



BIDS AND AWARDS COMMITTEE
MINUTES OF PRE-BIDDING CONFERENCE
Supply and Delivery of Various Medicines for Davao Prison
and Penal Farm for the month of May 2019.

May 02, 2019
10:01 a.m., Conference Room
DPPP BAC Office

I. ATTENDANCE

A. Present

A.1 Bids and Awards Committee (BAC)

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| A.1.1 CSupt Rufino A. Martin, MBA | -BAC Chairperson |
| A.1.2. CSupt Elmer A. Derla | -BAC Vice-Chairperson |
| A.1.3 CCInsp Divina S. Camiña | -BAC Member |
| A.1.4 CSInsp Redentor S. Roque | -BAC Member |
| A.1.5 CTInsp. Ric A. Rocacurba, CE, RMP | -BAC Member |
| A.1.6 CTSO3 Ronald B. Abais, RA, MPA | -BAC Member |

A.2 BAC Technical Working Group

- | | |
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| A.2.1 Dominador A. Managbanag | -TWG Head |
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A.3 BAC Secretariat

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| A.3.1 CSO1 Diodam N. Morota | -Member, BAC Secretariat |
| A.3.2 Ramon P. Dela Cruz | -Member, BAC Secretariat |
| A.3.3 CO1 Daisy Jane Advincula | -Member, BAC Secretariat |
| A.3.4 Dophene Delmo-Gadia | -Accounting Section |

B. Absent

- | | |
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| B.1.1 CTInsp Eden P. Hasim | -BAC Head Secretariat |
| B.1.2 CO3 Lorife O. Ramirez | -TWG Member |
| B.1.3 CTO1 Wilfredo P. Olpindo | -TWG Member |

B.2 COA/Observers

- | | |
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| B.2.1 Ms. Roselyn Saludares | -COA Auditor, Region XI |
| B.2.2 Ms. Athea Grace A. Alvarez | - COA Auditor, Region XI |

C. Others Present

C.1 Prospective Bidders

- | | |
|---------------------------|-------------------------------------|
| C.1.1 Ms. Sheryl Brigole | -Yourmed Marketing, Representative |
| C.1.2 Mr. Judy Mar Torres | -JOSMEF Enterprises, Representative |

Order of Conference:

Prayer
Determination of Quorum

II. AGENDUM

1. Business Matters:

- Presentation by the DPPF BAC/TWG of the eligibility requirements as well as the technical and financial components of the contract to be bid;
 - Presentation by the DPPF BAC/TWG of the evaluation procedure, evaluation criteria and possible causes of failure of bidding;
 - Discussion of the requirements in the invitation to bid;
 - Bid evaluation of all the bidders and post-qualification evaluation of the lowest calculated bidder.
- Question and Answer

2. Others

III. CALL TO ORDER

This Pre-bidding Conference which was called to order by the BAC Chairperson Rufino A. Martin, MBA at 10:01 a.m. The body was led into prayer by CO3 Ramon Dela Cruz, BAC Secretariat. The Chairperson formally opened the conference by acknowledging the attendees.

IV. DISCUSSION PROPER

The presiding officer called the BAC secretariat to conduct a roll call. After the roll call the body was informed that the TWG members Wilfredo Olpindo, Lorife Ramirez and BAC Head Secretariat, Eden P. Hasim are absent; likewise the COA representatives are also not in attendance during the roll call; after which the attendance was declared "Quorum" by the Presiding Officer.

BAC Chair again asked the BAC Secretariat how many prospective bidders bought the bid documents to which BAC Secretariat R. Dela Cruz answered that only two (2) (Yourmed Marketing and MCEC Marketing) bought the bid documents.

Given the pronouncement made by the BAC Secretariat, the BAC Chair informed that only participating bidders who bought bid documents were allowed to be present during the proceedings.

Since the JOSMEF Enterprises did not comply the required documents, the presiding officer hereby requested his representative, Mr. Judy Mar Torres to leave the room or stay as observant; however, Mr. Torres chose to leave. He also reminded that all prospective bidders who purchased bid documents should signify their intention to participate in bidding, through placing their order in the PhilGeps.

The presiding officer requested BAC Secretariat, DJ Advincula to read the scope of the bid.

During the conference, CSSUPT Melencio S Faustino, Regional Superintendent, DPPF arrived and instructed BAC Chair Martin to make a supplemental that the procurement is for the month of May and June 2019 and not for April 2019. In connection with this, the

members decided for a closed door conference. BAC member Roque then requested the prospective bidders to temporarily leave the conference room for the said meeting.

After the meeting, the board decided to make a supplementary that the April 2019 public bidding will be changed to May 2019, same schedule and same items to be bid.

The prospective bidders were again called and informed with the result of the discussion. Then after, the BAC Chair asked for any concerns or clarifications among the prospective bidders to which they answered "none".

As they continue, the presiding officer reiterated that the meeting was about Pre-bid of Supply and Delivery of Various Medicines for Davao Prison and Penal Farm for the month of May 2019 with the Approved Budget for the Contract (ABC) of 1,840.100.00.

Reading of preparation of bids including the eligibility, technical components, evaluation and comparison of bids, notice of award, notice to proceed and other important topics was made by BAC member Rocacurba.

BAC member Rocacurba also mentioned about the no contact rule. During the bidding process the awarding shall only be made through writing. Verbal disclosure of winning bidder should be avoided.

BAC Chair also reminded the prospective bidder's representatives to have a notarized special power of attorney (SPA) during the bidding process and all the necessary requirements should be placed in the technical components.

Public Bidding is scheduled on May 15, 2019, followed by Bid evaluation on May 16, 2019 and Post Qualification on May 21, 2019.

Chair Martin again asked for any concerns among the participants, but no questions or concerns were raised.

Chair Martin, in closing, expressed his gratitude to all who were present during the Pre-Bid Conference.

There having no other topics, concerned and clarifications to be made, CTSO3 Ronald B. Abais moved for adjournment and it was unanimously seconded by the members of the BAC. Motion granted, the meeting ended at 12:07 p.m.


Prepared by:


CSO1 DIODAM N. MOROTA
SECRETARIAT/Minutes recorder

Noted:


CTINSP EDEN P. HASIM
Head, BAC Secretariat

Approved:


CSUPT RUFINO A. MARTIN, MBA
BAC Chairperson