



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



MINUTES OF THE PRE-BID CONFERENCE
SPPF Conference Room, New Admin Building
July 09, 2019/09:00 a.m.

Project Name: **BUCOR-SPPF PDL Food Supplies for the period of August 1-December 31, 2019 (1 Lot)**
ABC: **₱26,025,300.00**

A. Present:

1. CCINSP Diomedes C Dador Jr - BAC Chairperson
2. CTINSP Arsenio E Sicnao - Head, BAC Secretariat
3. CTSO4 Madia M Bangibang - BAC-TWG Chairperson
4. CSO4 Marshall H Diomampo - BAC Vice Chairperson
5. CTSO3 Tim Jake D Polilen - BAC Member
6. CTSO2 Arnulfo A Jacinto - BAC Member
7. CTSO2 Waynestonne H Driz - BAC Member
8. CTSO1 Mary Grace S. Hilario - BAC-TWG Vice Chairperson
9. CO3 Zander N Ramos - End-User/ Acting Chief, Supply Section
10. CO2 Christian M Balbaira - BAC Member
11. CO2 Karren Joy C Costales - BAC TWG Member
12. CO2 Ruben I Fabrigas - BAC Secretariat
13. CO1 Ramil Bernard S Yamson - BAC-TWG Member
14. CTSO1 Eiriel Jasmin B Enverga- RND – SPPF General Kitchen

Prospective Bidders:

1. Remia Ellaine C Raymundo – AFS Eatery Unit’ Officer-in-Charge

OBSERVERS

Note: Notice of meeting was sent earlier to the observers dated July 03, 2019 namely: Commission on Audit (COA), Filipino-Chinese Chamber of Commerce and Industry (FIL-CHI), Plan International and the Kagapay NGO, however **no** representatives from these agency/organizations have attended the conference.

B. Absent/Apologies:

1. CO1 Brandon L Landicho - BAC-TWG (On Official Business)

Business Matter:

- C. The Pre-bid Conference was Called to Order by BAC Chairperson CCINSP Diomedes C Dador Jr
- 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 all BAC Members
 - 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 PDL Food Supplies for the period of August 1-December 31, 2019 (1 Lot) with an ABC of ₱26,025,300.00.
 - The Chairperson requested the Secretariat to show the basis for the procurement and its ABC. The Secretariat responded that it is based on the General 2019 and the Amended APP 2019 of BuCor-SPPF. The Approved Purchase Request for this project was submitted by the End-user with PR. No. SPPF2019-PR164
 - The Chairperson also requested the Secretariat to present the slides of the Bid Documents
 - The BAC Secretariat shown everyone that this project is posted in PhilGEPS website, BuCor Website and informed them that is also posted in the conspicuous places reserved 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 raised by the prospective bidders and is open

to prospective bidders". Hence, the BAC allowed the prospective bidder to raise clarifications regarding the project.

- Discussions were focus on the Technical Specifications including the Ten (10) day Cycle Menu

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 **Technical Specifications** will be made to read as follows:

	ORIGINAL VERSION	REVISED VERSION
Technical Specifications Cover		
ii	10 day Cycle Menu Plan and Guide to Serving Portion for the Menu 3 pages	15 day Cycle Menu Plan and Guide to Serving Portion for the Menu 3 pages
I. Food and Related Technical Specifications		
❖ Nutritional Value, Composition, Meal Plan	During the actual implementation of the contract, the winning Bidder shall comply with the Agency, prepared Menu as provided in the Ten Day Cycle Menu of these bidding documents and technical specifications.	During the actual implementation of the contract, the winning Bidder shall comply with the Agency, prepared Menu as provided in the Fifteen Day Cycle Menu of these bidding documents and technical specifications.
❖ Meal Schedule and Distribution	<ul style="list-style-type: none"> • Meals should be distributed/ delivered as follows: ❖ BREAKFAST: Daily distribution to inmates on the project site shall be before 5:00 am ❖ LUNCH: Daily distribution to inmates on the project site shall be before 11:00 am ❖ DINNER: Daily distribution to inmates on the project site shall be before 5:00 pm 	<ul style="list-style-type: none"> • Meals should be distributed/ delivered as follows: ❖ BREAKFAST: Daily distribution to PDL on the project site shall be before 5:00 am ❖ LUNCH: Daily distribution to PDL on the project site shall be before 11:00 am ❖ DINNER: Daily distribution to PDL on the project site shall be before 5:00 pm
7. Quantity of Cooked Food	❖ During the actual implementation of the contract, winning bidder shall deliver the cooked food for PDL in exact quantity of food based on the 10-day cycle menu.	❖ During the actual implementation of the contract, winning bidder shall deliver the cooked food for PDL in exact quantity of food based on the 15-day cycle menu.
II.A.	10 Day Cycle menu. GUIDE TO SERVING PORTIONS FOR THE MENU	15 Day Cycle menu. GUIDE TO SERVING PORTIONS FOR THE MENU (Please refer to the attached revised menu)

