

DEPED-SDO MEYCAUAYAN CITY

By: <u>I. S.</u>	<b><del>TITLE OF THE ACTIVITY</del></b>	<p><b>VIRTUAL PRE-BID CONFERENCE FOR SCHOOL-BASED FEEDING PROGRAM (SBFP) ADDITIONAL FEEDING DAYS FOR FY 2022 (PROJECT NO. 2022-002-G)</b></p>
<b>II.</b>	<b>DATE CONDUCTED</b>	April 7, 2022, 10:00 am
<b>III.</b>	<b>VENUE</b>	MS Teams Online Platform
<b>IV.</b>	<b>ATTENDANCE</b>	<p><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</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>BIDDERS</b>            Claris Recto of BEPCO            Cathlean Samira of Jest Trading            T &amp; E Enterprises            MB Cajucom Gen. Merchandise</p>
<b>V.</b>	<b>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 10:15 am.</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 following details for Project No. 2022-002-G:</p> <p>School-Based Feeding Program (SBFP) Additional Feeding Days for FY 2022            ABC Php 2,674,080.00,            SARO NO. OSEC-3-22-0806            Contract Duration 30 days            Bid Docs Amount P5,000.00</p>		



**MINUTES OF THE MEETING**

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- The Chair also reiterated 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 April 20, 2022, 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	March 23, 2022, 9:00 am	Via MS Teams
Ads/Post of IAEB	March 30-April 20, 2022	www.philgeps.net
Receipt of LOI	March 30-April 20, 2022	DepEd-SDO City of Meycauayan
Issuance of Bidding Documents	March 30-April 20, 2022	DepEd-SDO City of Meycauayan
Pre-Bid Conference	April 7, 2022 10:00 AM	Via MS Teams
Submission and Opening of Bids	April 20, 2022 Submission- 9:00 am Opening- 10:00 am	DepEd-SDO City of Meycauayan Conference Hall
Bid Evaluation	April 22, 2022	DepEd-SDO City of Meycauayan
Post Qualification	April 26, 2022	DepEd-SDO City of Meycauayan
Resolution To Award	April 28, 2022	DepEd-SDO City of Meycauayan
Notice of Award	April 29, 2022	DepEd-SDO City of Meycauayan
Contract	May 2, 2022	DepEd-SDO City of Meycauayan
Notice To Proceed	May 4, 2022	DepEd-SDO City of Meycauayan
Estimate Completion Date	June 11, 2022	DepEd-SDO City of Meycauayan

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

**PROVISION OF SCHOOL-BASED FEEDING PROGRAM (SBFP)  
 ADDITIONAL FEEDING DAYS FOR FY 2022  
 PROJECT NO. 2022-002-G**

SCHOOL	SBFP SY 2021-2022 (Additional)	
		BUDGETARY REQUIREMENTS



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	<b>Actual No. of beneficiaries</b>	<b>(No of beneficiaries x P18.00 x 30 days)</b>
Bagbaguin ES	338	182,520.00
Bahay Pare ES	124	66,960.00
Bancal IS Elem.	145	78,300.00
Bancal Extension ES	44	23,760.00
Camalig ES	171	92,340.00
Iba ES	257	138,780.00
Langka ES	108	58,320.00
Lawa ES	312	168,480.00
Libtong ES	293	158,220.00
Malhacan IS	299	161,460.00
Pajo ES	221	119,340.00
Pandayan ES	182	98,280.00
Pantoc ES	201	108,540.00
Perez ES	407	219,780.00
Saluysoy IS	241	130,140.00
Banga ES	106	57,240.00
Bayugo ES	262	141,480.00
Calvario ES	273	147,420.00
Liputan ES	38	20,520.00
Longos ES	67	36,180.00
Meycauayan West IS	576	311,040.00
Tugatog ES	64	34,560.00
Ubihan ES	47	25,380.00
Zamora ES	69	37,260.00
Caingin Bayanihan ES	107	57,780.00
<b>Total</b>	<b>4952</b>	<b>2,674,080.00</b>

**SCHOOL-BASED FEEDING PROGRAM (SY 2021-2022)**  
**30-day CYCLE MENU for Additional Feeding**

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Week 1	E-Nutribun	Malunggay Pandesal w/cheese & Kamo-TEA (juice)	Banana Bread and Dalandan	Banana (Saba) (3 pcs medium)	E-Nutribun	Sweet Corn (1 pc)	Iron Fortified Rice (350g)
Week 2	E-Nutribun	Spanish Bread & Kamo-Tea (juice)	Mamon & Latundan	Sayote (2 pcs, medium)	E-Nutribun	Mongo (100 g)	Iron Fortified Rice (350g)



