

DRN: \_\_\_\_\_

**PRE-BID CONFERENCE**  
**PROCUREMENT OF CANNED TUNA FLAKES FOR THE PRODUCTION OF FAMILY**  
**FOOD PACKS THROUGH FRAMEWORK AGREEMENT FOR CY 2021**

(ITB No. GOP/20-DSWD-066-C)

7 July 2021, 11:00 A.M.

*Procurement Management Service Conference Room, 2nd Floor, DSWD Central  
Office, IBP Road, Constitution Hills, Quezon City*

**MINUTES OF MEETING**

**I. Attendance****BIDS AND AWARDS COMMITTEE (BAC):**

- |   |   |                  |
|---|---|------------------|
| 1. Usec. Rene Glen O. Paje              | - | Chairperson      |
| 2. Usec. Mark Allan Jay G. Yambao*      | - | Vice-Chairperson |
| 3. Atty. Maria Cassandra M. Urbiztondo* | - | Alternate Member |
| 4. Mr. Felix M. Armeña*                 | - | Alternate Member |

**BAC SECRETARIAT (BAC Sec):**

- |                                   |   |                                    |
|-----------------------------------|---|------------------------------------|
| 1. Ms. Oliva C. Arcaina           | - | Supervising Administrative Officer |
| 2. Mr. Ramon M. Villareal Jr.*    | - | Administrative Officer V           |
| 3. Mr. Arjay C. Dimafelix         | - | Administrative Officer V           |
| 4. Mr. Randolph B. Dimal          | - | Administrative Officer V           |
| 5. Mr. Glenn Patrick A. Leynes    | - | Administrative Officer V           |
| 6. Mr. Danilo L. Resuello*        | - | Administrative Officer IV          |
| 7. Ms. Filipinas B. Alfonso*      | - | Administrative Officer III         |
| 8. Mr. Jerome S. Catuira*         | - | Administrative Officer III         |
| 9. Ms. Chelsea Jillian M. Abeleda | - | Administrative Officer II          |
| 10. Mr. Lourence C. Buenaventura* | - | Administrative Officer II          |
| 11. Mr. Terence John S. Manahan   | - | Administrative Officer II          |
| 12. Mr. Pio Ricardo S. Mago       | - | Administrative Assistant II        |

**OTHERS IN ATTENDANCE:**

- |                                      |   |  |
|--------------------------------------|---|--|
| 1. Ms. Corazon L. Macaraeg*          | - | National Resource and Logistics<br>Management Bureau (NRLMB)                                     |
| 2. Ms. Trixycymae P. Bernal*         | - | NRLMB  |
| 3. Atty. Germaine Trittle P. Leonin* | - | Procurement Management Service<br>(PMS) – Contract Monitoring Division<br>(CMD)                  |
| 4. Mr. Raymond P. Cruzado*           | - | PMS-CMD  |
| 5. Ms. Jasmin M. Asilo*              | - | PMS-CMD  |
| 6. Ms. Maricris E. Jacinto*          | - | Procurement Management Service<br>(PMS) – Procurement Planning and<br>Management Division (PPMD) |
| 7. Ms. Joanna B. Medallada*          | - | PMS-PPMD   |
| 8. Ms. Renee Lynne G. Marca*         | - | PMS-PPMD   |
| 9. Mr. Jerico I. Medina*             | - | PMS-PPMD   |
| 10. Mr. Ramises B. Esteban*          | - | PMS-PPMD   |
| 11. Ms. Angelica S. Alvero*          | - | Internal Audit Service (IAS)   |

**PROSPECTIVE BIDDER/S PRESENT:**

- |                        |   |                                      |
|------------------------|---|--------------------------------------|
| 1. Mr. Domingo Dacanay | - | Halex Golden Corp.                   |
| 2. Mr. Ralph Briones   | - | Halex Golden Corp.                   |
| 3. Mr. Ryan Florendo*  | - | Diamond Supply Chain Solutions, Inc. |

\*Present via Video Conference

**II. Call to Order**

The Pre-Bid Conference for the “**Procurement of Canned Tuna Flakes for the Production of Family Food Packs Through Framework Agreement for CY 2021**” was called to order at **1:00 P.M.** by the BAC Vice-Chairperson, Mark Allan Jay G. Yambao, as instructed by **Usec. Rene Glen O. Paje**, being the BAC Chairperson, in the Procurement Management Service Conference Room, 2nd Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City and via Video Conference, simultaneously. He then introduced and acknowledged the presence of the other members of the BAC, the BAC Secretariat and the representatives from Procurement Management Service’s Procurement Planning and Management Division (PPMD) and Contract Monitoring Division (PMS-CMD), the National Resource and Logistics Management Bureau (NRLMB), and the prospective bidders in attendance. He also acknowledged the prospective bidders in attendance and via video conference. *(Note: The other invited observers were unable to attend).*

A copy of the Agenda is attached hereto, marked as **Annex “A,”** and made an integral part hereof.

