
	Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OF CITY OF MEYCAUAYAN</b> City of Meycauayan		Document Code: SDO-CM-QF-SGOD-HRD-006 Revision: 00 Effectivity date: 8-17-18 Name of Office: BAC
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By:

**MINUTES OF THE MEETING**  
**NO 04554**

<b>I. TITLE OF THE ACTIVITY</b>	<b>VIRTUAL PRE-BID CONFERENCE FOR SCHOOL-BASED FEEDING PROGRAM FOR SY 2021-2022</b>  <b>(PROJECT NO. 2021-008-G)</b>
<b>II. DATE CONDUCTED</b>	September 28, 2021, 10:00 am
<b>III. VENUE</b>	MS Teams Online Platform
<b>IV. ATTENDANCE</b>	<b>BIDS &amp; AWARDS COMMITTEE</b> JERRY DIMLA CRUZ PhD, CESE QUERUBIN E. LOPEZ, EdD RAMILO C. CRUZ PhD EDWARD C. JIMENEZ PhD VELSILITA R. NICOLAS JEREMIAS B. TRINIDAD MARIA LOURDES N. FAJARDO  <b>TECHNICAL WORKING GROUP</b> ENGR. MARC GERARD SARABIA ALBERT B. MATIC  <b>SECRETARIAT</b> JANICE L. SAN JOSE RIZA C. ARNOZA SARAH TRINIDAD  <b>BIDDERS</b> V & J Trading Kaitlaina Trading
<b>V. DISCUSSION</b>	<p>After having declared a quorum, the BAC Chairman, Dr. Jerry Dimla Cruz, presided the pre-bid conference via MS Teams online platform at around 10:00 am. The announcement was made per Division Advisory No. 379, s. 2021.</p> <p>The prayer was led by Engr. Marc Gerard Sarabia, BAC TWG.</p> <p>Dr. Querubin E. Lopez acknowledged the presence of BAC Members, TWG, Secretariat and the participating bidders.</p> <p>The Chair then presented the project, SCHOOL-BASED FEEDING PROGRAM FOR SY 2021-2022 (PROJECT NO. 2021-008-G) with an ABC of ABC Php 5,348,160.00, SARO NO. OSEC-3-21-0625, Contract Duration 60 days and Bid Docs Amount of P 10,000.00.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>





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- 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 October 12, 2021, on or before 9:00 am. Late bids shall not be accepted in compliance to the provisions in RA 9184.

He also discussed the schedule of activities as follows:

Activity	Date & Time	Venue
Pre-Procurement Conference	September 10, 2021	Via google meet
Ads/Post of IAEB	Sept. 17- Oct. 12, 2021	<a href="http://www.philgeps.net">www.philgeps.net</a>
Receipt of LOI	Sept. 17- Oct. 12, 2021	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	Sept. 17- Oct. 12, 2021	DepEd-SDO City of Meycauayan
Pre-Bid Conference	September 28 , 2021, 10:00 am	Via Google Meet
Submission and Opening of Bids	October 12, 2021 Submission: 9:00 am Opening: 10:00 am	DepEd-SDO City of Meycauayan Conference Hall
Bid Evaluation	October 14, 2021	DepEd-SDO City of Meycauayan
Post Qualification	October 18, 2021	DepEd-SDO City of Meycauayan
Resolution to Award	October 21, 2021	DepEd-SDO City of Meycauayan
Notice of Award	October 22, 2021	DepEd-SDO City of Meycauayan
Contract	October 25, 2021	DepEd-SDO City of Meycauayan
Notice to Proceed	October 28, 2021	DepEd-SDO City of Meycauayan
Estimate Completion Date	January 5, 2022	



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Nurse II Joanne Alexis M. Ermino, discussed the Technical Specifications of the project, to wit:

