



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines
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MINUTES OF MEETING CDA Bids and Awards Committee (BAC) - Head Office March 25, 2024, 10:00 AM 7th Floor CDA Conference Room (Face to Face)

TYPE OF MEETING	PRE-BID CONFERENCE	
PROJECTS	1. PROCUREMENT OF 1 LOT SUPPLY AND DELIVERY OF BRAND-NEW DIGITAL 2-IN-1 CORN MILL COMBINED RICE MILL WITH 10 KVA GENERATOR SET FOR MICRO AGRICULTURE COOPERATIVES NATIONWIDE	
ATTENDEES	BIDS AND AWARDS COMMITTEE	
	1. DA Ray R. Elevazo 2. Atty. Ma. Lourdes P. Pacao 3. Mr. Augusto Salvador P. Balles 4. Mr. Inocencio M. Malapit	Chairperson Vice Chairperson Member Member
	BAC SECRETARIAT	
	1. Mr. Elmer A. Bajado 2. Ms. Mae Joi Pia S. Santos 3. Ms. Ma. Antonette A. Pimentel	Member Member Member
	BAC TECHNICAL WORKING GROUP	
	1. Mr. Angelo Bugarin 2. Mr. Julio Casilan Jr. 3. Ms. Marygrace Jaquilmac	Member Member Member
	BAC Online Administrator	
	1. Mr. Ronald Rivera 2. Mr. Romaine Nino P. Talucod	Alternative
	END-USERS	
	1. Asec. Pendatun Disimban 2. Asec. Virgilio Lazaga 3. Ms. Elvira Pasagui	CDA BOD CDA BOD EA, Office of Asec. Lazaga
	OBSERVER	
	1. Asec. Santiago S. Lim 2. Mr. Jonal A. De Los Reyes	CDA Administrator Acting Chief, Administrative Division



	<p>PROSPECTIVE BIDDERS</p> <ol style="list-style-type: none"> 1. Engr. Marife Dullas 2. Engr. Cherish Cariaga 3. Don Richard Masa 4. Ma. Lourdes Lucerio 5. Jefferson Chong 	<p>Agri Component Corporation Agri Component Corporation Agri Component Corporation Jarb Guzen Corporation Great Agricultural Project</p>
<p>CALL TO ORDER</p>	<p>The Pre-Procurement Conference commenced at 10:30 AM and was presided over by the BAC Chairperson, Mr. RAY R. ELEVAZO.</p>	
<p>Declaration of Quorum</p>	<p>Mr. Bajado, a member of the BAC Secretariat, confirmed that the BIDS and Awards Committee has a Quorum for the said activity.</p> <p>On Mr. Elevazo's question whether Technical Persons from various institutions have been invited to be observers in the Pre Bid Conference, Mr. Bajado replied that the Philippine Chamber of Commerce and Industry, Commission on Audit, NATCCO, and Philmech were invited but they did not come/attend to the Pre Bid Conference.</p> <p>Mr. Elevazo also relayed the information from the TWG that Philmech was invited to clarify some things to the BAC but they did not communicate back.</p>	
<p>AGENDA</p>	<p>On behalf of the BAC Secretariat, Mr. Bajado stated the Agenda for the meeting which is, as follows:</p> <ol style="list-style-type: none"> 1. Pre Bid Conference 2. Other Matters for Reminders for Future Schedule <p>Mr. Elevazo solicited a motion for the approval of the agenda items. Accordingly, Atty. Pacao moved for the approval of the Agenda which was duly seconded by Mr. Malapit.</p> <p>As requested by Mr. Malapit, a recollection of what transpired meeting was presented by Mr. Bajado particularly the information that the technical description of the items was also approved during the previous BAC meeting.</p>	
<p>1st Agendum</p>	<p>Mr. Bajado presented the Bid Documents for the Procurement Of 1 Lot Supply And Delivery Of Brand-New Digital 2-In-1 Corn Mill Combined Rice Mill With 10 KVA Generator Set For Micro Agriculture Cooperatives Nationwide (CDA-GOODS-2024-03)</p>	