**III. Highlights of Discussion**

ITEM/PARTICULAR	ISSUES/CONCERNS/DISCUSSIONS	AGREEMENTS / ACTION REQUIRED
Procurement Guidelines	<ul style="list-style-type: none"> <li>Ms. Arcaina (<i>BAC Secretariat</i>) discussed the procurement guidelines for the prospective bidder’s information.</li> </ul>	
Background of the Project	<ul style="list-style-type: none"> <li>Ms. Bernal (<i>End-user</i>) discussed that the project is in relation to the projection of the department to produce 1,000,000 family food packs in anticipation of occurrence of natural disasters for the year 2021. The procurement of canned tuna flakes is the remaining item to be successfully procured, to complete the production of family food packs. Moreover, the resort to framework agreement is to ensure readily available stock and also minimize the use of emergency procurement.</li> </ul>	
Technical Specifications	<ul style="list-style-type: none"> <li>Mr. Briones (<i>Prospective Bidder</i>) inquired if the specifications will be the same with the previous bidding that has failed.</li> <li>Ms. Bernal (<i>End-user</i>) answered that it will be the same. She added that the</li> </ul>	

	<p>only significant change that may be noted is the leniency to easy-open can.</p> <ul style="list-style-type: none"> <li>• Mr. Briones (<i>Prospective Bidder</i>) asked if the DSWD logo should already be embedded on the can.</li> <li>• Ms. Bernal (<i>End-user</i>) replied that the guidelines for the markings are yet to be discussed so nothing is set regarding the matter.</li> </ul>	
Call-off	<ul style="list-style-type: none"> <li>• Mr. Briones (<i>Prospective Bidder</i>) asked if the quantity for every call-off will be different.</li> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) answered that it will probably be different every call-off since the requests will be on “as need arises” basis with a minimum of 200,000 tin cans per call-off.</li> <li>• Mr. Florendo (<i>Prospective Bidder</i>) inquired about the possibility where the total amount of goods indicated in the bidding documents is not fully consumed or ordered.</li> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) clarified that the payment terms will be per call-off. He added that as the contract expires, the remaining from the total quantity stipulated in the bidding documents will not be ordered since the procurement is per Call-off as need arises.</li> </ul>	
Sample	<ul style="list-style-type: none"> <li>• Mr. Florendo (<i>Prospective Bidder</i>) asked when a sample product will be required to be submitted.</li> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) replied that the sample will be required during the post-qualification.</li> </ul>	
Reminders  Post-qualification	<ul style="list-style-type: none"> <li>• Being the usual cause of failure of bidding, Mr. Dimafelix (<i>BAC Secretariat</i>) reminded the prospective bidders in attendance to be as detailed as possible in providing description and brand name of the goods they are offering.</li> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) mentioned that another usual cause of failure is the submission of post-qualification documents. He clarified</li> </ul>	

<p>Financial forms</p>	<p>that the Income Tax Returns (ITR) and Business Tax Returns are two different documents.</p> <ul style="list-style-type: none"> <li>• During post-qualification, sample of the product offered will be required to be submitted. He told an instance where the sample submitted was non-compliant to the specifications which then became the reason of failure of the bidding.</li> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) further enumerated the documents that are required to be submitted which are: (1) certification identifying the supplier as a manufacturer or a distributor; and (2) certificate of analysis of the thickness of the tin can.</li> <li>• Mr. Dimafelix (<i>BAC Secretariat</i>) also reminded the proper accomplishment of the <i>price proposal form</i> and <i>price schedule</i>.</li> </ul>	
<p>Inquiries</p>	<ul style="list-style-type: none"> <li>• Ms. Arcaina (<i>BAC Secretariat</i>) advised the prospective bidders in attendance to submit their inquiries thru fax or email, if they still have any, until 5 P.M. of 12 July 2021, Monday or personally submit it to the BAC through the BAC Secretariat at 2<sup>nd</sup> Floor Mahusay Building, DSWD Central Office.</li> </ul>	

**IV. Adjournment**

Having no other matters for discussion, the meeting was adjourned at **1:30 P.M.**