**SCHOOL-BASED FEEDING PROGRAM FOR SY 2021-2022**  
**Project No. 2021-008-G**

SCHOOL	SBFP SY 2021-2022	
	Actual No. of beneficiaries	BUDGETARY REQUIREMENTS (No of beneficiaries x P18.00 x 60 days)
Bagbaguin ES	338	365,040.00
Bahay Pare ES	124	133,920.00
Bancal IS Elem.	145	156,600.00
Bancal Extension ES	44	47,520.00
Camalig ES	171	184,680.00
Iba ES	257	277,560.00
Langka ES	108	116,640.00
Lawa ES	312	336,960.00
Libtong ES	293	316,440.00
Malhacan IS	299	322,920.00
Pajo ES	221	238,680.00
Pandayan ES	182	196,560.00
Pantoc ES	201	217,080.00
Perez ES	407	439,560.00
Saluysoy IS	241	260,280.00
Banga ES	106	114,480.00
Bayugo ES	262	282,960.00
Calvario ES	273	294,840.00
Liputan ES	38	41,040.00
Longos ES	67	72,360.00
Meycauayan West IS	576	622,080.00
Tugatog ES	64	69,120.00
Ubihan ES	47	50,760.00
Zamora ES	69	74,520.00
Caingin Bayanihan ES	107	115,560.00
<b>Total</b>	<b>4952</b>	<b>5,348,160.00</b>



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**20-DAY CYCLE MENU**

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Week 1	E-Nutribun	Brown Rice Crispies bar with dried fruits	E-Nutribun	Rice and Mongo Curls/ Chips	E-Nutribun	Iron Fortified Rice (200g)	Dry Cereal
Week 2	E-Nutribun	Brown Rice Crispies bar with dried fruits	E-Nutribun	Rice and Mongo Curls/ Chips	E-Nutribun	Iron Fortified Rice (200g)	Dry Cereal
Week 3	E-Nutribun	Brown Rice Crispies bar with dried fruits	E-Nutribun	Rice and Mongo Curls/ Chips	E-Nutribun	Iron Fortified Rice (200g)	Dry Cereal
Week 4	E-Nutribun	Brown Rice Crispies bar with dried fruits	E-Nutribun	Rice and Mongo Curls/ Chips	E-Nutribun	Iron Fortified Rice (200g)	Dry Cereal

**TECHNICAL SPECIFICATIONS**

SN	Item/ Product	Composition/ Ingredients/ Nutritional Content		Weight	Packaging
			Minimum Amount Per Serving		
1	Enhanced Nutribun	Energy	440-500 kcal	140- 160g/pack or 70-80g x 2pcs	Individually Packed in a sealed, clear plastic pouch;  Label should include Product name, Manufacturing date, expiration date; imprinted sign "DepEd-SBFP, NOT FOR SALE" per pack
		Protein	16-18 g		
		Fat	8-9 g		
		Calcium	230-360 mg		
		Sodium	260-440 mg		
		Potassium	354-460 mg		
		Iron	5-6 mg		
		Zinc	1-2 mg		
	Vit.A	195-351 mcg			
2	Iron Fortified Rice		Minimum Amount per Serving - 100g	400g (raw, uncooked)	Individually Packed in a sealed, clear, heavy-duty pouch;  Label should include Product name, Manufacturing date, expiration date; imprinted sign "DepEd-SBFP, NOT FOR SALE" per pack  Expiration date should be at least 6 months from the date of delivery
		Energy	440-500 kcal		
		Protein	16-18 g		
		Iron	8-9 g		



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3	Cereals	Cereals received in good condition, no signs of damage in packs, no lumps, no signs of holes and pest-free		35g x 2 packs	Individually Packed in a sealed, food-grade pouch;  Label should include Product name, Manufacturing date, expiration date; imprinted sign "DepEd-SBFP, NOT FOR SALE" per pack  Expiration date should be at least 6 months from the date of delivery
		Grains received in good condition, no signs of damage in packs, no signs of holes and pest-free			
5	Nutri-packs	Energy	250-457 kcal	60-100g	Individually Packed in a sealed aluminum foil pouch/food-grade pouch;  Label should include Product name, Manufacturing date, expiration date; imprinted sign "DepEd-SBFP, NOT FOR SALE" per pack  Expiration date should be at least 6 months from the date of delivery
		Sugar	Less than 20g		
		Protein	4g		
		Zinc	2mg		
		Iron	4mg		

**Packing:**

1. Supplier must follow the required computed weight per item or per pack to ensure that nutritional value is met.
2. Items must be in a sealed pouch (please refer to packaging specifications per item).
3. Items should be DOST-FNRI developed.