<p>SECTION I. INVITATION TO BID</p>	<p>Presented the contents of the Invitation to Bid.</p> <p>The amount intended for the project is TWO HUNDRED FOUR MILLION PESOS (Php 204,000,000.00), being the Approved Budget for the Contract (ABC) in reference to the FY 2024 General Appropriations Act (GAA) of the Agency.</p> <p>The following are the observations, comments, and suggestions:</p> <table border="1" data-bbox="483 589 1437 1570"> <tr> <td data-bbox="483 589 708 1160"> <p>Mr. Elevazo</p> </td> <td data-bbox="716 589 1091 1160"> <p>Requested that the TOR and Board Resolution be shown since these are the bases for the procurement.</p> </td> <td data-bbox="1099 589 1437 1160"> <p>The Secretariat showed the updated Terms of Reference which was duly signed by Asec. Disimban and Asec. Lazaga and approved by Usec. Encabo. The Secretariat also showed the CDA Board Resolution No. 011 series of 2024 which approved the procurement of 170 units of digital 2 in 1 corn mill combined rice mill.</p> </td> </tr> <tr> <td data-bbox="483 1171 708 1570"> <p>Atty. Pacao</p> </td> <td data-bbox="716 1171 1091 1570"> <p>Requested that it be stated in the minutes that the Board Resolution No. 011 series of 2024 is only for the procurement of 170 units of digital 2 in 1 corn mill combined rice mill and does not include the technical specifications.</p> </td> <td data-bbox="1099 1171 1437 1570"> <p>Asec. Disimban clarified that the technical specifications/TOR were confirmed during the recently held Board Meeting. Board Secretary Mr. Jun Casilan to provide the BAC a copy of the Board resolution. Secretariat took note of this information.</p> </td> </tr> </table>	<p>Mr. Elevazo</p>	<p>Requested that the TOR and Board Resolution be shown since these are the bases for the procurement.</p>	<p>The Secretariat showed the updated Terms of Reference which was duly signed by Asec. Disimban and Asec. Lazaga and approved by Usec. Encabo. The Secretariat also showed the CDA Board Resolution No. 011 series of 2024 which approved the procurement of 170 units of digital 2 in 1 corn mill combined rice mill.</p>	<p>Atty. Pacao</p>	<p>Requested that it be stated in the minutes that the Board Resolution No. 011 series of 2024 is only for the procurement of 170 units of digital 2 in 1 corn mill combined rice mill and does not include the technical specifications.</p>	<p>Asec. Disimban clarified that the technical specifications/TOR were confirmed during the recently held Board Meeting. Board Secretary Mr. Jun Casilan to provide the BAC a copy of the Board resolution. Secretariat took note of this information.</p>
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<p>SECTION II. INSTRUCTIONS TO BIDDERS</p>	<p>Presented the contents of the Instructions to Bidders.</p> <p>No discussion.</p>						
<p>SECTION III. BID DATASHEET</p>	<p>Presented the contents of the Bid Datasheet.</p> <p>No discussion.</p>						
<p>SECTION IV. GENERAL CONDITIONS OF THE CONTRACT</p>	<p>Presented the contents of the General Conditions of the Contract.</p> <p>No discussion.</p>						

