



Republic of the Philippines
National Kidney and Transplant Institute
Bids and Awards Committee
East Avenue, Quezon City 1100
981-0300 / 981-0400 Local 1157
<http://www.nkti.gov.ph/>

MINUTES OF PRE-BID CONFERENCE
ITB No. 20-044

Present were:

BAC Members:

Violeta M. Valderrama, MD – Vice Chairman
Exequiel B. Gaspar Jr., RMT
Jamilla Cecilla L. Gomez, MD
Maria Melissa M. Daza, RN

BAC Secretariat:

Neil Patrick Cruz
Nicole Cabiles

Technical Working Group:

Hazel M. Villafranca, RN

End-user:

Macaria Asedohe

The **Pre-Bid Conference** for the **Supply and Delivery of Assorted Rice in Sacks/Packs (Line Bidding)** with **ITB No. 20-044**, held at **BAC Conference, G/F NKTi Main Building** was called to order by **Dra. Valderrama, BAC Chairman** at **9:49 AM of March 10, 2020**.

1. Agenda:

- Presentation of the following:
 - a. technical and financial components of the Bid, and
 - b. the explanation of the different documents to be submitted by each bidder.
- Discussion of:
 - a. the requirements in the Instructions to Bidders,
 - b. the replies to the bidders' queries about the requirements, specifications and other conditions of the contract,

2. Business arising:

- Upon ascertaining proper BAC quorum, Mr. Cruz, BAC Support Staff announced the formal start of the Pre-Bid Conference for ITB No. 20-044
- Dra. Valderrama introduced the project and acknowledged the presence of various interested parties and prospective bidders, namely:
 1. **Sure Solve**, Represented by:
Myrene Solis
 2. **Puregold Price Club Inc.**, Represented by:
Marilou Banjan
 3. **Cresto Trading Corp.**, Represented by:
Salve D. Javier

3. For the benefit of the participating/prospective bidder, the Section III Bid Data Sheet specifically the Title of the Project, the Corporate Operating Budget, the ABC of the project, and all the required

documents (Eligibility, Technical and Financial documents) to be submitted by the prospective bidder were presented and discussed by Dra. Valderrama. Also, the proper sealing of bids was discussed.

Section III, Clause 1.2

The lot (s) and reference is/are:

Supply and Delivery of Assorted Rice in Sacks/Packs (Line Bidding)

Section III, Clause 2

The Funding Source is:

The Corporate Operating Budget of 2020 in the total amount of **One Million One Hundred Sixty Thousand One Hundred Fifty Pesos (Php 1,160,150.00)**.

The name of the Project is: **Supply and Delivery of Assorted Rice in Sacks/Packs (LINE BIDDING)**

Section III, Clause 5.4

The prospective bidder should have completed within **THE PAST THREE (3) YEARS:**

- a. A Single Largest Similar Completed Contract (SLSCC) must be equivalent to at least **TWENTY-FIVE percent (25%) of the (ABC)**.

For this purpose, similar contracts shall refer to **Assorted Rice**.

Section III, Clause 9.1 (b)

The Procuring Entity address for the submission of bids:

March 24, 2020 (Tuesday) 9:00 AM

**BAC Conference Room
G/F NKT Main Building
East Avenue, Diliman
Quezon City**

4. Section VI Schedule of Requirements was presented by the conducting officer.

Item no.	Description	Delivery Site			DELIVERY PERIOD and TERMS OF PAYMENT
		Office	Facility	Address	"Time is of the essence for the delivery of the following goods"
1-5	Supply and Delivery of Various Rice in Sacks/Packs (Line Bidding)	MMID SMD	National Kidney and Transplant Institute	East Avenue, Diliman, Quezon City	<p>A. Delivery Period: Initial delivery is within 7 calendar days upon receipt of P.O. and thereafter on staggered delivery as per schedule. Delivery of materials shall be allowed from Monday-Friday, 9:00am- 4:00pm. NOTE: Any replacement outside of the approved specification is <u>NOT ALLOWED</u>.</p> <p>B. Terms of Payment: Staggered payment within 60 days from receipt of original copy of Invoice/ DR stamped & received by SMD. No payment for incomplete delivery unless there's a written and signed notice from supplier that a particular item/s cannot be delivered for any reason</p>

5. The Bid proposal was presented.

Item no.	Particulars	Specification	UOM	QTY	Approved Budget Cost	
					Unit Cost	Total Cost
1	Brown Rice, premium	Packaging: - 5 kg per pack - Clean pack with proper label/content Features: - Locally produced, - Free from infestation and foreign material - Premium quality (95% Long Grain and 5% broken rice) - No foul odor	pack	5	400.00	2,000.00
2	Japanese Rice	Packaging: - 1 kg per pack - Clean pack with proper label/content Features: - Free from infestation and foreign material - Premium quality (95% Long Grain and 5% broken rice) - No foul odor	kilo	3	120.00	360.00
3	Jasmine Rice	Packaging: - 1 kg per pack - Clean pack with proper label/content Features: - Free from infestation and foreign material - Premium quality (95% Long Grain and 5% broken rice) - No foul odor	kilo	6	95.00	570.00
4	Malagkit, Rice	Packaging: - 1 kg per pack - Clean pack with proper label/content Features: - Free from infestation and foreign material - Premium quality (95% Long Grain and 5% broken rice) - No foul odor	kilo	215	108.00	23,220.00
5	Rice, Sinangdomeng	Packaging: - 50kg per sack - Clean pack with proper label/content Features: - Free from infestation and foreign material - Premium quality (95% Long Grain and 5% broken rice)	sack	540	2,100.00	1,134,000.00
Grand Total						1,160,150.00

6. Any changes in the specifications and requirements discussed in this Pre-Bid Conference shall be issued in the form of Bid Bulletin. Supplemental/Bid Bulletins will be issued not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.

There being no other remaining topics for discussion, the **Pre-Bid Conference** was adjourned at **11:47 AM**.

Minutes taken by:


CHRISTIAN OLIQUINO
BAC Support Staff

Reviewed by:


MARY JANE ANCHETA, LLB
Head, BAC Secretariat

Approved by:


ARNOLD JOSEPH M. FERNANDEZ, MD
BAC Chairman