

**MINUTES OF MEETING**  
**Pre-Bid Conference**  
**December 29, 2020**

DSWD FO IX conducted its Pre-Procurement last December 29, 2020 (Tuesday) for the following projects:

Project Title	ABC (in Php)
PROCUREMENT OF WAREHOUSE RENTAL FOR CY 2021 RELIEF GOODS STORAGE	2,040,000.00
PROCUREMENT OF FOOD ITEMS FOR CY 2021 BANGUN IMPLEMENTATION IN BASILAN PROVINCE	15,183,800.00
PROCUREMENT OF FOOD ITEMS FOR CY 2021 BANGUN IMPLEMENTATION IN TAWI-TAWI PROVINCE	15,183,800.00
PROCUREMENT OF FOOD ITEMS FOR CY 2021 BANGUN IMPLEMENTATION IN SULU PROVINCE	17,849,600.00
PROCUREMENT CY 2021 1ST SEMESTER GROCERY ITEMS FOR HOME FOR THE ELDERLY	1,609,425.00
PROCUREMENT FOR CY 2021 1ST SEMESTER FROZEN GOODS FOR HOME FOR THE ELDERLY	1,432,750.00

To avoid crowded meeting and to properly observe social distancing, DSWD FO IX conducted this pre-bid conference in DSWD FO IX Conference Room 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) early 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

**4th Presentation by BANGUN Focal Person**

- a. Technical Specifications and Area of Delivery for BANGUN procurements

**5th Presentation by Home for the Elderly (HE) Focal Person**

- a. Technical Specifications for Home for the Elderly (HE) procurements

**6th Presentation by Disaster Response Division Focal Person**

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

**Next steps for BAC:**

1. Prepare Supplemental Bid Bulletin for the following:
  - a. Number of beneficiaries for BANGUN procurements
  - b. Frozen Items (Chicken Hotdog Tocino changed to Chicken Hotdog) for HE procurement
  - c. 1st delivery for frozen item and grocery items should be twenty (20) calendar days after issuance of Notice to Proceed (NTP)

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**

December 29, 2020

Google Meet Link: [meet.google.com/mcy-ktku-qhp](https://meet.google.com/mcy-ktku-qhp)

Project Name	ABC
ITB-2020-12-117 PROCUREMENT OF WAREHOUSE RENTAL FOR CY 2021 RELIEF GOODS STORAGE	2,040,000.00
ITB-2020-12-118 PROCUREMENT OF FOOD ITEMS FOR CY 2021 BANGUN IMPLEMENTATION IN BASILAN PROVINCE	15,183,800.00
ITB-2020-12-119 PROCUREMENT OF FOOD ITEMS FOR CY 2021 BANGUN IMPLEMENTATION IN TAWI-TAWI PROVINCE	15,183,800.00
ITB-2020-12-120 PROCUREMENT OF FOOD ITEMS FOR CY 2021 BANGUN IMPLEMENTATION IN SULU PROVINCE	17,849,600.00
ITB-2020-12-121 PROCUREMENT CY 2021 1ST SEMESTER GROCERY ITEMS FOR HOME FOR THE ELDERLY	1,609,425.00
ITB-2020-12-122 PROCUREMENT FOR CY 2021 1ST SEMESTER FROZEN GOODS FOR HOME FOR THE ELDERLY	1,432,750.00

	NAMES	DESIGNATION	SIGNATURE	CONTACT NO.
1	<b>Maria Corazon G. Sumicad</b>	Chairperson	via Google Meet	991-6030
2	<b>Fe L. Dela Cruz</b>	Vice Chairperson	via Google Meet	991-6030
3	<b>Ma. Lourdes U. Amilhamja</b>	Member	via Google Meet	991-6030
4	<b>Marilyn D. Fabian</b>	Member	via Google Meet	991-6030
5	<b>Ma. Socorro S. Macaso</b>	Member	via Google Meet	991-6030
6	<b>Carmencita D. Luna</b>	Member	via Google Meet	991-6030
7	<b>Engr. Rolieste Falsis</b>	TWG-Infra		991-6030
8	<b>Bellene L. Ahmad</b>	TWG - Finance	via Google Meet	991-6030
9	<b>Renato G. Fojas</b>	TWG -Procurement	via Google Meet	991-6030
10	<b>Xanthi Romeilla J. Vallecer</b>	BAC Secretariat	via Google Meet	991-6030
11	<b>Omiberto P. Pablo Jr.</b>	BAC Sec-Member	via Google Meet	991-6030
12	<b>Naida Karim</b>	BAC Staff	via Google Meet	991-6030
13	<b>Princess Charmaine Ortiz</b>	BAC Staff	via Google Meet	991-6030
14	<b>Jamila A. Arasid</b>	Focal Person, BangUn		991-6030
15	<b>Jamaica I. Musa</b>	ND II, BangUn	via Google Meet	991-6030
16	<b>Josephine Isis Cabrera</b>	Resident Auditor (COA)	via Google Meet	
17	<b>Gemmar Gelabo</b>	Home for Elderly	via Google Meet	
18	<b>Gina Suico</b>	Center Head, Home for Elderly	via Google Meet	
19	<b>Joana Albrecht</b>	<i>Interested Bidder</i>	via Google Meet	
20	<b>Earl Timbang</b>	AO II, Disaster Unit	via Google Meet	
21	<b>Glaizel Ngo</b>	<i>Interested Bidder</i>	via Google Meet	
22	<b>SJ Marketing</b>	<i>Interested Bidder</i>	via Google Meet	
23	<b>Tina Manalang</b>	<i>Interested Bidder</i>	via Google Meet	
24	<b>Mkay Gen. Merch.</b>	<i>Interested Bidder</i>	via Google Meet	