SECTION V. SPECIAL CONDITIONS OF CONTRACT	<p>Presented the contents of the Special Conditions of Contract.</p> <p>The following are the observations, comments, and suggestions:</p> <table border="1" data-bbox="480 555 1433 1066"> <tr> <td data-bbox="480 555 711 757">Mr. Elevazo</td> <td data-bbox="711 555 1091 757">Suggested to add the name of Asec. Disimban as the Procuring Entity's Representative alongside Asec. Lazaga.</td> <td data-bbox="1091 555 1433 757">Noted</td> </tr> <tr> <td data-bbox="480 757 711 1066">Atty. Pacao</td> <td data-bbox="711 757 1091 1066">Regarding Letter E (Incidental Services), Atty Pacao noted that in this particular section, what was stated was "training of the Procuring Entity's personnel" while in the technical specifications it says, "orientation".</td> <td data-bbox="1091 757 1433 1066">Noted.</td> </tr> </table>	Mr. Elevazo	Suggested to add the name of Asec. Disimban as the Procuring Entity's Representative alongside Asec. Lazaga.	Noted	Atty. Pacao	Regarding Letter E (Incidental Services), Atty Pacao noted that in this particular section, what was stated was "training of the Procuring Entity's personnel" while in the technical specifications it says, "orientation".	Noted.
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SECTION VI. SCHEDULE OF REQUIREMENT S	<p>Presented the contents of the Schedule of Requirements.</p> <p>No discussion.</p>						
SECTION VII. TECHNICAL SPECIFICATION S	<p>Presented the contents of the Technical Specifications.</p> <p>The following are the observations, comments, and suggestions:</p> <table border="1" data-bbox="480 1406 1433 1648"> <thead> <tr> <th data-bbox="480 1406 711 1473">BAC / PARTICIPANT</th> <th data-bbox="711 1406 1161 1473">INQUIRY / OBSERVATIONS</th> <th data-bbox="1161 1406 1433 1473">REMARKS</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 1473 711 1648">Mr. Elevazo</td> <td data-bbox="711 1473 1161 1648">Reminded Mr. Bajado of the reference as earlier corrected in consonance with the Board Resolution confirming the revision of the TOR.</td> <td data-bbox="1161 1473 1433 1648">Noted</td> </tr> </tbody> </table>	BAC / PARTICIPANT	INQUIRY / OBSERVATIONS	REMARKS	Mr. Elevazo	Reminded Mr. Bajado of the reference as earlier corrected in consonance with the Board Resolution confirming the revision of the TOR.	Noted
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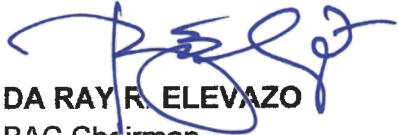
<p>SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</p>	<p>Presented the contents of the Checklist of Technical and Financial Documents.</p> <p>The following are the observations, comments, and suggestions:</p> <table border="1" data-bbox="480 510 1428 1126"> <thead> <tr> <th data-bbox="480 510 722 613">BAC / PARTICIPANT</th> <th data-bbox="722 510 1066 613">INQUIRY / OBSERVATIONS</th> <th data-bbox="1066 510 1428 613">REMARKS</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 613 722 853">Mr. Malapit</td> <td data-bbox="722 613 1066 853">Regarding the Joint Venture Agreement, it is not something to be formed yet. It is something constituted, not arranged.</td> <td data-bbox="1066 613 1428 853">Noted</td> </tr> <tr> <td data-bbox="480 853 722 1126">Atty. Pacao</td> <td data-bbox="722 853 1066 1126">Page 38 letter c lists five technical documents. Are these pre requisites for them to qualify?</td> <td data-bbox="1066 853 1428 1126">Mr. Delos Reyes said that this concern is noted and the BAC can later on decide on this matter. Once settled, this will be included in the bid supplemental to be issued.</td> </tr> </tbody> </table>	BAC / PARTICIPANT	INQUIRY / OBSERVATIONS	REMARKS	Mr. Malapit	Regarding the Joint Venture Agreement, it is not something to be formed yet. It is something constituted, not arranged.	Noted	Atty. Pacao	Page 38 letter c lists five technical documents. Are these pre requisites for them to qualify?	Mr. Delos Reyes said that this concern is noted and the BAC can later on decide on this matter. Once settled, this will be included in the bid supplemental to be issued.
