



Republic of the Philippines
 Department of Education
 Region III – Central Luzon
SCHOOLS DIVISION OF CITY OF MEYCAUAYAN
 City of Meycauayan



Document Code: SDO-CM-QF-SGOD-HRD-006
 Revision: 00
 Effectivity date: 8-17-18

MINUTES OF THE MEETING

Name of Office: BAC

I. TITLE OF THE ACTIVITY	PRE-BID CONFERENCE FOR THE PROVISION OF SCHOOL-BASED FEEDING PROGRAM FOR SY 2020-2021									
II. DATE CONDUCTED	December 02, 2020, 10:00 am									
III. VENUE	Google Meet Online Platform									
IV. ATTENDANCE	<p>BIDS & AWARDS COMMITTEE JERRY DIMLA CRUZ PhD, CESE DOMINADOR M. CABRERA PhD RAMILO C. CRUZ PhD EDWARD C. JIMENEZ PhD JEREMIAS B. TRINIDAD CESAR G. YADAO GENARO V. RELENTE</p> <p>TECHNICAL WORKING GROUP ENGR. MARC GERARD SARABIA ALBERT B. MATIC</p> <p>SECRETARIAT JANICE L. SAN JOSE RIZA C. ARNOZA SARAH TRINIDAD</p> <p>REPRESENTATIVE BIDDER: La Marilena Catering Services Tripple K Catering Services</p>									
V. DISCUSSION	<p>After having declared a quorum, the BAC Chairman, Dr. Jerry Dimla Cruz, presided the pre-bid conference via google meet online platform at around 10:00 am.</p> <p>The prayer was led by Ms. Riza C. Arnoza, BAC Secretariat.</p> <p>Dr. Dominador M. Cabrera acknowledged the presence of BAC Members, TWG, Secretariat and the participating bidders.</p> <p>The Chair discussed the project, School-Based Feeding Program (SBFP) for SY 2020-2021, with a total Approved Budget for the Contract (ABC) of Four Million Eight Hundred Twenty-Three Thousand, Two Hundred Eighty Pesos Only (Php 4,823,280.00), SARO NO. DepEd ROIII-2020-08-1494 and 09- 1641 with a contract duration of 60 calendar days, Bidding documents amount- P5, 000.00.</p> <ul style="list-style-type: none"> The schedule of activities was also discussed, to wit: <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">Pre-Procurement Conference</td> <td style="width: 30%;">November 20, 2020</td> <td style="width: 30%;">via Google Meet</td> </tr> <tr> <td>Ads/Post of IAEB</td> <td>Nov. 23- Dec. 15, 2020</td> <td>www.philgeps.net</td> </tr> <tr> <td>Receipt of LOI</td> <td>Nov. 23- Dec. 15, 2020</td> <td>DepEd-SDO City of Meycauayan</td> </tr> </table> 	Pre-Procurement Conference	November 20, 2020	via Google Meet	Ads/Post of IAEB	Nov. 23- Dec. 15, 2020	www.philgeps.net	Receipt of LOI	Nov. 23- Dec. 15, 2020	DepEd-SDO City of Meycauayan
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Pre-Bid Conference	December 2, 2020, 10:00 AM	via Google Meet
Submission and Opening of Bids Meycauayan	December 15, 2020	DepEd-SDO City of Conference Hall
	Submission- 9:00 am Opening- 10:00 am	
Bid Evaluation	December 16, 2020	DepEd-SDO City of Meycauayan
Post Qualification	December 18, 2020	DepEd-SDO City of Meycauayan
Resolution to Award	December 21, 2020	DepEd-SDO City of Meycauayan
Notice of Award	December 22, 2020	DepEd-SDO City of Meycauayan
Contract	December 23, 2020	DepEd-SDO City of Meycauayan
Notice to Proceed	December 28, 2020	DepEd-SDO City of Meycauayan
Estimated Completion Date	March 5, 2021	