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Week 3	E-Nutribun	3 eggs	Banana Bread and Dalandan	Banana (Saba) (3 pcs medium)	E-Nutribun	White corn(1pc)	Iron Fortified Rice (350g)
Week 4	E-Nutribun	Raisin Bread & Kamo-TEA (juice)	Monay w/ Cheese & Latundan	Camote (2pcs, medium)	E-Nutribun	Mongo (100g)	Iron Fortified Rice (350g)
Week 5	E-Nutribun	Choco Pandesal & Kamo-TEA (juice)					

**TECHNICAL SPECIFICATIONS**

SN	Item/Product	Composition/Ingredients/Nutritional Content		Weight	Packaging
			Minimum Amount Per Serving		
1	Enhanced Nutribun	Energy	374-504 kcal	120-160g/ pack or 60-80g 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	13-18 g		
		Fat	7-9 g		
		Calcium	198-360 mg		
		Sodium	226-440 mg		
		Potassium	304-461 mg		
		Iron	4-6 mg		
		Zinc	1-2 mg		
	Vit.A	182-350 mcg			
2	Iron Fortified Rice		Minimum Amount per Serving - 100g	350g (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		
3	Root Crops	Root crops received in good condition, no signs of molds, no foul smell and no pests or insect bites		2 pcs. medium	Individually packed in paper bag/ cling wrap/food grade pouch or 1 pouch for the number of feeding days



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4	Fortified Breads	Breads received in good condition, no signs of molds, no foul smell and no pests or insect bites	Monay w/ cheese (1 pc, 93 g)  Mamon (1 pc, 65 g)  Banana Bread (1 pc, 85 g)  Malunggay Pandesal with Cheese (2 pcs 37g/ 1 pc 74g)  Spanish Bread (2 pcs. 98 g each)  Raisin Bread (1 slice 60g)  Choco-pandesal (2 pcs 49.7 g each/ 1 pc. 99.4 g)	Individually packed in sealed, clear plastic pouch;  Label should include Product name, Manufacturing date, expiration date; imprinted sign "DepEd-SBFP, NOT FOR SALE" per pack
5	Fruits	Preferably local produce; received in good condition, underrips, not rotten, smells fresh and no pests or insect bites	80g (1pc of 14 x 3.5cm)	Individually packed in paper bag/ cling wrap/food grade pouch or 1 pouch for the number of feeding days
6	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
7	Legumes	Plain; received in good condition, pests-free	100g as purchase (100g edible portion)	Individually packed in cling wrap/food grade pouch or 1 pouch for the number of feeding days  If possible, expiration date should be 6 months from date of delivery
8	Fresh Egg	Shells are rough, clean and unbroken, no signs of crack, no bad smell	3pcs Large or XL (56 g or more/pc)	Individually Packed in paper board/food-grade plastic pouches or 1 pouch for the number of feeding days (sturdy packaging must be provided to ensure safe handling and distribution);  Label should include Product name, expiration date; imprinted sign "DepEd-SBFP, NOT FOR SALE" per pack  Expiration date should be at least 25 days from the date of delivery
9		Energy	80 kcal	200ml



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Fruit Juices	Sugar	Less than 20g	Individually packed in food-grade pouch/bottle;  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
	Vit. C	2 mg	
	Vit. B	Traces	
	Iron	Traces	
	Fruit juice comes from real fruit juice, not synthetic flavorings, received in good condition, no signs of damage in packs and no signs of dents		

**Packing:**

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

**Delivery:**

- 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.)
- Delivery must be done once a week- every Monday/ Wednesday (to be implemented to coincide with Milk component if possible); 7am to 10am only.
- Supplier must deliver the food items directly to each School. Items must be segregated per kind for easy re-packing of food packs per beneficiary.
- 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.
- 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.
- A representative (from the winning bidder) must be present during each delivery to address any concerns/issues.
- If the supplier will not be able to deliver the items within the day as 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:**

- Items 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 (on-the-spot or within the day). Items to serve as replacement of the damaged goods must be readily available.



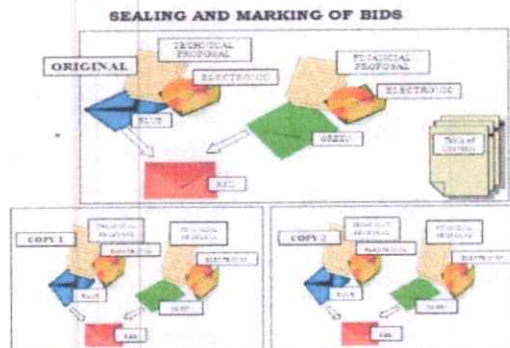
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3. The delivery receipt (DR) must be signed by the supplier or representative and the receiving entity (School Heads/OICs/ Coordinators/Advisers). The DR will be signed once the items are checked and complete. A copy of the delivery receipt must be 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.

