



PRE-BID CONFERENCE  
**SUPPLY AND DELIVERY OF FOOD SUBSISTENCE FOR PERSONS DEPRIVED OF  
 LIBERTY AT MAXIMUM, MEDIUM, MINIMUM, RDC AND CIW 2018 (LOTS 1-6)**

Php 323,570,250.00  
 Conference Room, BAC Office  
 June 22, 2019

**I. IN ATTENDANCE**

CTCSUPT. MA. LOURDES M. RAZON, MD	- CHAIRPERSON
CTCSUPT. RICHARD W. SCHWARZKOPF, JR.	- VICE-CHAIRPERSON
CSSUPT. CELSO S. BRAVO	- BAC MEMBER
CSSUPT. DAISY S. CASTILLOTE	- BAC MEMBER
MR. MANUEL L. SESCAR, 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
COII QUIN ANNIE J. CABIAS	- BAC SECRETARY
ATTY. FREDRIC ANTHONY E. SANTOS	- HEAD TWG
CTOII ALEXIS CATINDIG	- TWG
CSOII 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
EFOMAY PASCUAL	- COA REPRESENTATIVE
COIII GUILLERMO MARBIBI III	- PROVISIONAL MEMBER
CCI EDGAR P. DUMAG	- PROVISIONAL MEMBER
COI LEIZEL D. SEPARA	- PROVISIONAL MEMBER
CSI NEOL CALICA	- PROVISIONAL MEMBER
CI SERGIO GAMAYAO JR.	- PROVISIONAL MEMBER
COI JOSE MACABUHAY JR.	- PROVISIONAL MEMBER
CSOI RAMON SUNICO	- PROVISIONAL MEMBER
BERNIE MATIGNAS (RENEPIOS CAT) 4	- BIDDER
DINA ARENAS (JA CATERING)	- BIDDER
DORIS CUARESMA (AFS EATERY)	- BIDDER
SHEILA ASPECTO (AFS EATERY)	- BIDDER
MELISSA DIZON (MKCSI)	- BIDDER
ATTY. HERBERT BLAS (MKCSI)	- BIDDER
ATTY. LAWRENCE VILLANUEVA (AFS EATERY)	- BIDDER
GULA GANADOR (3REG)	- BIDDER



1	NOWELL DELA CRUZ (3REG)	- BIDDER
2	ROSEL LORENZO (3REG)	- BIDDER
3	EVELYN RABANAL (3REG)	- BIDDER
4	ROLLY RABANAL (3REG)	- BIDDER
5	ATTY. JEFFREY CREUS (REMEDIOS CAT)	- BIDDER

## 8 II. CALL TO ORDER

10 The meeting was called to order and presided by the BAC Chairman CTCSupt. Ma. Lourdes M. Razon, MD at 9:15 in the morning.

## 13 III. HIGHLIGHTS OF THE PRE-BID CONFERENCE

15 As to the query of CTCSupt. Razon if there is a quorum the BAC Secretariat replied in affirmative.

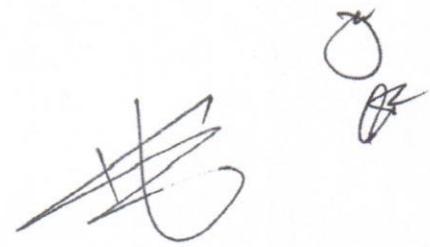
18 CTCSupt. Razon acknowledged the presence of prospective bidders and asked them to introduce themselves and state the company they belong with. Further, she introduced herself and the other members of the BAC, Technical Working Group, and COA representative.

22 CTOII Catindig read out the lots to be bid and stated that it can be found at section 1 of the bidding documents. Further, he stated that the payment will be based on the actual number of PDL. He continued to discuss the amount of bidding documents on different lots. He also informed the prospective bidder that they could raise question along the way.