**Prepared by:**



**CHELSEA JILLIAN M. ABELEDA**  
 Administrative Officer II  
 Bids and Awards Committee Secretariat

**Noted by:**



**OLIVA C. ARCAINA**  
 Supervising Administrative Officer  
 Bids and Awards Committee Secretariat

**Approved by:**



**RENE GLEN O. PAJE**  
 Undersecretary and  
 Bids and Awards Committee Chairperson

## PRE-BID CONFERENCE

<b>DESCRIPTION</b>	:	Procurement of Canned Tuna Flakes for the Production of Family Food Packs Through Framework Agreement for CY 2021 (ITB No. GOP/20-DSWD-066-C)
<b>DATE</b>	:	7 July 2021
<b>TIME</b>	:	11:00 a.m.
<b>VENUE</b>	:	Procurement Management Service Conference Room, 2 <sup>nd</sup> Floor Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City
<b>PARTICIPANTS</b>	:	Bids and Award Committee and its Secretariat, Procurement Management Service, National Resource and Logistics Management Bureau, Finance and Management Service, Property, Supply and Asset Management Division Representatives and Prospective Bidders

## AGENDA

### I. Call to Order

- A. Introduce the members of the BAC, the BAC Secretariat, and other DSWD Personnel present.
- B. Acknowledge the presence of all interested bidders who are in attendance.
- C. Inform the bidders that questions will be entertained after the reading of the Rules Specified in the Bidding Documents.

### II. Procurement Guidelines

- A. The procurement procedure for the **"Procurement of Canned Tuna Flakes for the Production of Family Food Packs Through Framework Agreement for CY 2021"** is Competitive Bidding for Goods pursuant to the provisions of Republic Act No. 9184 (RA 9184) and its 2016 revised Implementing Rules and Regulations (IRR), otherwise known as the "Government Procurement Reform Act" (GPRA).
- B. All bids will be opened, read aloud, and recorded at the time of the bid opening. **Late bids will be marked "Late" and will be returned unopened to the bidder.** No award shall be made during the bid opening. During the bid opening, the Bids and Awards Committee (BAC) will conduct a preliminary examination of the bid proposals submitted to determine its completeness, check if the required bid security has been posted, and that the documents have been properly signed and are generally in order.

### C. Deviations

Bidders are not allowed to deviate from any of the eligibility, technical and financial specifications specified in the bidding documents. Bids exhibiting non-compliance with the specifications shall be disqualified.

#### **D. Evaluation and Comparison of Bids**

The Procuring Entity will evaluate and compare bids, which have been determined to be responsive during the preliminary examination.

### **II. The Bidding Documents shall be discussed by the Head of the BAC Secretariat, particularly the following issues:**

#### **A. Eligibility and Technical Component**

All the required Eligibility and Technical Documents listed on the Instructions to Bidders (ITB) and the Bid Data Sheet (BDS) shall be submitted following such order. Those documents shall be the basis of the preliminary examination of bids.

#### **B. Financial Component**

All the required Financial Documents listed in the ITB and BDS shall be submitted, following such order. Those documents will be the basis of the Preliminary Examination of the Financial Proposal during the bid opening.

#### **C. Preliminary Examination**

The BAC shall open the first envelope (Eligibility and Technical Component) and check the submitted eligibility and technical documents for each bidder against a checklist of required eligibility and technical documents to ascertain if they are all present, using non-discretionary "pass/fail" criteria. In case one or more of the required documents is missing, the BAC shall declare the eligibility and technical requirement concerned as "failed" and immediately return to the bidder concerned its Financial Component (second envelope). Otherwise, the BAC shall declare the said eligibility requirements as "passed".

Upon completion of the preliminary examination of the Eligibility and Technical component, the BAC shall subsequently open the Financial Component (second envelope) and check against a checklist of required financial documents to ascertain if they are all present using a non-discretionary "pass/fail" criteria. In case one or more of the financial documents required are missing and/or if the submitted total bid price exceeds the Approved Budget for the Contract (ABC), the BAC shall declare the bid concerned as "failed".

#### **D. Bid Security**

Each bidder shall furnish a Bid Security as part of its Bid. The Bid Security shall be in any of the form prescribed on the ITB.

#### **E. Bid Validity Period**

Bids shall be valid for one hundred twenty (120) days from the date of the opening of bids.

#### **F. Evaluation and Award**

The BAC or the designated Technical Working Group (TWG) will conduct a detailed evaluation and comparison of all bids declared "passed", using a non-



discretionary criteria. Those who complied with the criteria prescribed in the bidding documents will be ranked in ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications to determine the Lowest Calculated Bidder (LCB).

