



**MINUTES OF THE MEETING**

Name of Office: **BAC**

<b>I. TITLE OF THE ACTIVITY</b>	<b>PRE-BID CONFERENCE FOR THE PROVISION OF SCHOOL-BASED FEEDING PROGRAM FOR SY 2020-2021 (PROJECT 2020-004-G)</b>
<b>II. DATE CONDUCTED</b>	Jan. 6, 2021, 10:00 AM
<b>III. VENUE</b>	Google Meet Online Platform
<b>IV. ATTENDANCE</b>	<p><b>BIDS &amp; AWARDS COMMITTEE</b> 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><b>TECHNICAL WORKING GROUP</b> ENGR. MARC GERARD SARABIA ALBERT B. MATIC</p> <p><b>SECRETARIAT</b> JANICE L. SAN JOSE RIZA C. ARNOZA SARAH TRINIDAD</p> <p><b>REPRESENTATIVE BIDDER:</b> Alpha De Leon- Blue Sky Trading Deborah Gay Dayrit Miraquel del Rosario Shirley Avellanoza- A7A Trading</p>
<b>V. DISCUSSION</b>	<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 Mr. Genaro V. Relente, BAC Member.</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, the second posting of 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"> <li>• The schedule of activities was also discussed, to wit:</li> </ul>



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Ads/Post of IAEB	Dec. 22, 2020- Jan.19, 2021	www.philgeps.net
Receipt of LOI	Dec. 22, 2020- Jan.19, 2021	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	Dec. 22, 2020- Jan.19, 2021	DepEd-SDO City of Meycauayan
Pre-Bid Conference	Jan. 6, 2021, 10:00 AM	Via google meet online platform
Submission and Opening of Bids	Jan. 19, 2021 Submission- 9:00 am Opening- 10:00 am	DepEd-SDO City of Meycauayan
Bid Evaluation	January 20, 2021	DepEd-SDO City of Meycauayan
Post Qualification	January 22, 2021	DepEd-SDO City of Meycauayan
Resolution to Award	January 25, 2021	DepEd-SDO City of Meycauayan
Notice of Award	January 26, 2021	DepEd-SDO City of Meycauayan
Contract	January 28, 2021	DepEd-SDO City of Meycauayan
Notice to Proceed	January 29, 2021	DepEd-SDO City of Meycauayan
Estimated Completion Date	April 7, 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.





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- The Chair emphasized the strict compliance to the time submission of bidding documents which is on January 19, 2021, on or before 9:00 am. Late bids shall not be accepted in compliance to the provisions in RA 9184.
- 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	P 304,560.00
Bahay Pare ES	117	P 126,360.00
Bancal IS Elem.	142	P 153,360.00
Bancal Extension ES	36	P 38,880.00
Camalig ES	165	P 178,200.00
Iba ES	221	P 238,680.00
Langka ES	85	P 91,800.00
Lawa ES	282	P 304,560.00
Libtong ES	280	P 302,400.00
Malhacan IS	257	P 277,560.00
Pajo ES	206	P 222,480.00
Pandayan ES	166	P 179,280.00
Pantoc ES	201	P 217,080.00
Perez ES	380	P 410,400.00
Saluysoy ES	240	P 259,200.00
Banga ES	92	P 99,360.00
Bayugo ES	238	P 257,040.00
Calvario ES	249	P 268,920.00
Liputan ES	35	P 37,800.00
Longos ES	72	P 77,760.00
Meycauayan West IS	476	P 514,080.00
Tugatog ES	57	P 61,560.00
Ubihan ES	41	P 44,280.00
Zamora ES	58	P 62,640.00
Caingin Bayanihan ES	88	P 95,040.00
<b>Total</b>	<b>4466</b>	<b>P 4,823,280.00</b>

**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)	Monay with Cheese (1 pc, 93 g) (Baked bread with cheese)	Pan de Coco (3 pcs, 76.2 g each) (Pandesal with coconut filling)	Cassava Cake (1 pc, 150 g) (Made from grated cassava, coconut milk and condensed milk)	RTE Nutripack Champorado (Ready-to-eat, single serve sachet, FDA registered/ approved)





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	<u>(Baked pandesal with malunggay and cheese)</u>  Banana Lakatan	Apple(or any fruit in season)	Ponkan (or any fruit in season)		
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>	Mamon (1 pc. 65 g) <u>(Sponge cake or chiffon baked pastry)</u>	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.