27 CTOII Catindig discussed the documents to be submitted as follows:

- 28 ➤ 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.
- 32 ➤ Bid data sheet Class A documents valid and current PhilGeps certificate of registration and membership in accordance with sec. 8.5.2 of revised IRR of R.A 9184. Suggested to still submit the legal and financial documents for post qualification purposes.
- 36 ➤ Valid and current Securities and Exchange Commission (SEC) Registration including Articles of Incorporation for Corporation, Department of Trade and Industry (DTI) Registration for Sole Proprietorship and Cooperative Development Authority (CDA) for cooperative.
- 40 ➤ Valid and current Mayor's/Business Permit issued by the city of municipality where the place of business of the prospective bidder is located. To include the Official Receipt.
- 43 ➤ Valid and current Tax Clearance per Executive Order 398, series of 2005 as finally reviewed and approved by the BIR.
- 45 ➤ Statement of prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
- 48 ➤ Statement identifying the bidder's single largest completed contract, similar to the contract to be bid within the last four (4) years from the date of submission and receipt of bids equivalent to at least 50% of the ABC per lot.

52 As to the query of Atty. Blas from MKCSI if bidding for all the lots should use only one SLCC for all lots, Mr. Catindig replied in affirmative.





1  
2  
3 CTOII Catindig continued and discussed the supporting documents:

- 4       ➤ Certificate of end-user's acceptance (EUA) or Acceptance Report or official  
5 receipt (OR) or collection receipt (CR) or sales invoice (SI) issued for the  
6 contract, if completed, which shall be attached to the statements.  
7       ➤ Valid and current audited financial statements, showing among others the  
8 prospective bidder's total current assets, liabilities, stamped "received" by  
9 the BIR or its duly accredited and authorized institutions, for the preceding  
10 calendar year, which should not be earlier than two (2) years from the date  
11 of bid submission.  
12       ➤ Net Financial Contracting Capacity (NFCC) which must be at least equal to the  
13 ABC to be bid, and calculated as follows:  
14       ➤  $NFCC = [(Current\ assets\ minus\ current\ liabilities)\ (15)]\ minus\ the\ value\ of\ all$   
15  $outstanding\ or\ uncompleted\ portions\ of\ the\ projects\ under\ ongoing\ contracts,$   
16  $including\ awarded\ contracts\ yet\ to\ be\ started\ coinciding\ with\ the\ contract\ to\ be$   
17  $bid.$   
18       ➤ The values of the bidder's current assets and current liabilities shall be based on  
19 the latest AFS submitted to the BIR, through its Electronic Filing and Payment  
20 System (EFPS).  
21       ➤ In Lieu of the NFCC computation the bidder may submits a Committed Line of  
22 Credit (CLC) from a Universal or Commercial Bank, it must be at least equal to ten  
23 percent (10%) of the ABC to be bid in accordance with Sec 23.4.1.5 of the 2016  
24 Revised IRR of RA 9184.  
25       ➤ Class "B" Documents:  
26       ➤ In case of Joint Venture: A Valid Joint Venture Agreement (JVA) for the project in  
27 case it is already in existence, or duly notarized statements from all the potential  
28 joint venture partners stating that they will enter into and abide by the provisions of  
29 the JVA in the instance that the bid is successful.  
30

31 Atty. Villanueva stated that one of the requirements for an existing company newly entered into  
32 joint venture with a newly created entity is imbedded in E.O. 398. He emphasized that the tax  
33 clearance issued by the CED (Collection Enforcement Division) includes statement that there is  
34 no outstanding provision.  
35

36 As to the query of Atty. Villanueva if a certificate of registration can be submitted in lieu of the  
37 outstanding obligation, including the certification from CED that the newly created entity has no  
38 outstanding obligation could be accepted, Atty. Santos stated that bidder may put query in  
39 writing so that the BAC can address the query properly.  
40

41 Mr. Catindig stated that both parties who are under a JVA shall submit all the legal documents.  
42 He pointed out that there is no clear rule on whether tax clearance in case of JVA, may be  
43 replaced.  
44

45 Atty. Lawrence stated that the tenor of the certification of CED is that there shall be no  
46 outstanding obligation or delinquency due to the BIR.  
47

- 48       ➤ In case joint venture is not yet in existence, the submission of valid JVA shall be  
49 within ten (10) calendar days from receipt by the bidder of the notice from the BAC  
50 that the bidder is the Lowest Calculated Bid.



