



Republic of the Philippines  
Department of Justice  
BUREAU OF CORRECTIONS  
**SAN RAMON PRISON AND PENAL FARM**  
Barangay Talisayan, 7000, Zamboanga City



**MINUTES OF PRE-BID CONFERENCE ON SUPPLY AND DELIVERY OF FORTIFIED  
POWDERED MILK DRINK FOR PDL CONSUMPTION ON AUGUST 08, 2019 AT SRPPF,  
ZAMBOANGA CITY STARTED 10:00 AM – SRPPF WALL CLOCK**

**I. Attendance:**

**Bids and Awards Committee**

CTSUPT MARDY L LEE	-	Chairperson
CSUPT ROBERT O MANDAP	-	Vice Chairperson
CCINSP VIRGILIO DL JAVATE	-	Member
CINSP ROMMEL J CAMPILIS	-	Member
CSO4 Mario DR Monteverde	-	Member
CTSO3 Maria Edna DC De Mesa	-	Member

CINSP ANTONIO B BANTAY	-	End-User
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**BAC Secretariat:**

CINSP CATHERINE D CAPANANG	-	Chairperson
CTO3 Sephura C Narvaez	-	Vice-Chairperson
CTO2 Arvin Flores	-	Member
CO2 Jerome M Rojas	-	Member
CO2 Floringaile A Daquinag	-	Member

**Technical Working Group:**

CSO4 Albert Posadas	-	Chairperson
CSO2 Rogelio T Alvarez Jr.	-	Member
CO3 Roel C Somogod	-	Member
CO2 Manuel A Quinto	-	Member
CO1 Arlene N Fidel	-	Member (Temporary assigned at NISF)

**Prospective Bidders:**

1. Mang Kiko Catering Services Inc. (MKCSI)  
Ms. Rhea Mae Jimenez  
Ms. Jovelyn Saracho

2. RC Lim Marketing  
Mr. Roel A. Cagaracruz  
Ms. Glene Ghane Gepiga

**II. Call to Order**

The pre-bid conference for the Supply and Delivery of Fortified Powdered Milk Drink for PDL Consumption was presided by CTSUPT MARDY L LEE, Chairperson. The Chairperson acknowledged the presence of the BAC members, secretariat, TWG and prospective bidders.

There was no observer from invited agencies- COA, DOJ, Knights of Columbus and Filipino-Chinese Chamber of Commerce and Industry.

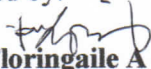
### III. Highlights of the Meeting

1. The Approved Budget for the Contract (ABC) is Two Million Four Hundred Thirty- Three Thousand One Hundred Fifty- Nine Pesos (₱2,433,159.00) through the approved GAA FY 2019.
2. The Chairperson briefly explained the checklist, content of the bidding documents and addressed the issues and concerns of the prospective bidders especially the Single Largest Completed Contract (SLCC) which should be similar in nature within two (2) years from the date of submission and receipt of bids amounting to at least Twenty-Five Percent (25%) of the ABC, as indicated in the bid docs and checklist.
3. Emphasized that the bidders should be PhilGEPS registered that is related to the goods being procured e.g. General Merchandise.
4. Presented the proper marking and sealing of the bidding documents, as well as the contents of the envelope – first envelope (eligibility and technical documents) and second envelope (financial bid form).
5. The bidders must bring sample of goods during the Opening of Bids with complete technical specifications and compliant to terms and conditions.
6. The sample goods must have a stamp (specified in the bidding documents) that cannot be easily removed, detached and erased.
7. As agreed by the BAC, the winning bidder must submit Product Registration from Food and Drugs Administration (FDA) during the post- qualification evaluation.
8. Preparation of bidding documents and checklist for the Opening of Bids scheduled on August 20, 2019 at 10:00 am onwards.

### IV. Adjournment

Since there were no other issues/concerns, the pre-bid conference for the Supply and Delivery of Fortified Powdered Milk Drink for PDL Consumption was officially put to a close at 11:00 A.M.

Prepared by:

  
**CO2 Floringaile A Daquinag**  
Secretariat

Noted by:

  
**CINS P CATHERINE D CAPANANG**  
Chairperson, Secretariat

  
**CSO4 Albert Posadas**  
Chairperson, TWG

Approved by:

  
**CTSUPT MARDY LEE, RMT, MD, MDM, FICS**  
Chairperson