**Delivery:**

1. Food handlers must adhere to COVID-19 health protocols during preparation/ handling of food and delivery (i.e. wearing of face masks, face shield, physical distancing, etc.)
2. Delivery must be done once a week - every Wednesday (to be implemented with Milk component); 7am to 10am only.



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3. Supplier must deliver the food items directly to each Schools. Items must be segregated according to the number of beneficiary per school.
4. In case a specific food item scheduled for the week is not available, the 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.
5. 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 two (2) days.
6. A representative (from the winning bidder) must be present during each delivery to address any concerns/issues.
7. If the supplier will not be able to deliver the items within the day agreed upon, the Supplier/ representative must inform the Supply Officer or School Health Unit at least two days before for proper coordination with the schools.

**Receiving and Inspection:**

1. Items must be carefully checked by the supplier, SDO and Schools Inspection Team (free from molds, hair, dust, etc.).
2. 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 (on-the-spot or within the day). Items to serve as replacement of the damaged goods must be readily available.
3. The delivery receipt (DR) must be signed by the supplier or representative and the receiving entity (School Heads/OICs/ Coordinators/Advisers). The DR will be signed once the items are checked and complete. A copy of the delivery receipt must be given to the receiver.
4. All deficiencies noted must be coordinated to the SBFP Coordinator and School Health Unit, to be replaced within the day.

ASDS Dr. Jerry Dimla Cruz then discussed the Checklist of Eligibility Documents for Technical and Financial Components.

**I. TECHNICAL COMPONENT ENVELOPE**

**Class "A" Documents**

**Legal Documents**

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

**Technical Documents**

- (e) Statement of the 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, supported by:



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- Notice of Award; **or**
- Contract;
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; which shall be supported by
  - Notice of Award; **and**
  - Contract; **and**
  - Notice to Proceed; **and**
  - Certificate of Acceptance or Completion or Sales Invoice or Official Receipt issued by the Project Owner; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or**
- (h) Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Financial Documents**

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
  - or**
  - A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class "B" Documents**

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
  - or**
  - duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- (m) Original of duly signed and accomplished Financial Bid Form; **and**
- (n) Original of duly signed and accomplished Price Schedule(s).

**Other documentary requirements under RA No. 9184 (as applicable)**

- (o) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

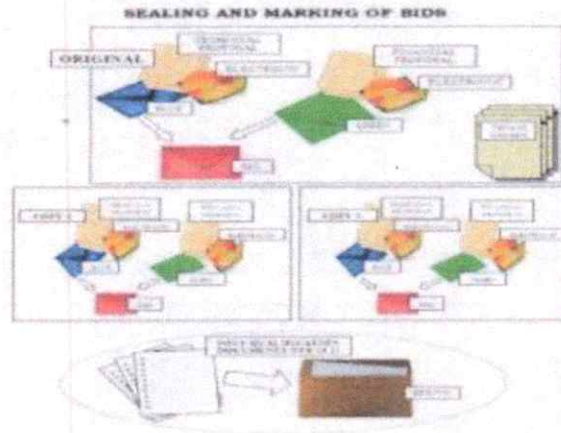


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**NUMBER OF COPIES OF THE TECHNICAL & FINANCIAL COMPONENT DOCUMENTS IN SEPARATE ENVELOPES**

- 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]

- 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.
- The Chairman clarified that the three (3) red envelopes maybe put inside a mother envelope/ bag or binded with a rubber band. Any of these are acceptable.



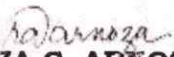

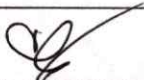


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- The Supplier is required to present CERTIFICATION issued by the Department of Science and Technology (DOST) as a proof that would testify that the products to be delivered are DOST-FNRI developed.
- It was then unanimously agreed by the BAC to issue Bid Bulletin as to the DOST-FNRI Certification BEING part of the eligibility documents.
- Each product should bear the DOST-FNRI Logo.