### **G. Post-Qualification**

After determining the Lowest Calculated Bidder (LCB), the BAC shall conduct post-qualification to verify, validate, and ascertain all statements made and documents submitted by the bidder with the Lowest Calculated Bid, using non-discretionary criteria. If the BAC determines that the bidder with the Lowest Calculated Bid (LCB) passes all the criteria for post-qualification, it shall declare the said bidder as the Lowest Calculated and Responsive Bidder (LCRB) and award the contract to the said bidder.

### **III. Open Forum**

Any clarifications, issues or concerns that are not found in the bid documents will be announced in writing through Supplemental/Bid Bulletin.

### **V. Adjournment**

**BIDS AND AWARDS COMMITTEE**

SPECIAL ORDER NO. 809, SERIES OF 2021



BACSEC-GE-0003 | REV 03 | 05 April 2021

**PRE-BID CONFERENCE FOR THE  
 PROCUREMENT OF CANNED TUNA FLAKES FOR THE PRODUCTION OF FAMILY FOOD PACKS  
 THROUGH FRAMEWORK AGREEMENT FOR CY 2021  
 (ITB No. GOP/20-DSWD-066-C)**

Date: 7 July 2021 - Time: 11:00 A.M.

Procurement Management Service Conference Room, 2nd Floor Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City

**ATTENDANCE SHEET**

NO.	NAME	OFFICE	SEX	EMAIL	CONTACT NO.	SIGNATURE
1	U/Sec. Rene Glen O. Paje BAC Chairperson	OUS-ISP	M	<a href="mailto:rgopaje@dswd.gov.ph">rgopaje@dswd.gov.ph</a>		
2	U/Sec. Mark Allan Jay G. Yambao BAC Regular Member	OUS-SP	M	<a href="mailto:maigyambao@dswd.gov.ph">maigyambao@dswd.gov.ph</a>		Present via video conference
3	Dir. Emmanuel P. Privado BAC Alternate Member	NRLMB	M	<a href="mailto:epprivado@dswd.gov.ph">epprivado@dswd.gov.ph</a>		
4	Dir. Ernestina Z. Solloso BAC Regular Member	4Ps	F	<a href="mailto:ezsolloso@dswd.gov.ph">ezsolloso@dswd.gov.ph</a>		
5	Mr. Felix M. Armeña BAC Alternate Member	ICTMS	M	<a href="mailto:fmarmena@dswd.gov.ph">fmarmena@dswd.gov.ph</a>		Present via video conference
6	Atty. Maria Cassandra M. Urbiztondo BAC Regular Member	LS	F	<a href="mailto:mcmurbiztondo@dswd.gov.ph">mcmurbiztondo@dswd.gov.ph</a>		Present via video conference
7	Atty. Karina Antonette A. Agudo BAC Alternate Member	AS	F	<a href="mailto:kaaaagudo@dswd.gov.ph">kaaaagudo@dswd.gov.ph</a>		
8	Dir. Emmanuel P. Privado BAC Provisional Member	NRLMB	M	<a href="mailto:epprivado@dswd.gov.ph">epprivado@dswd.gov.ph</a>		
9	Asec. Rodolfo M. Santos	PMS	M	<a href="mailto:rmsantos@dswd.gov.ph">rmsantos@dswd.gov.ph</a>	Loc. 537 - 538	
10	Ms. Oliva C. Arcaina	BAC Secretariat	F	<a href="mailto:ocarcalna@dswd.gov.ph">ocarcalna@dswd.gov.ph</a>	Loc. 121 -124	
11	Mr. Ramon M. Villareal Jr.	BAC Secretariat	M	<a href="mailto:rmvillarealjr@dswd.gov.ph">rmvillarealjr@dswd.gov.ph</a>	Loc. 121 -124	Present via video conference





**PRE-BID CONFERENCE FOR THE  
PROCUREMENT OF CANNED TUNA FLAKES FOR THE PRODUCTION OF FAMILY FOOD PACKS  
THROUGH FRAMEWORK AGREEMENT FOR CY 2021  
(ITB No. GOP/20-DSWD-066-C)**

Date: 7 July 2021 ▪ Time: 11:00 A.M.

