



**PRE-BID CONFERENCE**  
**SUPPLY AND DELIVERY OF FOOD SUBSISTENCE FOR PERSONS DEPRIVED OF LIBERTY CONFINED AT CIW 2019 (Re-Bid)**

Php 27,328,000.00  
Conference Room, BAC Office  
August 09, 2019

**I. IN ATTENDANCE**

CTCSUPT. MA. LOURDES M. RAZON, MD	- CHAIRPERSON
CTCSUPT. RICHARD W. SCHWARZKOPF, JR.	- VICE-CHAIRPERSON
CSSUPT. CELSO S. BRAVO	- BAC MEMBER
MR. MANUEL L. SESCOAR, JR.	- BAC MEMBER
MS. MARITES C. MAGTALAS	- BAC MEMBER
MR. WILLIAM M. TERRADO	- HEAD BAC SEC
COII MARIA ADORACION I. VIÑAS	- BAC SECRETARY
COII LOVELY C. MARIANO	- BAC SECRETARY
COII EMMYLOU P. MIRANDA	- BAC SECRETARY T
CTOII ALEXIS CATINDIG	- TWG
CSEOII GLENN MENDOZA	- TWG
COII NORMAN AGANAD	- TWG
COII MELANIE MAURICIO	- TWG
COI ADELOGA DACANAY	- TWG
COI TOBBY MATEO GATDULA	- TWG
COI TEODORO ORBINA	- TWG
MR. EDGARDO D. VIRTUDAZO	- TWG
CTSOIV MARIE AMJONETTE BATTAD	- TWG
CTOIII LEILA B. REONAL	- TWG
CTSOI LUALHATI B. LOPEZ	- TWG
CTOIII ELLEN SUMAWAY	- TWG

**PROSPECTIVE BIDDERS**

ANTHONY'S RESTAURANT represented by ROSE ARUELO  
3 P'S CATERING SERVICES represented by BERNIE MATIGNAS

**II. CALL TO ORDER**

The meeting was called to order and presided by the BAC Chairman CTCSupt. Ma. Lourdes M. Razon, MD at 1:27 in the afternoon.

**III. HIGHLIGHTS OF THE PRE-BID CONFERENCE**

Mr. Catindig acknowledges the attendance of bidders on the pre-bid conference. He emphasized that it was the remaining lot during the previous bidding with an ABC of Twenty Seven Million Three Hundred Twenty-Eight Thousand Pesos (Php27,328,000.00). He stressed out that the commencement date will be from September 1 to December 1 2019 which is for 122 days.

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2 Dr. Razon stated that she encourages all bidders to raise queries and that no more queries will  
3 be entertained during the bidding. She emphasized the need for bidders to ask questions  
4 particularly on technical specifications.  
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6 Mr. Catindig stated that the bidders can also asked questions to the BAC secretariat while  
7 preparing their bidding documents. He also added that there is criterion that the bidders must  
8 pass during the checking of the eligibility requirements needed and that they must also pass the  
9 post qualification process before the BAC can declare a winning bidder.  
10

11 Mr. Catindig stated the need for a statement identifying the bidder's Single Largest Completed  
12 Contract (SLCC), similar to the contract to be bid within the last four (4) years from the date of  
13 submission and receipt of a single contract that is similar to this Project, equivalent to at least  
14 fifty percent (50%) of the ABC per lot.

15 Mr. Catindig stated that all the changes will be included in the supplemental bid bulletin and that  
16 the cost of bidding documents is Twenty Five Thousand Pesos (Php 25,000.00). He reiterated  
17 the schedule of bid opening on August 22, 2019.  
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19 He pointed out that the eligibility documents are composed of legal, technical and financial  
20 documents. Further, he stressed out that he will commence in discussing the required legal  
21 documents.  
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23 He also emphasized the categories of the eligibility documents as follows:  
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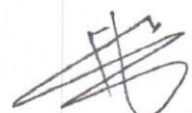

