



Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Araneta Street, Singang, Bacolod City  
Philippines 6100  
TIN 0000-784-336

**REGIONAL BIDS AND AWARDS COMMITTEE**  
**Minutes of the Prebid Conference**  
**FERTILIZERS (SIDA)**

Date: January 3, 2019; 9:30 a.m.

Location: SRA-RDE Conference Room, Bacolod City

**In attendance:**

*From the Regional Bids and Awards Committee*

Atty. Ignacio S. Santillana, Chairperson

Wilfred Monares, Vice Chairperson

Rosario Te, Regular Member

Ma. Lourdes Dormido, Regular Member

Rosario Motus, Regular Member

Helen B. Lobaton, Provisional Member

Ma. Lourdes Almodiente, Provisional Member

Roberto Velasco Jr., TWG Member

*From the RBAC Secretariat*

Maria Lucia Sanchez

Ceres June Pedrosa

*Prospective Bidders*

La Filipina Uy Gongco- Ronald Mulawin

Kara Angel Trading- Janice Tamisan

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I. **Call to order:** at 9:50 a.m. presided by RBAC Chairman Atty. Ignacio S. Santillana

**II. Inquiries and Clarifications**

The prospective bidder present was provided with a complete checklist of the Eligibility and Technical Documentary Requirements and the Technical Specifications.

A. RBAC Chairman Atty. Ignacio S. Santillana gave emphasis on the following requirements:

- Documents should be current. In lieu of the Mayor's Permit, the Official Receipt and Application should be submitted.
- Valid and current Class A documents are to be submitted if already expired as listed in the PhilGEPS registration.
- Secretary's Certificate for signatory of documents and a Special Power of Attorney for the representative are to be included.
- Notarized documents should be compliant with notarial law; Community Tax Certificates are not acceptable as "competent evidence of identity." Notarized documents included Bid-Securing Declaration, Omnibus Sworn Statement and Secretary's Certificate/SPA.
- Dates in notarized documents should be in order.


B. Clarifications from prospective bidders concerning some items in the eligibility/technical requirements were, as follows:

- Number of years in Single Largest Completed Contract (SLCC-) - 5 years
- Delivery schedule/period number of days- 30 calendar days

A list of drop-off points of GAA 2018 block farms and number of bags per block farms were given to each prospective bidder.

Conference adjourned at 10:30 a.m. with a closing announcement that a supplemental/bid bulletin for any amendment will be posted at the PhilGEPs/SRA websites.

Prepared by:



**MARIA LUCIA C. SANCHEZ**  
RBAC Secretariat Head

Noted:



**Atty. IGNACIO S. SANTILLANA**  
RBAC Chairperson