The Chair then discussed the following:

- The Checklist of Documents Comprising the Bid(s) for Bidders: The Eligibility + Technical Component and the Financial Component 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<sup>1</sup> Number \_\_\_\_\_ Page of \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Quantity	Unit	Unit price/BID per item	Transportation and insurance and all other costs attributable to delivery per item	Taxes and other items payable by Contractor awarded per item	Cost of incidental services, if applicable, per item	Total Price per unit (total 5+6+7+8)	Total Price Bidder's Final Bid (including and 9+10 (total 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.
- Softcopy or CD Copies of the Technical and Financial Components should be strictly followed.
- There was a query from bidders on the following:
  1. Can a bidder submit Contract for the Supply and Delivery of Groceries and Milk products as supporting document for Single Largest Completed Contract (SLCC) for the project?
    - The SLCC requirement under Section 23.5.1.3 of the revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. RA 9184 provides the following:
      - It is the responsibility of the Procuring Entity (PE) to clarify in the Bidding Documents what projects can be considered similar to the contract being bid out, for purposes of determining compliance with the SLCC requirement.
      - Thus, it is entirely within the discretion of the PE whether to consider a project as being similar or not similar in nature and complexity to the project being bid out. [A] contract shall be considered "similar" to the contract to be bid if it involves goods or services of the same nature and complexity as the subject matter of the project being procured.
      - This requirement should not be interpreted strictly as to unreasonably limit competition and inequitably bar participation of capable suppliers, manufacturers, distributors and service providers; much more, to constrain PEs in the performance of their constituent and ministrant functions.






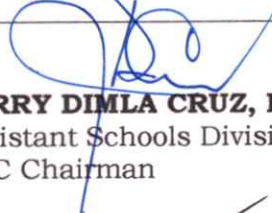

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- Hence, similarity of contract should be interpreted liberally in the sense that it should not refer to an exact parallel, but only to an analogous one of similar category.

The BAC agreed to issue Supplemental Bid Bulletin for the query and its clarification.

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 11:12 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> Assistant Schools Division Superintendent BAC Chairman
<b>Noted:</b>	 <b>CAROLINA S. VIOLETA, EdD, CESO VI</b> Schools Division Superintendent

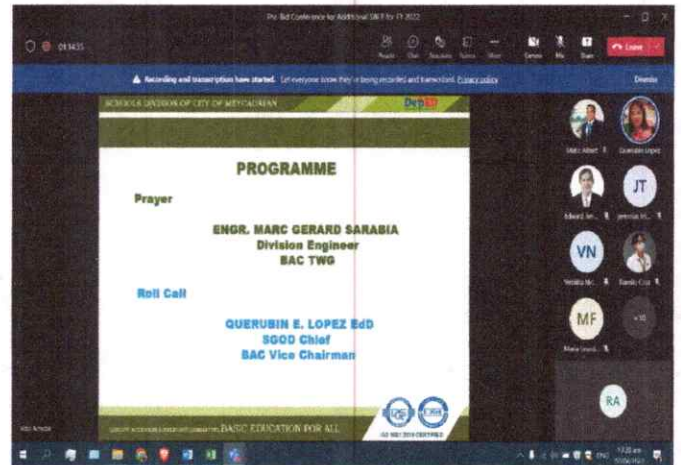
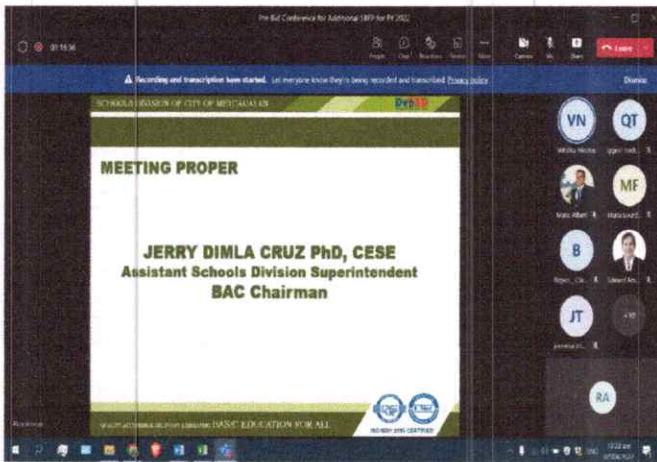
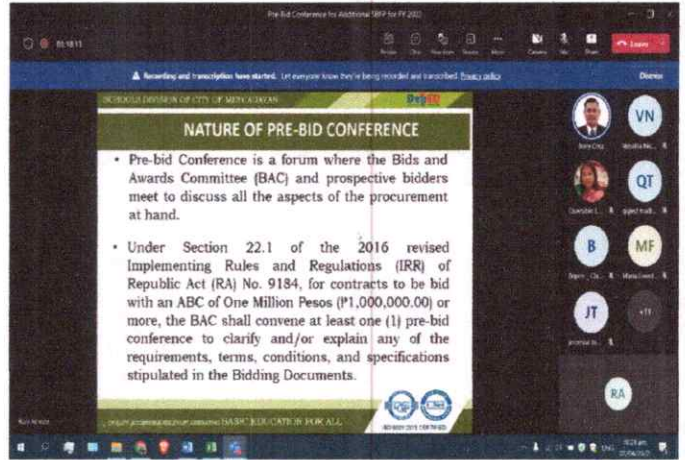
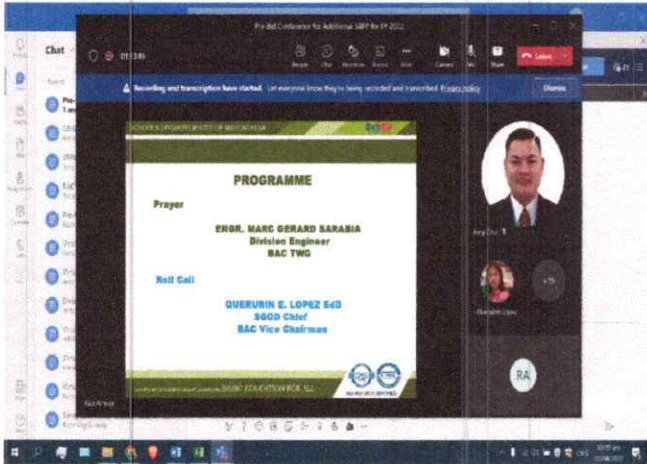