Guide to Serving portions for the menu		
B. Regular Population (Standard Measuring Tools) 2. For Meat Menus	Pork -100g raw Beef- 100g raw Chicken-100g (no “palong”, “siko”, or “paa”)	Pork -100g raw (60-70g lean meat, 40-30g fat) Beef- 100g raw (60-70g lean meat, 40-30g fat) Chicken-100g (no “palong”, “siko”, or “paa”)
C. Hospital	❖ Meats must have lesser visible fats	❖ Meats must have lesser visible fats (60-70g lean meat, 40-30g fat)
II. Technical, Logistics & Organizational Competence		
1. Food Inspection Team	❖ Aside from the in-house Food Inspection Team, the BuCor-SPPF, in any given time, may seek assistance from any government (DOH, FNRI, CHR etc.) or Non-Government Institution (such as SGS, Intertek and others) to inspect, assess, take samples if necessary, if the food being delivered is in accordance with the minimum dietary requirements in relation to the 10-day cycle menu and the quality of food to be served which is commensurate in accordance with the provisions of the General Appropriations Act on food subsistence for PDL as agreed upon from the above statement.	Aside from the in-house Food Inspection Team, the BuCor-SPPF, in any given time, may seek assistance from any government (DOH, FNRI, CHR etc.) or Non-Government Institution (such as SGS, Intertek and others) to inspect, assess, take samples if necessary, if the food being delivered is in accordance with the minimum dietary requirements in relation to the 15-day cycle menu and the quality of food to be served which is commensurate in accordance with the provisions of the General Appropriations Act on food subsistence for PDL as agreed upon from the above statement.

IV. Other Technical Specifications		
❖ Fuel	❖ During the actual implementation of the contract, Fuel for cooking shall be LPG and be borne by the winning bidder subject to usual prison rules and regulations.	❖ During the actual implementation of the contract, Fuel for cooking should be at least 50% LPG based and be borne by the winning bidder subject to usual prison rules and regulations.
6. Use of Kitchen Inside Camp	❖ During the actual implementation of the contract, the winning bidder may be allowed to use the kitchen inside respective camps upon written request to the superintendent and upon approval of the same subject to reasonable rent. and payment of incidental expenses such as electric bill, in such event, the procuring entity shall electric meter for such purpose to monitor the electric consumption of the winning bidder, The winning bidder shall pay its electric bill to the BuCor-SPPF Cashier's office. Cooking equipment necessary for the preparation of food shall be borne by the winning bidder subject to the prison rules and regulation.	❖ During the actual implementation of the contract, the winning bidder may be allowed to use the kitchen inside respective camps upon written request to the superintendent and upon approval of the same subject to reasonable rent amounting to Php20,000.00 (negotiable) <i>per</i> facility/month and payment of incidental expenses such as electric bill, in such event, the procuring entity shall electric meter for such purpose to monitor the electric consumption of the winning bidder, The winning bidder shall pay its electric bill to the BuCor-SPPF Cashier's office. Cooking equipment necessary for the preparation of food shall be borne by the winning bidder subject to the prison rules and regulation
7. PDL hired as Kitchen helpers for preparation or distribution of food	❖ During the actual implementation of the contract, PDL food/ kitchen helpers shall receive allowance of not less than ₱2,000.00 per month from the winning bidder.	❖ During the actual implementation of the contract, PDL food/ kitchen helpers shall receive an allowance ₱100.00/PDL/day from the winning bidder.

Additional to the Other Technical Specifications

<p>8. Purchase of SPPF's Agricultural Products & Livestock</p>	<p>None</p>	<p>❖ During the actual implementation of the contract, the winning bidder shall give priority purchase to SPPF's Agricultural Products and Livestock (i.e. rice, vegetables, beef, pork, etc.) at the prevailing market price in the locality, which shall be paid at the end of each month subject to the scheduled delivery and advice of availability of vegetable from the Agro Section.</p>
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- H. The Chairperson reminded everyone that the Opening of Bids for this project will be on July 22, 2019, 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 12:00 noon.

Taken and Prepared by:



CO2 RUBEN I. FABRIGAS
BAC Secretariat

Checked by:



CTINSP ARSENIO E SICNAO
Head, BAC Secretariat

Approved by:



CCINSP DIOMEDES C DADOR JR
BAC Chairperson