- The Chair stated the nature of the pre-bid conference wherein it is a forum where the Bids and Awards Committee (BAC) and prospective bidders meet to discuss all the aspects of the procurement at hand.
- Under Section 22.1 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, for contracts to be bid with an ABC of One Million Pesos (₱1,000,000.00) or more, the BAC shall convene at least one (1) pre-bid conference to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.
- Section 22.3 of the 2016 IRR of RA 9184 mandates that 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 before and during the Pre-Bid Conference.
- It likewise provides that the Pre-Bid Conference is open to prospective bidders, and in case of procurement of consulting services, the shortlisted bidder, but attendance shall not be mandatory.
- The Chair emphasized the strict compliance to the time submission of bidding documents which is on December 15, 2020, on or before 9:00 am. Late bids shall not be accepted in compliance to the provisions in RA 9184.

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- The Technical Specifications of the project listed below was also discussed by Nurse Joanne Alexis M. Ermino:

SCHOOL	SBFP SY 2020-2021	
	Actual No. of beneficiaries	BUDGETARY REQUIREMENTS (No of beneficiaries x P18.00 x 60 days)
Bagbaguin ES	282	₱ 304,560.00
Bahay Pare ES	117	₱ 126,360.00
Bancal IS Elem.	142	₱ 153,360.00
Bancal Extension ES	36	₱ 38,880.00
Camalig ES	165	₱ 178,200.00
Iba ES	221	₱ 238,680.00
Langka ES	85	₱ 91,800.00
Lawa ES	282	₱ 304,560.00
Libtong ES	280	₱ 302,400.00
Malhacan IS	257	₱ 277,560.00
Pajo ES	206	₱ 222,480.00
Pandayan ES	166	₱ 179,280.00
Pantoc ES	201	₱ 217,080.00
Perez ES	380	₱ 410,400.00
Saluysoy ES	240	₱ 259,200.00
Banga ES	92	₱ 99,360.00
Bayugo ES	238	₱ 257,040.00
Calvario ES	249	₱ 268,920.00
Liputan ES	35	₱ 37,800.00
Longos ES	72	₱ 77,760.00
Meycauayan West IS	476	₱ 514,080.00
Tugatog ES	57	₱ 61,560.00
Ubihan ES	41	₱ 44,280.00
Zamora ES	58	₱ 62,640.00
Caingin Bayanihan ES	88	₱ 95,040.00
Total	4466	₱ 4,823,280.00

SCHOOL-BASED FEEDING PROGRAM (SY 2020-2021)
MONTHLY CYCLE MENU (Nutritious Food Pack)
WITH QUANTITY AND GRAM REQUIREMENT

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	Malunggay Pandesal with Cheese (2 pcs 37g/ 1 pc 74g) <u>(Baked pandesal with malunggay and cheese)</u> Banana Lakatan	Monay with Cheese (1 pc, 93 g) <u>(Baked bread with cheese)</u> Apple(or any fruit in season)	Pan de Coco (3 pcs, 76.2 g each) <u>(Pandesal with coconut filling)</u> Ponkan (or any fruit in season)	Cassava Cake (1 pc, 150 g) <u>(Made from grated cassava, coconut milk and condensed milk)</u>	RTE Nutripack Champorado <u>(Ready-to-eat, single serve sachet, FDA registered/ approved)</u>