1 Atty. Villanueva stated that submission of valid JVA within 10 days from the determination of  
2 Lowest Calculated Bid would result in non compliance (not coincide) to the required 3-day  
3 period to submit the required post-qualification documents. Further, he pointed out that based  
4 on R.A. 9184, the reckoning period for the submission of a valid JVA is within 10 days from the  
5 date the Notice of Award (NOA) was received.

6  
7 Atty. Santos stated that the issue being raised be put it into writing so that it can be addressed  
8 accordingly. Mr. Catindig stated that a supplemental bid bulletin may be issued to clarify the  
9 matter.

- 10  
11 ➤ The Bidder shall have the option to post Bid Securing Declaration. Bid Securing  
12 Declaration must be duly notarized in accordance with the provisions of 2004  
13 Rules on Notarial Practice or any form of Bid Security.
- 14 ➤ Cash or cashier/manager's check issued by a Universal or Commercial Bank.
- 15 ➤ Bank draft/guarantee or irrevocable letter of credit issued by a Universal or  
16 Commercial Bank; provided however, that it shall be confirmed or authenticated  
17 by a Universal or Commercial Bank if issued by a foreign bank at least 2% of the  
18 ABC to be bid.
- 19 ➤ Surety bond callable upon demand issued by a surety or insurance company duly  
20 certified by the insurance commission as authorized to issue such security at least  
21 five percent (5%).
- 22 ➤ Duly Conformed Schedule of Requirements
- 23 ➤ Duly Conformed Technical specification
- 24 ➤ Duly notarized Omnibus Sworn Statement. It must be supported by a Proof of  
25 Authority of the designated representative/s for purposes of this bidding.
- 26 ➤ Duly notarized Special Power of Attorney –For sole proprietorship if owner opts to  
27 designate a representative/s; Duly Notarized Secretary's Certificate evidencing the  
28 authority of the designated representative/s, issued by the corporation,  
29 cooperative or the members of the joint venture;
- 30  
31 ➤ Packaging and sealing of documents were presented as follows; Each Bidder  
32 shall submit the following in one (1) big envelope duly labelled containing two sets  
33 of envelopes: First envelope must contain four (4) copies of Eligibility and  
34 Technical Documents duly marked as "Copy No.1", "Copy No.2", "Copy No.3" and  
35 "Copy No.4" Second envelope must contain four (4) copies of Financial Bid Form  
36 duly marked as "Copy No.1", "Copy No.2", "Copy No.3" and "Copy No.4".

37  
38 Mr. Catindig stated that the venue for the submission and opening of bids is at the BAC  
39 conference Room NBP Reservation, Muntinlupa City.

40  
41 CSSupt. Bravo stated that in case many bidders will participate for the Submission and Opening  
42 of bids another venue for this event will be posted through a supplemental bid in order to  
43 accommodate all bidders.

44  
45 Mr. Catindig stated the date and time for the submission and opening.

46  
47 As to the query of Atty. Blas that there is no bid reference number, Mr. Catindig stated that it can  
48 be viewed on PhilGeps.

- 49  
50 ➤ Grouping and Evaluation of Lots. Partial bids are allowed. All Goods are  
51 grouped in lots listed below. Bidders shall have the option of submitting a  
52 proposal on any or all lots, evaluation, and contract award will be



1 undertaken on a per lot basis. Lots shall not be divided further into sub-lots  
2 for the purpose of bidding, evaluation, and contract award.  
3

4 Mr. Catindig mentioned the schedule of food serving.  
5

6 CTOII Catindig presented the schedule of requirements and responsibilities of the bidder.  
7

8 As to the query of Atty. Blas that non-requirement of a dietician will not be required, it may  
9 violate Food Safety Act, Atty. Santos stated that the issue be put into writing so that the BAC  
10 can address the query properly.  
11

12 Atty. Santos stated that the use of kitchen will be subject to the approval of Director General. He  
13 added that the use of inmate as workers or helpers needs a request addressed to the Overseer  
14 for the directives and recommendation for medical certificates subject for the approval of the  
15 Superintendents.  
16