Procurement Management Service Conference Room, 2nd Floor Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City

**ATTENDANCE SHEET**

NO.	NAME	OFFICE	SEX	EMAIL	CONTACT NO.	SIGNATURE
12	Mr. Randolph B. Dimal	BAC Secretariat	M	rbdimal@dswd.gov.ph	Loc. 121 -124	
13	Mr. Glenn Patrick A. Leynes	BAC Secretariat	M	gpaleynes@dswd.gov.ph	Loc. 121 -124	
14	Ms. Katrina E. Garcia	BAC Secretariat	F	kegarcia@dswd.gov.ph	Loc. 121 -124	
15	Mr. Arjay C. Dimafelix	BAC Secretariat	M	acdimaafelix@dswd.gov.ph	Loc. 121 -124	
16	Mr. Sherwin V. Gelacio	BAC Secretariat	M	svgelacio@dswd.gov.ph	Loc. 121 -124	
17	Mr. Danilo L. Resuello	BAC Secretariat	M	dlresuello@dswd.gov.ph	Loc. 121 -124	<i>Present via virtual attendance</i>
18	Ms. Luzvi Dabuet	BAC Secretariat	F	lsdabuet@dswd.gov.ph	Loc. 121 -124	
19	Ms. Filipinas B. Alfonso	BAC Secretariat	F	fbalfonso@dswd.gov.ph	Loc. 121 -124	<i>Present via video conference</i>
20	Ms. Abegail Gey B. Gubaton	BAC Secretariat	F	agbgubaton@dswd.gov.ph	Loc. 121 -124	
21	Ms. Danilyn A. Dedeles	BAC Secretariat	F	dadedeles@dswd.gov.ph	Loc. 121 -124	
22	Ms. Ma. Erika A. Neri	BAC Secretariat	F	meaneri@dswd.gov.ph	Loc. 121 -124	
23	Ms. Chelsea Jillian M. Abeleda	BAC Secretariat	F	cjmabeleda@dswd.gov.ph	Loc. 121 -124	<i>Sked</i>

*Jerome S. Catuiron*

*BAC Secretariat*

*M*





*Present via video conference*

**PRE-BID CONFERENCE FOR THE  
PROCUREMENT OF CANNED TUNA FLAKES FOR THE PRODUCTION OF FAMILY FOOD PACKS  
THROUGH FRAMEWORK AGREEMENT FOR CY 2021  
(ITB No. GOP/20-DSWD-066-C)**

Date: 7 July 2021 • Time: 11:00 A.M.

Procurement Management Service Conference Room, 2nd Floor Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City

**ATTENDANCE SHEET**



NO.	NAME	OFFICE	SEX	EMAIL	CONTACT NO.	SIGNATURE
24	Mr. Lourence C. Buenaventura	BAC Secretariat	M	lbuenaventura@dswd.gov.ph	Loc. 121 -124	Present via video conference 
25	Mr. Terence John S. Manahan	BAC Secretariat	M	tismanahan@dswd.gov.ph	Loc. 121 -124	Present via video conference 
26	Ms. Marden D. Aquino	BAC Secretariat	F	mdaquino@dswd.gov.ph	Loc. 121 -124	Present via video conference 
27	Mr. Pio Ricardo S. Mago	BAC Secretariat	M	prsmago@dswd.gov.ph	Loc. 121 -124	Present via video conference 
28	Corazon Macaraeg	HR/MB				Present via video conference
29	Trixymae Bernal	HR/MB				Present via video conference
30	Atty. Trithie Leanin	CMD				Present via video conference
31	Raymond Cruzado	CMD				Present via video conference
32	Jasmin Asilo	CMD				Present via video conference
33	maricris Jacinto	PPMD				Present via video conference
34	Joanna Medallada	PPMD				Present via video conference
35	Renee Lynne Narca	PPMD				Present via video conference
36	Jeico Medina	PPMD				Present via video conference
37	Ramises Esteban	PPMD				Present via video conference
38	Angelica Alvero	IAS				Present via video conference
39						
40						

**PRE-BID CONFERENCE FOR THE  
 PROCUREMENT OF CANNED TUNA FLAKES FOR THE PRODUCTION OF FAMILY FOOD PACKS  
 THROUGH FRAMEWORK AGREEMENT FOR CY 2021**  
 (ITB No. GOP/20-DSWD-066-C)  
 Date: 7 July 2021 - Time: 11:00 A.M.

Procurement Management Service Conference Room, 2nd Floor Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City

**BIDDER'S ATTENDANCE SHEET**

**PLEASE PRINT LEGIBLY AND COMPLETE INFORMATION**

NO.	COMPANY NAME	NAME	SEX	EMAIL	CONTACT NO.	SIGNATURE
1	HAVEX POWER CORP	RADMINGO PARELINA	M		09352072790	
2	HAVEX GLOBAL CORP	BROWNS, RALPH	M	ralphbrowns10@gmail.com	090952182245	
3	Diamond Supply Chain Solutions, Inc.	Ryan Florendo				Present via video conference
4						
5						
6						
7						
8						
9						
10						