



**NOV 10 2021 MINUTES OF THE MEETING**

Name of Office: **BAC**

DEPED-000 MEYCAUAYAN CITY

By: I. [Signature]  
**TITLE OF THE ACTIVITY**

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

**NO 05272**

**II. DATE CONDUCTED**

November 3, 2021, 10:00 am

**III. VENUE**

MS Teams Online Platform

**IV. ATTENDANCE**

**BIDS & AWARDS COMMITTEE**  
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

**TECHNICAL WORKING GROUP**  
ENGR. MARC GERARD SARABIA  
ALBERT B. MATIC

**SECRETARIAT**  
JANICE L. SAN JOSE  
RIZA C. ARNOZA  
SARAH TRINIDAD

**BIDDERS**  
Illo's Party Trays  
Kaitlaina Trading  
Jest Trading  
John Mavic Orense

**PROponents**  
Dr. MA. BISELLE D. TAGAPAN- Medical Officer III  
ALEXIS JOANNE ERMINO - Nurse II  
MA. ODESSA CRISTOBAL - Nurse II

**V. DISCUSSION**

After having declared a quorum, the BAC Chairman, Dr. Jerry Dimla Cruz, presided the pre-bid conference via MS Teams online platform at exactly 11:00 am, November 3, 2021. The announcement was made per Division Advisory No. 446, s. 2021.

The prayer was led by Engr. Marc Gerard Sarabia, BAC TWG.

Dr. Querubin E. Lopez acknowledged the presence of BAC Members, TWG, Secretariat and the participating bidders.

The Chair then presented the project, SCHOOL-BASED FEEDING PROGRAM FOR SY 2021-2022 (PROJECT NO. 2021-008-G)- Reposting, 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.



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- 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 November 16, 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		Via google meet
Ads/Post of IAEB	Oct. 22- Nov. 16, 2021	<a href="http://www.philgeps.net">www.philgeps.net</a>
Receipt of LOI	Oct. 22- Nov. 16, 2021	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	Oct. 22- Nov. 16, 2021	DepEd-SDO City of Meycauayan
Pre-Bid Conference	November 3, 2021, 11:00 am November 16, 2021	Via Google Meet
Submission and Opening of Bids	Submission: 9:00 am Opening: 11:00 am	DepEd-SDO City of Meycauayan Conference Hall
Bid Evaluation	November 17, 2021	DepEd-SDO City of Meycauayan
Post Qualification	November 19, 2021	DepEd-SDO City of Meycauayan
Resolution to Award	November 22, 2021	DepEd-SDO City of Meycauayan
Notice of Award	November 24, 2021	DepEd-SDO City of Meycauayan
Contract	November 26, 2021	DepEd-SDO City of Meycauayan
Notice to Proceed	November 29, 2021	DepEd-SDO City of Meycauayan
Estimate Completion Date	February 5, 2022	

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

*[Handwritten mark]*



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**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>

**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



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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	<p>Individually Packed in a sealed, food-grade pouch;</p> <p>Label should include Product name, Manufacturing date, expiration date; imprinted sign "DepEd-SBFP, NOT FOR SALE" per pack</p> <p>Expiration date should be at least 6 months from the date of delivery</p>
4	Grains	Grains received in good condition, no signs of damage in packs, no signs of holes and pest-free		180g as purchase (64g Edible Portion)	Individually packed in cling wrap/food grade pouch or 1 pouch for the number of feeding days
5	Nutri-packs	Energy	250-457 kcal	60-100g	<p>Individually Packed in a sealed aluminum foil pouch/food-grade pouch;</p> <p>Label should include Product name, Manufacturing date, expiration date; imprinted sign "DepEd-SBFP, NOT FOR SALE" per pack</p> <p>Expiration date should be at least 6 months from the date of delivery</p>
		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 School. 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**  
Original copy of Notarized Bid Securing Declaration; **and**
- (h) 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.
- (j) 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.

**Financial Documents**

- (k) 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**
- (l) 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**

- (m) 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**

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

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

- (p) [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.



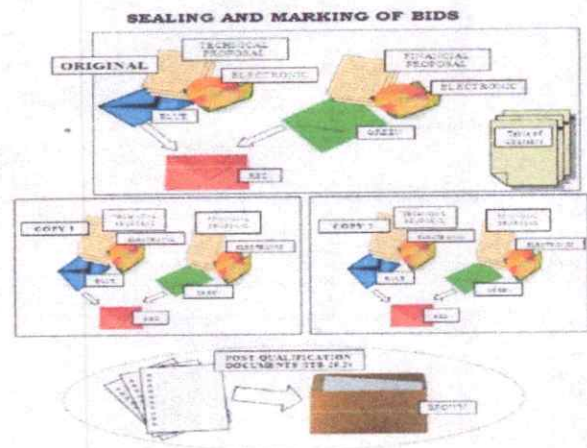
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- (q) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**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.