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<p>SECTION IX. BIDDING FORMS</p>	<p>Presented the contents of Bidding Forms.</p> <p>No discussion.</p>									
<p>QUESTIONS/ COMMENTS/ OBSERVATIONS FROM THE PROSPECTIVE BIDDERS</p>	<p>The following are the observations, comments, and suggestions:</p> <table border="1" data-bbox="480 1305 1428 1982"> <thead> <tr> <th data-bbox="480 1305 708 1375">BAC / PARTICIPANT</th> <th data-bbox="708 1305 1090 1375">INQUIRY / OBSERVATIONS</th> <th data-bbox="1090 1305 1428 1375">REMARKS</th> </tr> </thead> <tbody> <tr> <td data-bbox="480 1375 708 1982">Mr. Jeffrey Chong</td> <td data-bbox="708 1375 1090 1982">Regarding bid documents are these certified true copies or genuine documents?</td> <td data-bbox="1090 1375 1428 1982"> <p>Mr. Bajado replied that the original bid is a Certified true copy from the original document. The bidding company will certify that it is a true copy of the original. As for the Copy 1 and Copy 2, these are photocopies of the original bid/certified true copy of the original document.</p> <p>He also mentioned that during the post qualification the BAC TWG will ask for the</p> </td> </tr> </tbody> </table>	BAC / PARTICIPANT	INQUIRY / OBSERVATIONS	REMARKS	Mr. Jeffrey Chong	Regarding bid documents are these certified true copies or genuine documents?	<p>Mr. Bajado replied that the original bid is a Certified true copy from the original document. The bidding company will certify that it is a true copy of the original. As for the Copy 1 and Copy 2, these are photocopies of the original bid/certified true copy of the original document.</p> <p>He also mentioned that during the post qualification the BAC TWG will ask for the</p>			
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			original documents (example, SEC document, etc).
	Mr. Chong	Regarding availability of delivery, does this mean that 100% of the 170 units should be available?	Mr. Bajado clarified that during the Post Qualification, the supplier shall issue a certification that it has 170 available farm machineries in accordance with the specifications. However, there should be at least 34 units available for inspection during the post qualification.
	Mr. Chong	Is it possible to have in the Bid Supplement that the available units for inspection be at least 50% of 170?	Mr. Delos Reyes said that the Secretariat will take note of this suggestion and will request the BAC for the decision.
	Engr. Marife Dullas	Regarding the technical specifications, before we started, it was stated in the bid documents the Generic Procurement Manual, but upon checking, she said the technical specifications come from the AMTEC test result because included here is the test material. She also mentioned that in the government procurement, the Phil Agricultural Engineering Standards (PAES 206:2015) is being followed. She further mentioned that it is important to have the Hulling Efficiency, Milling Recovery Index, and Percent Head Rise Index which were not included in	