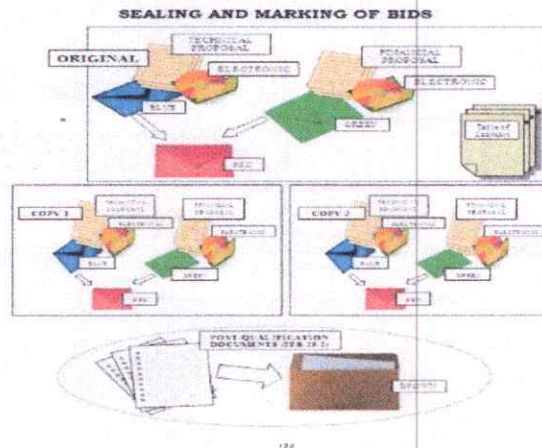


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Receiving and Inspection

- 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 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 Bid# Number: \_\_\_\_\_ Page of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Quantity of units	Quantity	Unit price (USD) per item	Transportation and insurance and all other fees included in Bidder's price per item	Taxes and other items payable by Contractor or awarded, per item.	Cost of Incidentals, Services, of supplies per item	Total Price per unit (incl. 5-8+7+6)	Total Price Admitted Final Determination (incl. 9+10+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:

- Ms. Alpha De Leon of Blue Sky Trading inquired about the kind of bread to be delivered per day.

Said query was answered by Nurse Joanne Alexis Ermino, accordingly, breads vary everyday as per monthly cycle menu.

- Ms. Deborah Gay Dayrit asked if the items listed in the monthly cycle menu can be revised according to FNRI and DOST requirements.

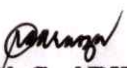
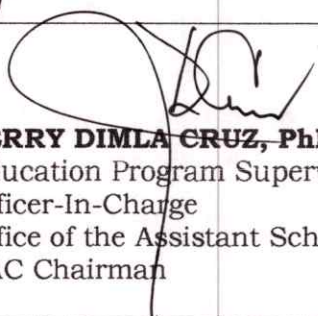

Nurse Ermino clarified that the items listed in the Monthly Cycle Menu were recommended and approved by the Regional Office. Thus, said items are final.

- Ms. Alpha de Leon also inquired about Mayor's Permit. According to her, their business permit are still on process at the Manila City Hall pending released and approval due to the voluminous transaction. In the event of Opening of Bids, would it be possible to just submit any documents as proof of payment?

The BAC Chair stated that no premature announcement yet, Mayor's Permit will be subject for evaluation.



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	<ul style="list-style-type: none"> <li>Ms. De Leon also inquired about the Single Largest Contract (SLCC) requirement and mode of payment.</li> </ul> <p>The Chair said that under Section 23.4.1.3 of the revised IRR of RA 9184 states that the prospective bidder must have completed, within the period specified in the Invitation to Bid, an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC. However, in the case of Expendable Supplies, said SLCC must be at least twenty five percent (25%) of the ABC.</p> <p>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.</p>
<p><b>VI. PHOTO DOCUMENTATION</b></p>	<p>See attached</p>
<p><b>Prepared by:</b></p>	<p>  <b>RIZA C. ARNOZA</b>        Member, BAC Secretariat</p>
<p><b>Checked and Verified:</b></p>	<p>  <b>JERRY DIMLA CRUZ, PhD, CESE</b>        Education Program Supervisor        Officer-In-Charge        Office of the Assistant Schools Division Superintendent        BAC Chairman</p>
<p><b>Noted:</b></p>	<p>  <b>CAROLINA S. VIOLETA EdD</b>        Assistant Schools Division Superintendent        Officer -In-Charge        Office of the Schools Division Superintendent</p>





**PHOTOS OF THE ACTIVITY**

**PRE-BID CONFERENCE FOR THE FOR THE PROVISION OF SCHOOL-BASED FEEDING PROGRAM FOR SY 2020-2021**  
 January 6, 2021, 10:00 am via Google Meet