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Week 2	Ube Bread (1 pc 75 g) <u>(Baked pastry with ube)</u> Banana Latundan	Chicken Empanada (1 pc 60g) <u>(A stuffed pastry with chicken, baked or fried)</u>	Banana Bread (1 pc, 84.6 g) <u>(Baked bread with mashed banana)</u> Dalanghita	Mongo Bread (2 pcs, 86 g each) <u>(Bread filled with monggo)</u> Ponkan (or any fruit in season)	RTE Nutripack Macaroni Soup-Chicken <u>(Ready-to-eat, single serve sachet, FDA registered/ approved)</u>
Week 3	Choco-pandesal (2 pcs 49.7 g each/ 1 pc. 99.4 g) <u>(Baked bread with choco powder)</u> Banana Lakatan	Puto with Salted Egg and Cheese (2 pcs. 104 g each) <u>(Steamed puto with salted eggs and cheese on top)</u> Orange(or any fruit in season)	Mamon (1 pc. 65 g) <u>(Sponge cake or chiffon baked pastry)</u> Apple (or any fruit in season)	Ensaymada with monggo (1 pc. 66.3 g) <u>(Baked pastry with monggo filling)</u>	RTE Nutripack Arrozcaldo <u>(Ready-to-eat, single serve sachet, FDA registered/ approved)</u>
Week 4	Raisin Bread (1 slice 60g) <u>(Baked bread with raisin and flavored with cinnamon)</u> Banana Latundan	Spanish Bread (2 pcs. 98 g each) <u>(Baked bread rolls filled with butter)</u> Apple(or any fruit in season)	Cheese Bread (2 pcs. 77.4 g each) <u>(Baked bread with cheese filling)</u> Ponkan (or any fruit in season)	Donut with Squash (1 pc. 95.2 g) <u>(Baked bread with squash)</u>	RTE Nutripack Macaroni Soup-Beef <u>(Ready-to-eat, single serve sachet, FDA registered/ approved)</u>

Packing:

- Supplier should follow the required computed weight and number of bread/s per pack to ensure that nutritional value is met.
- Breads should be individually wrapped, properly labeled with kind of bread and expiration date.
- Shelf-life of fruits must be at least seven (7) days upon delivery.
- Food handlers must adhere to COVID 19 health protocols during preparation/ handling of food and delivery (i.e. wearing of masks, face shield, physical distancing, etc.)

Delivery

- Delivery must be done once a week (every Monday, from 7am to 12nn only) to ensure all schools will receive their items and distribute the food items to the respective beneficiaries within the day.
- Supplier must deliver the food items directly to each recipient school's address, itemized according to the number of beneficiaries (each pack must contain all food items for the scheduled week for each beneficiary)
- In case a specific food item scheduled for the week is not available, supplier must inform the SDO Supply Officer/ School Health Unit ahead of time for any replacement/ modification of delivered item(s). Items as replacement must only come from the provided Cycle Menu.
- In the event of force-majeure and the delivery will be compromised, the Supplier must inform the Division Office and must be able to deliver the food items within 2 days.

Receiving and Inspection

- Bread packs must be carefully checked by the supplier, SDO and Schools Inspection Team (free from molds, hair, dust etc). Any food item identified with damage or packed in a bad



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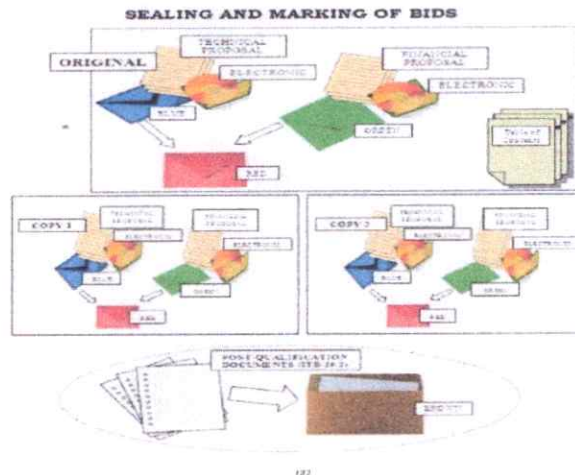
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condition must be rejected and the Supplier must replace it with a new one. (Items to serve as replacement of the damaged goods must be readily available)

- Food handlers assigned in the delivery of food must sign the DepEd and Division Office standard forms in receiving food items.
- The Checklist of Documents Comprising the Bid(s) for Bidders: The Eligibility + Technical Component and the Financial Component were also discussed and will be provided to bidders who will purchase the bidding docs.
- Number of Copies for both Technical Financial Component Documents in Separate Envelopes:
 One (1) original copy
 Two (2) additional copies
- Color Coding of envelopes and marking guidelines were presented using the following format:



