meet	
17	Clarita B. Bello	COA Auditor	via Google Meet	
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