- 25 ➤ Valid and current PhilGeps Certificate of Registration and Membership in  
26 accordance with Section 8.5.2 of Revised IRR of RA 9184. He  
27 emphasized that the submission of all the eligibility requirements is being  
28 encouraged and that the non-submission will not be a ground for  
29 disqualification.
- 30 ➤ Valid and current Securities and Exchange Commission (SEC)  
31 Registration for Corporation or;
- 32 ➤ Valid and current Department of Trade and Industry (DTI) Registration for  
33 Sole Proprietorship or;
- 34 ➤ Valid and current Cooperative Development Authority (CDA)  
35 Registration for cooperative.
- 36 ➤ Valid and current Mayor's/Business Permit issued by the city of  
37 municipality where the place of business of the prospective bidder is  
38 located.
- 39 ➤ Valid and current Tax Clearance per Executive Order 398, series of 2005  
40 as finally reviewed and approved by the BIR.
- 41 ➤ Statement of prospective bidder of all its ongoing government and private  
42 contracts, including contracts awarded but not yet started, if any, whether  
43 similar or not similar in nature and complexity to the contract to be bid. .  
44 He stressed out the need to include even the Notices of Award which  
45 needs no required supporting documents.
- 46 ➤ Statement identifying the bidder's Single Largest Completed Contract  
47 (SLCC), similar to the contract to be bid within the last four (4) years from  
48 the date of submission and receipt of a single contract that is similar to  
49 this Project, equivalent to at least fifty percent (50%) of the ABC per lot.
- 50 ➤ Certificate of end user's acceptance (EUA) or Acceptance Report or  
51 official receipt (OR) or sales invoice (SI) issued for the contract, if  
52 completed, which shall be attached to the statement.  
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54 He emphasized that collection receipt is not accepted.  
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- Valid and current Audited Financial Statements, showing, among others, the prospective bidder's total current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the date of bid submission.
  - Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC to be bid, and calculated as follows:  $NFCC = [(Current\ assets\ minus\ current\ liabilities)\ (15)]$  minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid. Where: The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR, through its Electronic Filing and Payment System (EFPS).
  - In Lieu of the NFCC, computation the bidder may submit a Committed Line of Credit (CLC) from a Universal or Commercial Bank; it must be at least equal to ten percent (10%) of the ABC to be bid in accordance with Sec 23.4.1.5 of the 2016 Revised IRR of RA 9184.
  - The Bidder shall have the option to post Bid Securing Declaration. Bid Securing Declaration must be duly notarized in accordance with the provisions of 2004 Rules on Notarial Practice or any form of Bid Security.

23 Mr. Catindig stated that the whole bidding documents including the bidding forms can be  
24 downloaded in the website.

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26 He stated that the bidders may submit bid security which is commonly submitted since it only  
27 needs to be notarized. Further, he proceeded in discussing the other requirements:

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- Cash or cashier/manager's check issued by a Universal or Commercial Bank.
  - Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; provided however, that it shall be confirmed or authenticated by a Universal or Commercial Bank if issued by a foreign bank at least 2% of the ABC to be bid.
  - Surety bond callable upon demand issued by a surety or insurance company duly certified by the insurance commission as authorized to issue such security at least five percent (5%) of the ABC. It must specify the additional grounds for forfeiture of bid security.
  - Duly Conformed Schedule of Requirements
  - Duly Conformed Technical specification
  - Duly notarized Omnibus Sworn Statement. It must be supported by a Proof of Authority of the designated representative/s for purposes of this bidding.
  - Duly notarized Special Power of Attorney –For sole proprietorship if owner opts to designate a representative/s; Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture;
  - similar contracts shall refer to Food Subsistence such as but not limited to delivery or preparation, whether processed or in its original form, of food or edible materials for human consumption or those engaged in food business or food supply chain as defined in Food safety Act of 2013
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- Packaging and sealing of documents were presented as follows; Each Bidder shall submit the following in one (1) big envelope duly labelled containing two sets of envelopes: First envelope must contain four (4) copies of Eligibility and Technical Documents duly marked as "Copy No.1", "Copy No.2", "Copy No.3" and "Copy No.4" Second envelope must contain four (4) copies of Financial Bid Form duly marked as "Copy No.1", "Copy No.2", "Copy No.3" and "Copy No.4".

10 Mr. Catindig emphasized that the second envelope will only be opened provided that the bidder  
11 had passed the eligibility documents

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13 He presented the schedule of requirements and emphasized the need to affix conformity by  
14 signing the required form.