		the technical specifications.	
	Mr. Malapit	Inquired under what regulation are these required?	Engr. Dullas mentioned the Bureau of Agricultural and Fisheries Engineering (BAFE) since CDA also requires permit to operate.
	Engr. Dullas	If we will look at the technical specifications, they were tailor fit to a specific brand. If you will check with AMTEC, it will show a specific model.	Mr. Malapit replied that the technical specifications are the minimum qualifications but the bidders can offer machines with better specifications at cheaper price.
	Mr. Malapit	Inquired what should be included in the technical specifications	Engr. Dullas replied that their company is ok with the min. input capacity, output capacity, and milling capacity but the other specifications are specific to one brand.
	Asec. Disimban	The technical specifications were based on the consultation with farmer cooperatives. We wanted to buy machines that the cooperatives needed and requested. Especially since the cooperatives are in far-flung areas, they need portable machines.	
	Atty. Pacao	With the explanation of the end-user, the BAC will still take note of the comment of the prospective bidder. The technical specifications should not be identified with a specific brand. We will just look into how we can present the technical specifications so	Engr. Dullas added that the hulling efficiency should be 75% as per PAES standard. However the current technical specifications show a hulling efficiency of only 10%.

	that it wont appear to be favoring a specific brand.	
Mr. Chong	Are the specifications being mentioned for corn or rice?	Engr. Dullas said the PAES standards are the same for corn and rice.
Ms. Elvira Pasagui	Submitted to the BAC a copy of the PAES 206:2015	
Atty. Pacao	Motioned that the TWG be reinforced in such a way that an additional member with a technical knowledge on agricultural machines be included in the TWG to take charge of the confirmation of the technical specifications.	Mr. Malapit seconded the motion. Mr. Elevazo approved the motion of Atty. Pacao.
Engr. Dullas	Regarding the SLCC, instead of limiting to digital corn mill and rice mill (Php 204,000,000.00), can it include agricultural machineries or post-harvest machineries?	Mr. Malapit replied that adaptability is the basic requirement for this project because the cooperatives are located in marginalized geographic areas.
Engr. Dullas	The technical specifications show that the machines will be used for approx. 24 cavans per day which is too little.	Mr. Malapit mentioned that the end-users are micro coops not large commercial users. They do not have big volumes.
Engr. Dullas	Mentioned about genset which can be used in far flung areas where there is min electricity.	
Mr. Elevazo	The comments will be taken seriously and will be tackled by the BAC during the executive sessions. The reason why we will add an agricultural engineer in the TWG because we take the comments seriously.	

	Mr. Angelo Bugarin	Inquired if there is a PAES combined for corn and rice mill or separate standard?	Engr. Dullas said that there is a separate standard.														
	Mr. Bugarin	Even if they are separate standards, both standards should be met?	Engr. Dullas said that both standards should be met.														
	Engr. Dullas	There should also be a separate test result.	Noted														
	Mr. Elevazo	There will be a supplemental bid bulletin but this will be after the BAC's consideration of all the comments, with the help of the TWG.															
DECLARATION OF RECESS	The Prospective Bidders were excused from the Pre-Bid Meeting. Mr. Elevazo declared a recess.																
TIMELINE OF PROCUREMENT ACTIVITY	<table border="1"> <thead> <tr> <th>Procurement Activities</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">PROCUREMENT OF 1 LOT SUPPLY AND DELIVERY OF BRAND-NEW DIGITAL 2-IN-1 CORN MILL COMBINED RICE MILL WITH 10 KVA GENERATOR SET FOR MICRO AGRICULTURE COOPERATIVES NATIONWIDE</td> </tr> <tr> <td>Advertisement</td> <td>March 15, 2024</td> </tr> <tr> <td>Pre-Bid Conference</td> <td>March 25, 2024</td> </tr> <tr> <td>Submission and Opening of Bids</td> <td>April 11, 2024</td> </tr> <tr> <td>Posting of Bid Supplement</td> <td>7 days before the Bid Opening</td> </tr> <tr> <td>Acceptance of Clarification or Inquiry</td> <td>10 days before the Bid Opening</td> </tr> </tbody> </table>			Procurement Activities	Date	PROCUREMENT OF 1 LOT SUPPLY AND DELIVERY OF BRAND-NEW DIGITAL 2-IN-1 CORN MILL COMBINED RICE MILL WITH 10 KVA GENERATOR SET FOR MICRO AGRICULTURE COOPERATIVES NATIONWIDE		Advertisement	March 15, 2024	Pre-Bid Conference	March 25, 2024	Submission and Opening of Bids	April 11, 2024	Posting of Bid Supplement	7 days before the Bid Opening	Acceptance of Clarification or Inquiry	10 days before the Bid Opening
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OTHER MATTERS	The BAC instructed the TWG to visit the Bureau of Agricultural and Fisheries Engineering for consultation regarding the project. The BAC Chairman requested the Secretariat on the preparation of the Special Order to support the activity.																
ADJOURNMENT	With a unanimous agreement of the BAC, the meeting was adjourned at 2:53 PM .																
CERTIFICATION	We certify that the foregoing is the true account of the Pre-Bid Conference conducted on March 25, 2024 .																

PREPARED BY	 MAE JO LPIA S. SANTOS BAC Secretariat
APPROVED	 INOCENCIO M. MALAPIT BAC Member  AUGUSTO SALVADOR P. BALLES BAC Member  ATTY. MA. LOURDES P. PACAO BAC Vice-Chairperson  DA RAY R. ELEVAZO BAC Chairman