17 As to the query of Ms. Dina from MKCSI if it would be possible that the PDL's who had  
18 undergone the physical screening test and training from the caterer would be exempted in case  
19 of classification from Maximum to Medium since it's hard for them to train another PDL and that  
20 it would be costly for them again to undergo such, Atty. Santos stated to put it on writing so the  
21 BAC could address it properly. CSSupt. Bravo added that they would take it into case to case  
22 basis and if that would be the case it would violate the BuCor Manual as to what is stated  
23 particularly on the classification of inmates.  
24

25 As to the query of Atty. Blas from MKSI if how would the BAC accommodate the three other  
26 winning bidders as well as the facilities of delivery and other logistical services since there is  
27 only one existing kitchen facility at the maximum security camp considering there is a possibility  
28 that there will be four winning bidder, Atty. Santos stated that the bureau is not bound to provide  
29 the kitchen facility but the winning bidder could request a facility for them to be used and take it  
30 into consideration that the outright approval of such could not be possible. He also added to put  
31 their query into writing and the BAC would address it.

- 32 ➤ Security Precautions; the winning bidder shall strictly follow all rules, regulations,  
33 and security guidelines issued by the Office of the OIC of the Security Camps and  
34 Chief of the General Kitchen Section.
- 35 ➤ Use of General Kitchen inside NBP; the winning bidder may be allowed to use the  
36 General Kitchen inside the respective camps upon written request to the Director  
37 General and upon Approval of the same subject to reasonable rent and payment  
38 in such event, the procuring entity shall install water and electric consumption of  
39 the winning bidder. The winning bidder shall pay directly their bill to the BuCor's  
40 Cashier's Office.
- 41 ➤ Electricity; electricity consumption will be charged to the account of the winning  
42 bidder and will be billed on a monthly basis. Bucor shall install a Kilowatt Hour  
43 Meter with ERC seal and meter test report to determine actual energy  
44 consumption including wiring components.
- 45 ➤ Water; water consumption will be charged to the account of the winning bidder  
46 and will be billed on a monthly basis.
- 47 ➤ Fuel; Fuel for cooking shall be on the winning bidder's discretion subject to usual  
48 prison rules and regulation  
49

1 As to the query of Atty. Blas if the kitchen facility is ready for a 100% use of LPG, Mr. Catindig  
2 stated to put this into writing.

- 3
- 4 > Sanitary; Sanitary/health permits of the bidder from the local health office. Health  
5 certificate of food handlers from the local health authority. Cleaning supplies  
6 necessary for the cleanliness and sanitation of the working area, kitchen  
7 equipment & utensils shall be provided by the winning bidder. The Winning Bidder  
8 shall ensure that the general area used for food preparation and storage is free  
9 from vermin and other harmful insects. Fumigation and pest control shall be at  
10 least twice a year. Proper System for Disposal of Garbage shall be provided by  
11 the winning Bidder.

12

13 As to the query of the bidder if in case there would be a mobile clinic that would conduct the  
14 medical check up of PDL inside the premise, Mr. Catindig stated that they could provide a  
15 request letter to be approved by the Superintendent.

- 16
- 17 > Persons Deprived of Liberty hired as kitchen Helpers for preparation or  
18 distribution of food. Persons Deprived of Liberty food helpers may be hired by the  
19 winning bidder upon request and approval by the Director general or his  
20 authorized representative to those PDL who shall be properly selected with  
21 medical certificate and corresponding order issued. Any violations of prison rules  
22 and regulations may result in revocation of issued order. Persons Deprived of  
23 Liberty food/kitchen helpers shall receive allowance of not less than Php 2,000.00  
24 per month from the winning Bidder.
- 25 > Fumigation is twice a year.

26

27 Mr. Catindig discussed the bidding forms and informed that late submission of bids is not  
28 allowed.

29

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31

32

33 Taken and prepared by:

34   
35 **COII QUIN ANNE J. CABIAS**  
36 Member, BAC Secretariat

37

38 Checked by:

39   
40 **MR. WILLIAM M. TERRADO**  
41 Head, BAC Secretariat

42

43


44 Concurred by:

45   
46 **CSSUPT. CELSO S. BRAVO**  
47 Member, BAC

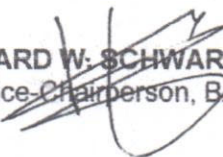
48 **CSSUPT. DAISY S. CASTILLOTE**  
49 Member, BAC



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

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

  
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