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16 He also presented the technical specification and emphasized the need to indicate compliance  
17 or non-compliance.

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19 He also emphasized that during the actual implementation of the contract, the winning bidder  
20 may be allowed to use the Kitchen inside the respective camps upon written request to the  
21 Director General and upon approval of the same.

22  
23 He also mentioned that the PDL food helpers may be hired by the winning bidder upon request  
24 and approval by the Director General or his authorized representative. Further, he stressed that  
25 those PDL who shall be properly selected must be properly secured with medical certificate as  
26 well as issuance of corresponding order. He added that any violations committed by PDLs on  
27 prison rules and regulations may result in revocation of issued order. Further, he also  
28 encouraged the bidders to read on the technical specifications

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30 As to the query of the bidder if on the cost of kitchen rental, Mrs. Sumaway replied that the  
31 rental is around twenty thousand pesos.

32  
33 As to the query of the bidder if they are going to shoulder the expenses on the electricity and  
34 water, Mr. Catindig stated that all expenses including the kitchen rental shall be borne by the  
35 bidder.

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37 As to the query of another bidder if PDLs have on their own utensils, Ms sumaway replied in  
38 affirmative and stated that PDLs bring their utensils during meal time.

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40 Ang pag seserve halimbawa lunch i-boffet ba yan? Ms sumaway hindi po meron po kaming  
41 lamisang counter tas nakalagay yung batya ngnkanin and ulam for muslim and xtian

42  
43 As to the query of the bidder if the lunch will be served on a buffet style, Ms. Sumaway stated  
44 that the facility has a counter table with the container of food for Christians and Muslims. She  
45 emphasized that the kitchen helpers will served their food with the right measurement.

46  
47 As to the query on how the food is being served to PDL, Ms Sumaway stated that a kitchen  
48 helper has a cup to measure the rice and viand. She pointed out that chicken viands are  
49 commonly cut into 100 grams per piece.

1 Mr. Catindig presented the schedule of requirements and responsibilities of the bidder. Further,  
2 he discussed the bidding forms and informed the bidders that late submission of bids are not  
3 allowed.

4  
5 As to the request of Ms. Sumaway to include as Supplemental Bid Bulletin the minor revisions  
6 that she made to the ten days cycle menu, Mr. Catindig concurred and stated that the revisions  
7 will be reflected in the supplemental bid bulletin. He stressed out that the reference number will  
8 be seen on PhilGeps. Further, he added that using government issued valid ID is advisable  
9 during notarization and that the cedula is no longer accepted.

10  
11 He also informed the bidders that late submission of documents during the day of the schedule  
12 submission will not be accepted and that the cut off time is 9 o'clock in the morning.


13  
14 Ms sumaway may request po sa akin ang mga teacher na kung pwede Monday to Friday rice  
15 po sila. Mr catindig internal arrangement nyo napo yun maam

16  
17 As to the statement of Ms. Sumaway on the request of PDL students to have rice during  
18 Mondays to Fridays, Mr. Catindig stated that the request may be arranged internally.

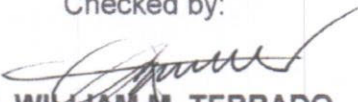
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20 **IV. ADJOURNMENT**

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22 There having no other clarifications to be made, the conference adjourned at around 2:34 P.M.

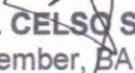
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26 Taken and prepared by:

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29 **COII QUIN ANNIE J. CABIAS**  
30 Member, BAC Secretariat


31 Checked by:

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34 **MR. WILLIAM M. TERRADO**  
35 Head, BAC Secretariat

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37 Concurred by:

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42 **CSSUPT. CELSO S. BRAVO**  
43 Member, BAC

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47 **CSSUPT. DAISY S. CASTILLOTE**  
48 Member, BAC

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**MR. MANUEL V. SESCAR, JR.**  
Member, BAC

**MS. MARITES C. MAGTALAS**  
Member, BAC

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~~CCSUPT. RICHARD W. SCHWARZKOPF, JR.  
Vice Chairperson, BAC~~

*M. Lourdes M. Razon*  
CTCSUPT. MA. LOURDES M. RAZON, MD  
Chairperson, BAC