ORIGINAL / COPY NO. _____

[BIDDER'S COMPANY NAME]
 [COMPANY'S OFFICE ADDRESS]
 PUBLIC BIDDING: [PROJECT TITLE]
 BIDDING FOR __[Lot no.]__: __[item description]__ (if applicable)

THE CHAIRPERSON
 BIDS AND AWARDS COMMITTEE
 DEPARTMENT OF EDUCATION CITY OF MEYCAUAYAN
 [VENUE OF BID OPENING]

DO NOT OPEN BEFORE [Insert TIME AND DATE OF BID OPENING]



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For Goods Offered From Within the Philippines

Name of Bidder _____ Invitation to Bid⁴ Number _____ Page of _____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price (USD) per item	Transportation and Insurance and all other costs incidental to delivery per item	Taxes and other items payable if Country is provided per item	Cost of incidental services, if applicable, per item	Total Price, per unit (col 4+5+7+8)	Total Price delivered Final Description (col 9 x col 4)

- The Bidders are responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.
- The bidders are required to provide a Table of Contents, and corresponding tab/label on the side of each submitted eligibility-technical component and the financial component document to help ensure completeness of submission by the bidders and facilitate examination by the BAC.
- In the event of any discrepancy between the original and the copies, the original shall prevail.

There were queries raised by the following:

- BAC Member Mr. Jeremias B. Trinidad asked as to the scheduled delivery of the items.

Said query was answered by Dr. Ma. Biselle Tagapan, accordingly, delivery schedule was included in the Technical Specs which was scheduled every Monday 7:00 am-12:00 noon.

- Mr. Genaro Relente asked what will happen if after the delivery, it was found out that there was damage in the items.

SGOD Chief Dr. Querubin E. Lopez said that guidelines on return items is included in the Technical Specs.

- TWG Member Mr. Albert Matic inquired as to the expiration date of the foods delivered.

Expiration date was also included in the Technical Specs.

- TWG Member Engr. Marc Gerard Sarabia also clarified that bidders should provide the needed documents stipulated in the checklist to avoid disqualification.



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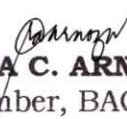
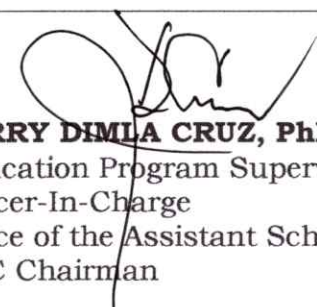

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The Chair asked the representatives from Tripple K Catering Services and Marilena Catering for any clarifications/ questions regarding the project. They answered that the discussion was clear to them.

Thereby no more business to attend to, all concerns were unanimously approved by the BAC Members, TWG and Secretariat. The pre-bid conference adjourned at around 10:49 am.

