



Republic of the Philippines  
Department of Justice  
BUREAU OF CORRECTIONS  
SABLAYAN PRISON AND PENAL FARM  
Malisbong, Sablayan, Occidental Mindoro



**BIDS & AWARDS COMMITTEE**

**MINUTES OF THE PRE-BID CONFERENCE**  
SPPF Conference Room, New Admin Building  
February 06, 2019/10:00 a.m.

Project Name: **BUCOR-SPPF Inmates' Food Supplies for the Month of April to December 2019 (1 Lot)**

ABC: **₱33,891,000.00**

**A. Present:**

1. CSO4 Marshall H Diomampo - BAC Chairperson
2. CI Jesus L Urieta - Chief, Siburan Sub-Prison (Supt. Representative at Project Site - SSP)
3. CI Adolfo Tandoc - Chief, Pasugui Sub-Prison (Supt. Representative at Project Site- PSP)
4. CSO3 Cayetano S Fernandez - Asst. Chief, San Isidro Sub-Prison (Supt. Rep at Project Site - SISP)
5. CO3 Zander N Ramos - End-User
6. CTSO2 Arnulfo A Jacinto - BAC Member
7. CO2 Christian M Balbaira - BAC Member
8. Waynestonne H Driz - BAC Member

**Prospective Bidders:**

No prospective bidders attended the Pre-Bid Conference.

**OBSERVERS**

**Note:** Notice of meeting was sent earlier to the observers dated January 30, 2019 namely: Commission on Audit (COA), Filipino-Chinese Chamber of Commerce and Industry (FIL-CHI) and the Plan International however **no** representatives from these agency/organizations have attended the conference.

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*Minutes of Pre-bid Conference for the BuCor-SPPF Inmates' Food Supplies for the year 2019 (1 Lot)*

**B. Absent/Apologies:**

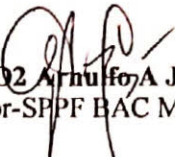
1. CTSO3 Tim Jake D. Polilen - BAC Vice Chairperson (On Official Business)
2. CO2 Ruben I Fabrigas - BAC Secretariat (On Official Business)
3. CO2 Jesus S Urieta Jr - BAC Secretariat (On Official Business)
4. CTSO1 Mary Grace S Hilario - TWG Member (On Official Business)

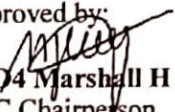
**Business Matter:**

- C. The Pre-bid Conference was Called to Order by BAC Chairperson Marshall H Diomampo
- D. Prayer was led by BAC Member CTSO2 Arnulfo A. Jacinto
- E. The Chairperson declared Quorum based on the attendance of the two (2) BAC Members and One (1) Provisional Member
- The reading and approval of previous minutes was dispensed with upon the motion of BAC member CTSO2 Arnulfo A. Jacinto and was severally seconded.
  - The Chairperson then proceed with the opening statement re: the project to be bid which is the BuCor-SPPF Inmates' Food Supplies for the month of April to December 2019 with an ABC of P33,891,000.00.
  - The Chairperson requested the BAC Member to show the basis for the procurement and its ABC. The Secretariat responded that it is based on the National Expenditure Program (NEP) 2019 and the Indicative APP 2019 of BuCor-SPPF submitted on GPPB as well as posted in the BuCor website Transparency Seal. The Approved Purchase Request for this project was submitted by the End-user with with PR. No. SPPF2019-PR012
  - The BAC Member informed everyone that this project is posted in PhilGEPS, BuCor Website, Conspicuous places within SPPF.
  - Pursuant to the Section 22.3 of the 2016 Revised IRR of RA 9184,  
"The Pre-Bid Conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid including questions and clarifications where raised by the prospective bidders and is open to prospective bidders".
  - No Questions and Clarifications were raised since no prospective bidders have attended the Pre- Bid Conference.
  - BAC Chairperson also emphasized Invitation to Bid No. 10 wherein it states that the BuCOR SPPF as represented by its Superintendent, reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at ant time prior to contract award in accordance with Section 41 of RA 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.

- F. The Chairperson reminded everyone that the Opening of Bids for this project will be on February 19, 2019, 10:00 am at the SPPF Conference Room to be attended by bidders who purchased the bid documents.
- G. There having no other matter to discuss, the pre-bid conference was moved to adjourn by BAC member CO2 Christian M. Balbaira and was severally seconded. The pre-bid conference was adjourned at 11:00 a.m.

Taken and Prepared by:

  
**CTS02 Arnulfo A Jacinto**  
BuCor-SPPF BAC Member

Approved by:  
  
**CS04 Marshall H Diomampo**  
BAC Chairperson