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.

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



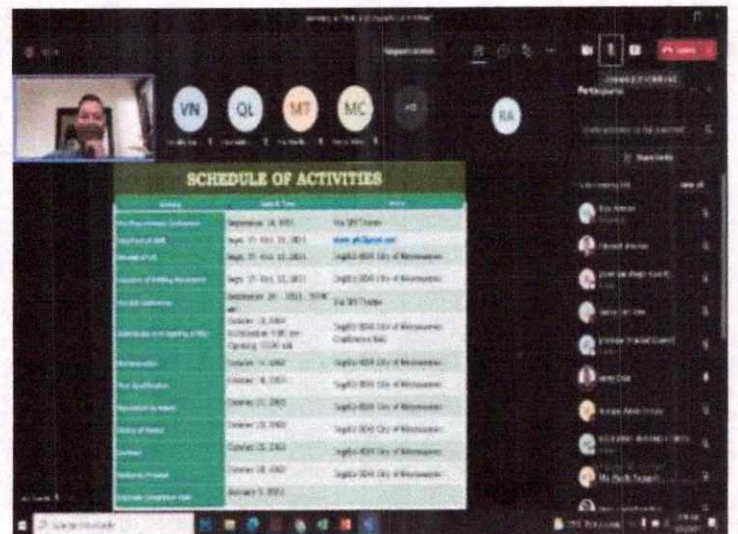
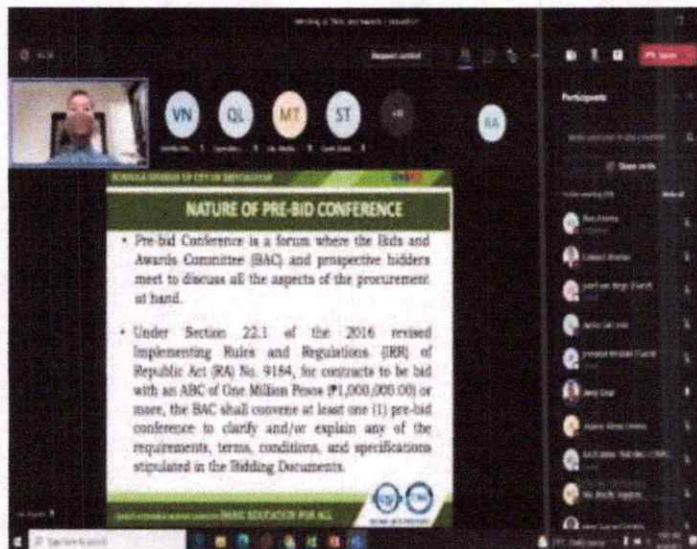
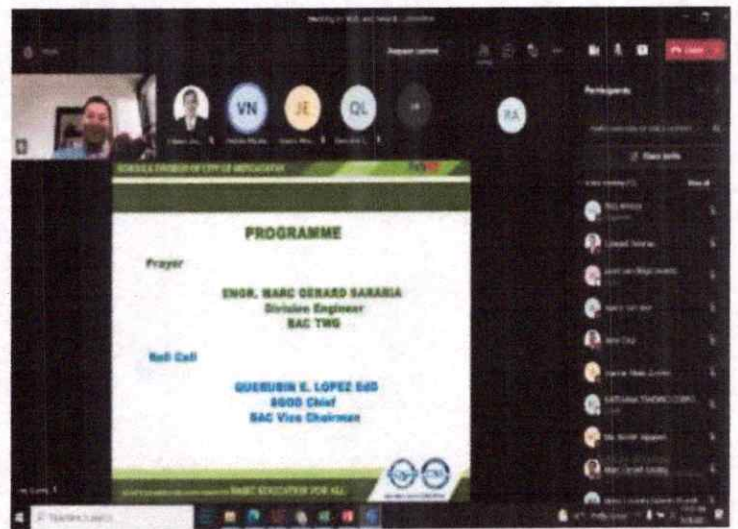
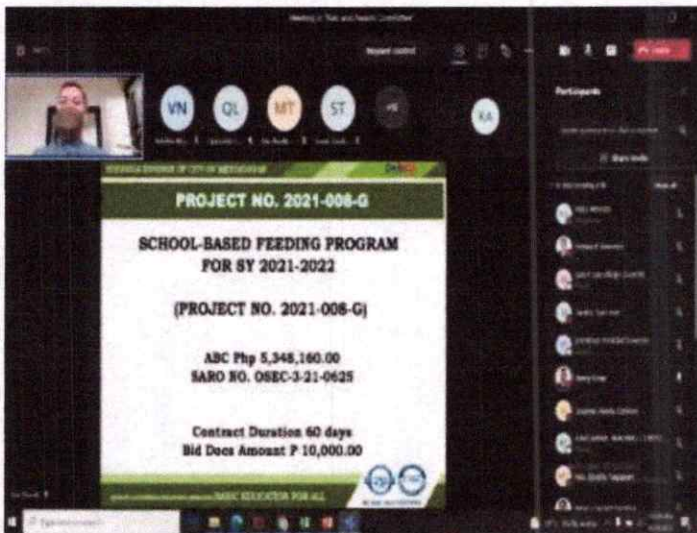
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**PHOTOS OF THE ACTIVITY**

