



CONTRACT NAME : INVITATION TO BID FOR THE PROJECT:
**SUPPLY & DELIVERY OF FERTILIZER
REQUIREMENTS FOR IFOIGAP – TOBACCO (TCGS),
CY 2019-2020**

CONTRACT ID No.: PB 2019-06

**Pre-bid Conference
08 October 2019, 10:00 A.M., at the 4th Floor, NTA Training
Room, 1184 Ben Lor Building, Quezon Avenue, Quezon City**

Present:

The Bids and Awards Committee (BAC)

CRISTINA C. LOPEZ, DBA – Chairperson
ROBERTO R. BONOAN, Ph.D – Vice Chairperson
MA. TERESA B. LAUDENCIA - Member
Atty. ROHBERT A. AMBROS - Member
PRISCILLA S. ESGUERRA - Member

COA Representatives:

Mr. Juan Paulo Banog - Witness
Maria Rose Matsumoto -Witness

TWG Staff:

Lina A. Cera, Chief, SRS, Quality Assurance Division

PROSPECTIVE BIDDER:

Ms. Bernadette Monsayac – Representative, Universal Harvester, Inc. (UHI)

PROCEEDINGS

1. The BAC Chairperson officially called the Pre-bid Conference to order at 10:00 a.m., with the presence of all the BAC Members, the TWG staff, the two (2) COA Representatives, and the lone prospective bidder, in attendance.
2. The BAC Chairperson announced that the Pre-bid Conference is mandatory, with procurement amounting to above PhP1 Million, and it is in compliance with the 2016 Revised Implementing Rules and Regulations under R.A. No. 9184, and proceeded to state the Contract Name of the Project to be bid-out and the ABC for the project, and informed the body that this conference was being held in order for the bidder to be enlightened and be able to clarify issues/ concerns regarding the project, followed by the introduction of the BAC Members, the TWG staff, and the two (2) COA Witnesses.

3. The BAC Chairperson informed the Body, that the procurement was grouped into lots, which was also location specific, to give the respective local fertilizer bidders, the opportunity to participate in the bidding process.
4. The BAC Chairperson allowed and encouraged the representative of UHI to make queries on the said project, and further stated that UHI is already an Eligible Bidder, being already an Awardee of the same recent project with the NTA.
5. Ms. Monsayac of UHI, queried on how to bid for the said project on a lot basis, and, likewise, if it can still request for additional number of days on its scheduled 15-day delivery period.
 - The BAC Chairperson responded that the bidder/s must comply with **all of the requirements/ items of each lot**, or else non-compliance is a failure of bidding.
 - A 15- day delivery period, which is on a calendar day, will be strictly followed to ensure timely delivery of the required fertilizer.
 - Further, to facilitate delivery of the fertilizers, the BAC informed the prospective bidder, if and when awarded the Contract, the Winning Bidder/ Contract should serve an advance notice to the concerned Branch Offices of the delivery schedules, indicating the exact date and time.
 - Atty. Ambros will request the Management to issue a Memorandum to all the concerned Branch Managers, for their presence, or his authorized representative, during the respective scheduled fertilizer deliveries, whether it be on a Saturday, Sunday or holidays.
6. Further, Ms. Monsayac queried on the priority fertilizer to be delivered, and Doc Bonoan replied that it is 10-18-24 and -0-0-50.
7. Ms. Monsayac stated that they might be adding delivery trucks for the required 15-day delivery period.
8. The BAC Chairperson, in concurrence with the BAC Members, will stick to the 15-day delivery period.
9. There being no questions/matters to address, the Pre-bid Conference was adjourned at 10:20 pm.

Proceedings taken by:

(SGD) VIVIEN F. FERAREZA
BAC Secretariat