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**PHOTOS OF THE ACTIVITY**

**VIRTUAL PRE-BID CONFERENCE FOR  
 SCHOOL-BASED FEEDING PROGRAM (SBFP) ADDITIONAL FEEDING DAYS  
 FOR FY 2022  
 (PROJECT NO. 2022-002-G)  
 April 7, 2022, 10:00 am via MS Teams**





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09:30:14

**SCHEDULE OF ACTIVITIES**

Activity	Date & Time	Venue
First meeting Conference	March 23, 2022 9:00 am	Via MSN Teams
Site Visit	March 30, April 20, 2022	<a href="http://www.mylaps.com">www.mylaps.com</a>
Project #1 QP	March 30, April 20, 2022	DepEd-SDO City of Meycauayan
Second Meeting Conference	March 30, April 20, 2022	DepEd-SDO City of Meycauayan
Site Visit	April 7, 2022	Via MSN Teams
Third Meeting Conference	April 20, 2022	DepEd-SDO City of Meycauayan
Performance of Learning Site	Performance 1st visit	DepEd-SDO City of Meycauayan
Site Visit	April 22, 2022	DepEd-SDO City of Meycauayan
Final Signatures	April 26, 2022	DepEd-SDO City of Meycauayan
Final Review	April 28, 2022	DepEd-SDO City of Meycauayan
Final Approval	April 29, 2022	DepEd-SDO City of Meycauayan
Final Review	May 2, 2022	DepEd-SDO City of Meycauayan
Final Approval	May 4, 2022	DepEd-SDO City of Meycauayan
Final Review	May 11, 2022	DepEd-SDO City of Meycauayan
Final Approval	May 13, 2022	DepEd-SDO City of Meycauayan

09:31:24

**TECHNICAL SPECIFICATIONS**

**Joanne Alexis M. Ermino, RN, FSCO**  
 Nurse II  
 SBFP Division Coordinator

09:37:48

**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 every week every Monday/ Wednesday to be implemented to coincide with Milk component if possible; Tom to 11am only.
- Supplier must deliver the food items directly to each School. Items must be segregated per kind for easy re-packing of food packs per beneficiary.
- In case a specific food item scheduled for the work 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 Check-Matrix.

09:39:18

**CHECKLIST OF ELIGIBILITY DOCUMENTS**

**JERRY DIMLA CRUZ PhD, CESE**  
 Assistant Schools Division Superintendent  
 BAC Chairman

09:49:00

**Technical Documents**

- [x] Statement of the prospective bidder of all its ongoing partnership and absolute control, including contracts awarded but not yet started, if any whether similar or not similar in nature and consistency to the contract to be bid, supported by:
  - Notice to Proceed; and
  - Contract; and
- [x] Statement of the bidder's Single Jointed Company Contract (SJCC) under its license to be bid, under similar conditions provided for in Sections 23.4.1, 9 and 23.4.2.4 of the 2018 Revised IR or RA for CSRA, within the relevant period as provided in the Bidding Documents, which shall be supported by:
  - Contract; and
  - Notice to Proceed; and
  - Certificate of Acceptance or Completion or Satisfaction or Official Receipt issued by the Project Owner; and

09:49:01

**Questions/ Clarifications**