*m*




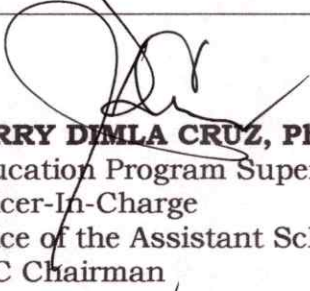



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- The Supplier is required to present CERTIFICATION issued by the Department of Science and Technology (DOST) as a proof that would testify that the products to be delivered are DOST-FNRI developed.

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 11:39 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



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

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**PHOTOS OF THE ACTIVITY**

**VIRTUAL PRE-BID CONFERENCE FOR SCHOOL-BASED FEEDING PROGRAM  
FOR SY 2021-2022 (Reposting)  
(PROJECT NO. 2021-008-G)  
November 3, 2021, 11:00 am via MS Teams**


SCHOOLS DIVISION OF CITY OF MEYCAUAYAN 

**ADVISORY NO. 446 , S. 2021**

**VIRTUAL PRE-BID CONFERENCE FOR  
SCHOOL-BASED FEEDING PROGRAM  
FOR SY 2021-2022 (Reposting)**

**(PROJECT NO. 2021-008-G)**

**November 3, 2021(Wednesday) @ 11:00am  
via  
MS Teams Online Platform**

QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL 

SCHOOLS DIVISION OF CITY OF MEYCAUAYAN 


**PROJECT NO. 2021-008-G**

**SCHOOL-BASED FEEDING PROGRAM  
FOR SY 2021-2022**

**(PROJECT NO. 2021-008-G)  
Reposting**

**ABC Php 5,348,160.00  
SARO NO. OSEC-3-21-0625**

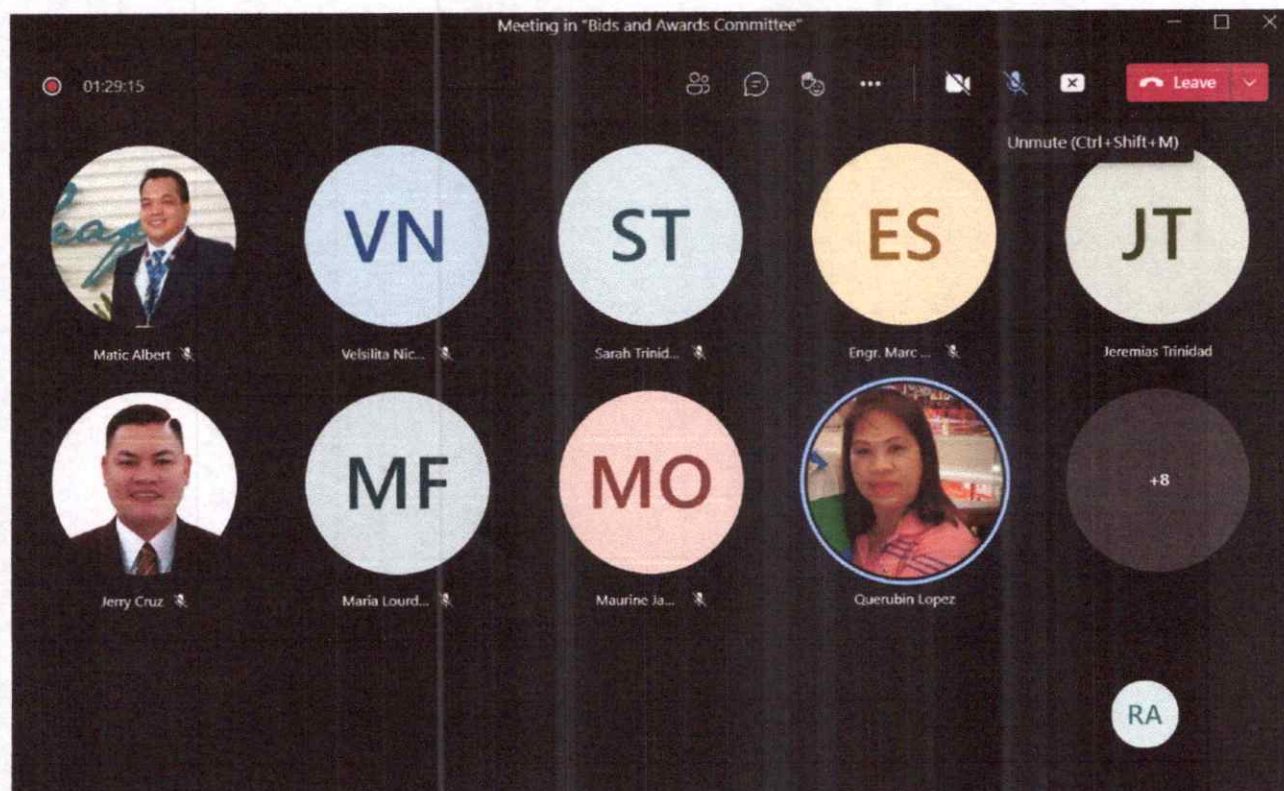
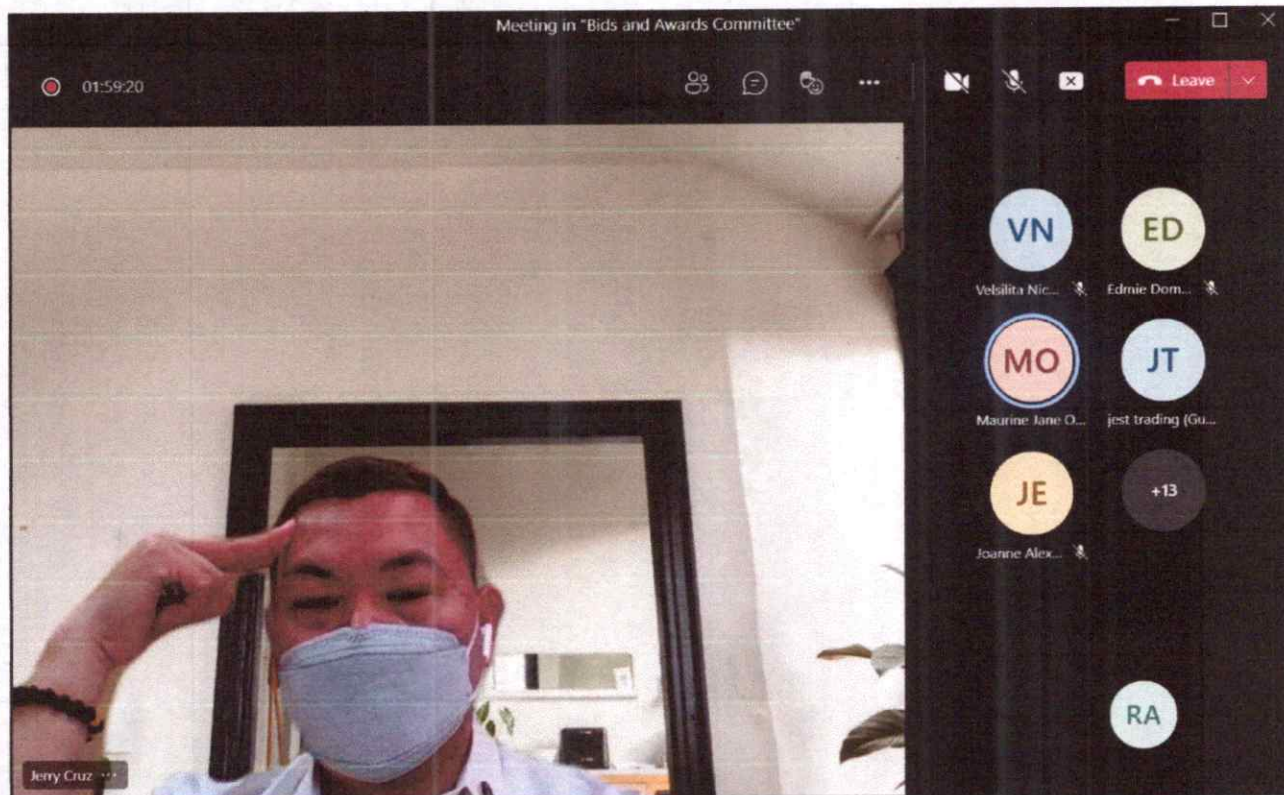
**Contract Duration 60 days  
Bid Docs Amount P 10,000.00**

QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL 



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**SCHOOLS DIVISION OF CITY OF MEYCAUAYAN**  
City of Meycauayan

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