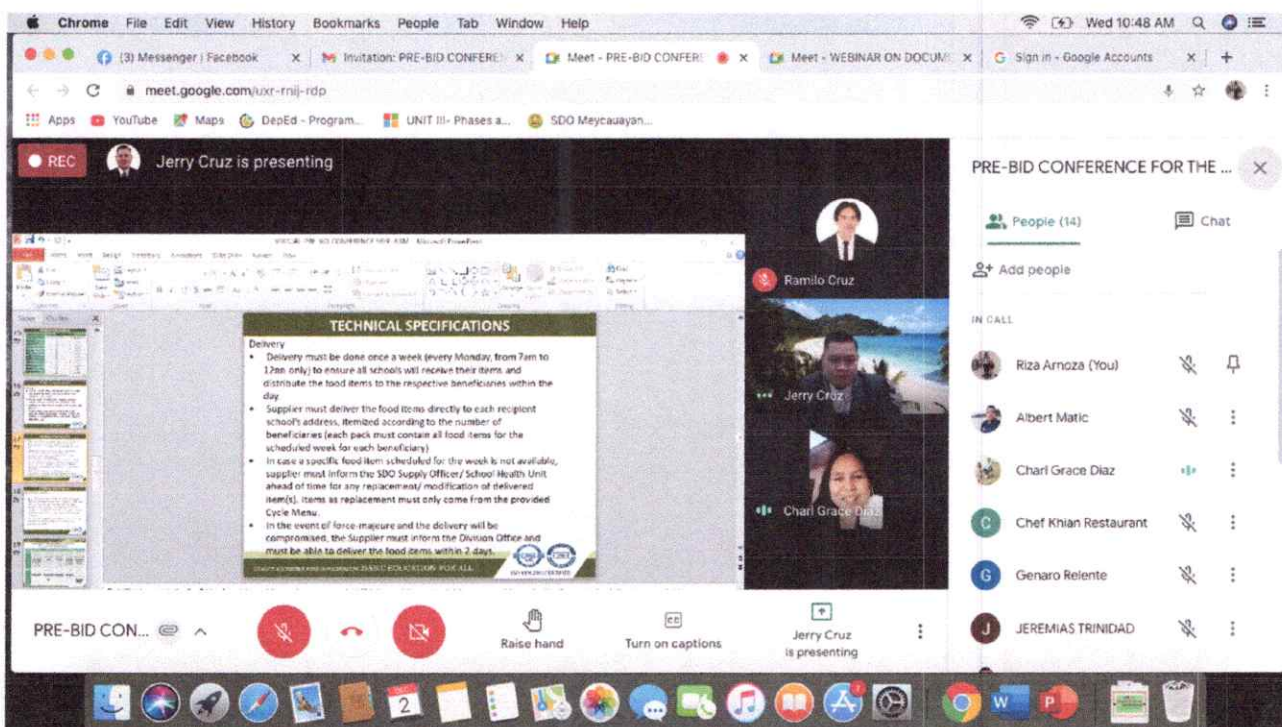
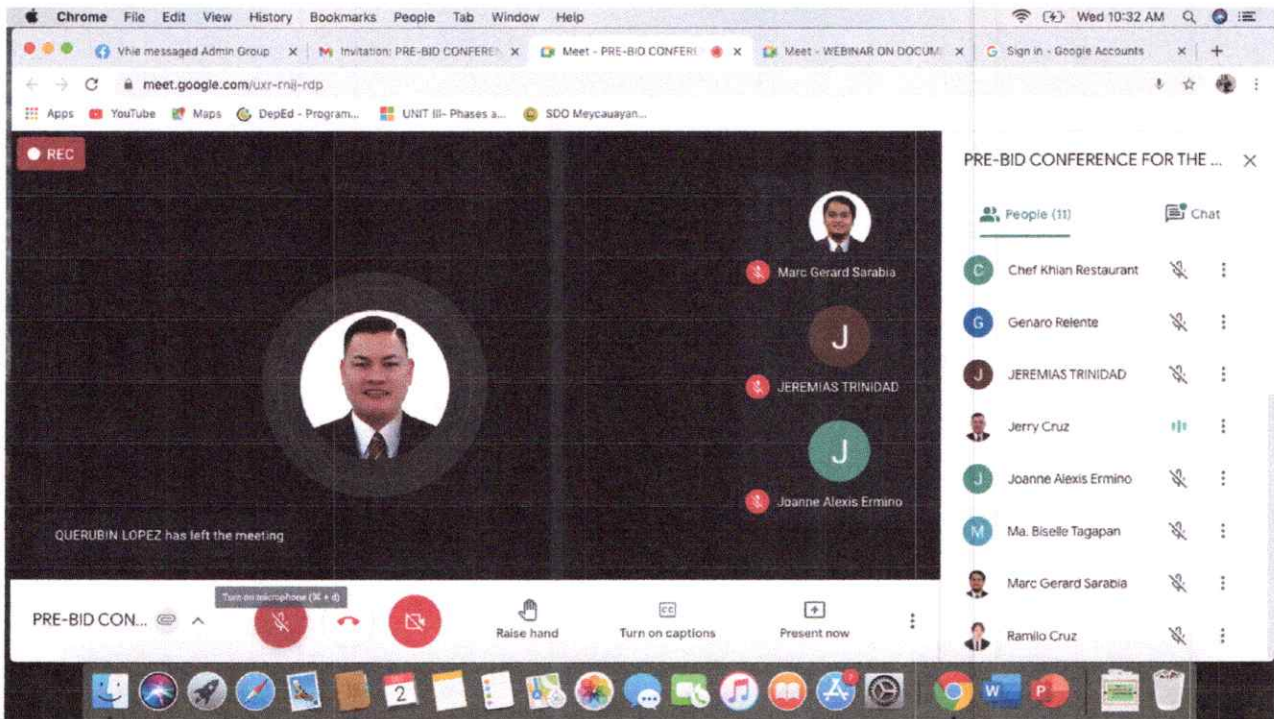
VI. PHOTO DOCUMENTATION	See attached
Prepared by:	 RIZA C. ARNOZA Member, BAC Secretariat
Checked and Verified:	 JERRY DIMLA CRUZ, PhD, CESE Education Program Supervisor Officer-In-Charge Office of the Assistant Schools Division Superintendent BAC Chairman
Noted:	 CAROLINA S. VIOLETA EdD Assistant Schools Division Superintendent Officer –In-Charge Office of the Schools Division Superintendent



