



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

October 23, 2018/09:00 a.m.

Project Name: **BUCOR-SPPF Inmates' Food Supplies for the year 2019 (1 Lot)**

ABC: **₱47,106,900.00**

A. Present:

1. CSUPT. Eliseo J. Belvis - 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/BAC Provisional Member
6. CTSO2 Arnulfo A. Jacinto - BAC Member
7. CTSO1 Mary Grace S. Hilario - TWG Member
8. CO2 Christian M. Balbaira - BAC Member
9. CO2 Ruben I. Fabrigas - BAC Secretariat
10. CO2 Jesus S. Urieta, Jr. - BAC Secretariat

Prospective Bidders:

11. Ms. Chelzee B. Driz - AFS Eatery Representative
12. Ms. Josephine H. Bundang - JHB General Merchandise Representative
13. Ms. Camille C. Maligaya - Happy Mart Representative

OBSERVERS

(**Note:** Notice of meeting was sent earlier to the observers 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)

B. Absent/Apologies:

1. CSO4 Marshall H. Diomampo - BAC Vice Chairperson (On Official Business)
2. CTSO3 Tim Jake D. Polilen - BAC Member (On SL)
3. CTSO2 Waynestonne H. Driz - BAC Member (Inhibit)

Business Matter:

- C. The Pre-bid Conference was Called to Order by BAC Chairperson Eliseo T. Belvis
- D. Prayer was led by BAC Member CTSO2 Arnulfo A. Jacinto
- E. The Secretariat was tasked to facilitate the attendance of the meeting
- F. The Chairperson recognized the presence of all attendees specially the prospective bidders for this project
- G. 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 year 2019 with an ABC of ₱47,106,900.00.
 - The Chairperson requested the Secretariat 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. SPPF2018-PR0511
 - The Chairperson also requested the Secretariat to present the slides of the Bid Documents
 - The BAC Secretariat informed everyone that this project is posted in PhilGEPS, BuCor Website, Conspicuous places within SPPF and the Manila Bulletin – a newspaper of general circulation.

- 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 raised by the prospective bidders and is open to prospective bidders”. Hence, the BAC allowed all prospective bidders to raise clarifications regarding the project.

- Discussions were focus on the Bid Data Sheet, Special Conditions of the Contract, Technical Specifications including the Meal Plan sample form

The following were the corrections made to the bid documents as agreed upon during the conference which will be issued as a Bid supplement:

1. In the **Special Condition of the Contract** (SCC) GCC Clause 6. 2 will be made to read in the bidding documents as

Contract Price

The Supplier shall carry sufficient inventories to assure supply of consumable replacements for the Goods for a period of One (1) month for Non-Perishable Items and One (1) Week for Perishable Items.

2. In the **Technical Specifications**

Item 1 (3) will be made to read in the bidding documents as

The winning bidder shall provide a regular milled rice with prior inspection and approval of the food committee of its submitted sample before the delivery period to ensure quality of the delivered rice in comparison to the approved rice sample of the food service provider.

Item 4 will be made to read in the bidding documents as

Inventory

The winning provider shall, at any time, have a running inventory stock of NON-PERISHABLE ITEMS good for one (1) one month to guarantee against any eventuality or unforeseen event that may hamper the feeding program of the inmates.

The winning provider shall, at any time, have a running inventory stock of PERISHABLE ITEMS good for not less than one (1) week to guarantee against any eventuality or unforeseen event that may hamper the feeding program of the inmates.

Item 7 will be made to read in the bidding documents as

Winning bidder shall deliver the food for the inmates on the exact commencing date of the Project in strict accordance with the submitted menu and terms and conditions of the

Bidding Documents, to prevent disruption of the inmate feeding program. Copy furnished Chief of sub-prisons of the submitted menu.

In case of variation to the submitted menu in the bidding process, the same should be submitted earlier and should be approved by the head of the procuring entity.

Item 14 will be made to read in the bidding documents as

Security Precautions

Winning service provider should provide resident representative (preferably male) per camp to ensure proper monitoring of their stocks, sanitation of the kitchen area and the delivered foodstuff to the inmates

3. In Meal in Exchanges (sample form) was made to read in the bidding documents as

TOTAL FOOD FOR THE DAY

List 3 - Coffee/Chocolate

List 4 - Rice (Regular Milled)

SAMPE MENU
BREAKFAST

Rice (Regular Milled)

- H. The Chairperson reminded everyone that the Opening of Bids for this project will be on November 5, 2018, 10:00 am at the SPPF Conference Room to be attended by bidders who purchased the bid documents.
- I. 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:



CO2 RUBEN I. FABRIGAS
BuCor-SPPF BAC Secretariat

Approved by:



CSUPT. ELISEO J. BELVIS
BAC Chairperson