**VIRTUAL PRE-BID CONFERENCE FOR SCHOOL-BASED FEEDING PROGRAM FOR SY 2021-2022 (PROJECT NO. 2021-008-G)**

September 28, 2021, 10:00 am via MS Teams





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**SDFP SY 2021-2022 BUDGETARY REQUIREMENTS**

SDFP SY 2021-2022

SCHOOL	Actual No. of Beneficiaries	BUDGETARY REQUIREMENTS
Agripino ES	338	181,040.00
Bahay Pare ES	334	133,520.00
Bancal ES	140	156,000.00
Bancal Extension ES	44	47,320.00
Caralig ES	171	184,640.00
San ES	257	277,540.00
Sangka ES	338	133,640.00
Sanjo ES	312	384,940.00
Sikang ES	293	234,640.00
Mariscal ES	299	222,520.00
Pags ES	331	238,680.00
Pandayan ES	182	195,540.00
Pomona ES	201	217,880.00

**TECHNICAL SPECIFICATIONS**

Item	Quantity	Unit	Remarks
Orange	440,000	kg	100% Domestic or Imported
Pineapple	24,000	kg	100% Domestic or Imported
Apple	4,000	kg	100% Domestic or Imported
Guava	200,000	kg	100% Domestic or Imported
Jackfruit	100,000	kg	100% Domestic or Imported
Mango	100,000	kg	100% Domestic or Imported
Pineapple	24,000	kg	100% Domestic or Imported
Apple	4,000	kg	100% Domestic or Imported
Guava	200,000	kg	100% Domestic or Imported
Jackfruit	100,000	kg	100% Domestic or Imported
Mango	100,000	kg	100% Domestic or Imported

- Delivery:**
- Food handlers must adhere to COVID-19 health protocols during preparation/ handling of food and delivery (i.e. wearing of face masks, face shields, physical distancing, etc.)
  - Delivery must be done once a week - every Wednesday (to be implemented with WGA compliance) 7am to 10am only
  - Supplier must deliver the food items directly to each School. Items must be segregated according to the number of beneficiary per school.
  - In case a specific food item advertised for the week is not available, the supplier must inform the SDO Supply Officer/ School Health Unit ahead of time for any replacement/ modification of delivered items. Items as replacement must only come from the provided Cycle Menu.

- Technical Documents**
- Statement of the 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 compliance to the contract to be bid, supported by:
    - Notice of Award; or
    - Contract;
  - Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2020 revised IR of RA No. 9184, within the relevant period as provided in the Bidding Documents, which shall be supported by:
    - Notice of Award; or
    - Contract; or
    - Notice to Proceed; or
    - Certificate of Acceptance or Completion or Sales Invoice or Official Receipt issued by the Project Owner;