PHOTOS OF THE ACTIVITY

PRE-BID CONFERENCE FOR THE FOR THE PROVISION OF SCHOOL-BASED FEEDING PROGRAM FOR SY 2020-2021

December 2, 2020, 2020, 10:00 am via Google Meet





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Chrome File Edit View History Bookmarks People Tab Window Help Wed 10:05 AM
 meet.google.com/luxr-rnj1-rdp
 REC Giordan De Sahagun is presenting
 SCHOOLS DIVISION OF CITY OF MEYCAUAYAN DepED

PROGRAMME

Prayer
 Mr. Genaro V. Relente
 Principal III
 BAC Member

Roll Call
 Dominador M. Cabrera PhD
 Chief CID
 BAC Vice Chairman

Edward Jimenez, Sarah Trinidad, Querubin Lopez
 PRE-BID CON... Raise hand Turn on captions Giordan De Sahagun is presenting

PRE-BID CONFERENCE FOR THE ... People (16) Chat
 JEREMIAS TRINIDAD, Jerry Cruz, Joanne Alexis Ermino, Ma. Biselle Tagapan, Marc Gerard Sarabia, QUERUBIN LOPEZ, Ramilo Cruz, SARAH TRINIDAD

Chrome File Edit View History Bookmarks People Tab Window Help Wed 10:36 AM
 meet.google.com/luxr-rnj1-rdp
 REC Jerry Cruz is presenting
 SCHOOLS DIVISION OF CITY OF MEYCAUAYAN DepED

SCHOOL-BASED FEEDING PROGRAM (SY 2020-2021)
MONTHLY CYCLE MENU (Nutritious Food Pack)
WITH QUANTITY AND GRAM REQUIREMENT

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Jerry Cruz, Querubin Lopez, Edward Jimenez
 PRE-BID CON... Raise hand Turn on captions Jerry Cruz is presenting

PRE-BID CONFERENCE FOR THE ... People (14) Chat
 EDWARD JIMENEZ, Genaro Relente, JEREMIAS TRINIDAD, Jerry Cruz, Jerry Cruz Presentation, Joanne Alexis Ermino, Ma. Biselle Tagapan, Marc Gerard Sarabia