

BIDS AND AWARDS COMMITTEE

BAC Secretariat Office: G/F Higher Education Development Center (HEDC) Bldg.,
CP Garcia Avenue, UP Diliman, Quezon City
Website: <http://www.ched.gov.ph> email: chedbac@ched.gov.ph

MINUTES OF THE OPENING OF BIDS

PROCUREMENT OF CATERING SERVICES FOR THE CONDUCT OF COMMISSION EN BANC (CEB) MEETINGS, JOINT MANCOM & CEB MEETINGS, AND NATIONAL DIRECTORATE MEETINGS FOR MARCH TO DECEMBER 2022 ABC: Php1,449,000.00

Via Zoom
February 23, 2022; 10:00 A.M.

ATTENDANCE

PRESENT	DESIGNATION/OFFICE
BAC	
ATTY. CINDERELLA FILIPINA BENITEZ-JARO	-Chairperson / Presiding Officer
ATTY. FREDERICK MIKHAIL I. FAROLAN	- Member
ATTY. CHRISTIAN E. RIVERO	- Member
DR. MARIVIC V. IRIBERRI	- Member
DIR. CORINNA FRANCES CABANILLA	- Member
TWG-OGS	
MS. YVONNE L. DE VERA	- Member
MS. ANNALIZA GANDO	- Member
SECRETARIAT	
MS. BEATRIZ D. PASCUAL	- Head
MR. ARTEMIO S. CAPELLAN, JR.	- Member
MS. YVET MADLANGSAKAY	- Member
MS. KAROL ZAMBRANO	- Member
MS. DINA ABRENICA	- Member
MR. GIL NORMAN TALINGDAN	- Member
MR. FELIX QUILLOY	- Member
END-USER	
MS. HAZEL MOJICA	-OED
MS. DANA MARA DAGUMAN	-OED
MS. MYLA AGUSTIN	-OED
COA REPRESENTATIVE	
MR. ROMMEL MABUTE	- COA Observer
BIDDER'S REPRESENTATIVE	
MS. MARY JOY EVANGELISTA	-MP EVANGELISTA CATERING SERVICES
MIS-SIU OPRKM	
MR. IAN HARVEY BARTOLOME	
NOT PRESENT	
ATTY. RYAN L. ESTEVEZ	- Vice-Chair, BAC
MS. APOLONIA R. VIVO	- Head, TWG-OGS
MS. EVA PASIGPASIGAN	- Member, TWG-OGS
MS. SHIELA F. JALBUENA	- Member, TWG-OGS

MR. GREGORIO T. ATIENZA
MR. RODRIGO SAGUM

- Member, TWG-OGS
- Member, TWG-OGS

1. CALL TO ORDER

There being a quorum, the meeting was called to order at 10:30 A.M. with the BAC Chairperson, Atty. Cinderella Filipina Benitez-Jaro, presiding.

2. INTRODUCTION OF BIDDERS/REPRESENTATIVES/ BAC/TWG-OGS/ OBSERVER

Upon the instruction of the BAC Chairperson, Mr. Artemio S. Capellan, Jr., member of the Secretariat, presented the bidder's representative who attended the bid opening. He introduced the BAC members, TWG-OGS members, BAC Secretariat, end-users and COA representative who were present during the bid opening.

Also, Mr. Capellan informed the Committee that invitations were sent on February 3, 2022 to the Resident COA and to three (3) GPPB- recognized Observers. However, only the COA representative attended the bid opening.

In addition, Mr. Capellan mentioned the six (6) service providers who viewed the posting at PhilGEPS per attached Document Request List (with Reference No. 8393894), namely: a) Department of Public Works and Highways Central Office Multi-Purpose Cooperative, b) Fortune Gate Corporation., c) West Heaven Trading Corporation, d) M.P. Evangelista Catering Services., e) Piaflor Catering Service, and f) Dreamerscorner PH Events Management Services.

Only one (1) bidder, MP Evangelista Catering Services availed the bidding documents and submitted the technical and financial bid documents including the Financial bid envelope.

3. OPENING OF THE FIRST ENVELOPE (ELIGIBILITY DOCUMENTS/, EXAMINATION OF ELIGIBILITY DOCUMENTS AND THE TECHNICAL PROPOSAL, EXAMINATION AND DETERMINATION OF RESPONSIVENESS AND DECLARATION OF ELIGIBLE/INELIGIBLE BIDDERS

Upon the instruction of the BAC Chairperson, the Secretariat presented the envelope submitted by M.P. Evangelista Catering Services which contained the bidder's proposal. The BAC Chairperson opened the **sealed envelope** in public which contained the bidder's bid proposals including the eligibility and technical documents and financial documents. The bidder's envelope was opened and the name/label was read. The documents inside the envelope which was marked "**original copy**" was forwarded to the members of the Bids and Awards Committee for affixing of their initials in each page. The BAC after affixing their initials, requested the assistance of the members of the Technical Working Group for Other Goods and Services (TWG-OGS) to evaluate the eligibility documents and the technical bid proposal.

Upon careful checking of the eligibility documents, the members of the TWG-OGS reported to the Bids and Awards Committee the result of their evaluation, as follows;

NAME OF BIDDER	BID SECURITY	EVALUATION RESULT	
		Eligibility	Technical
M.P. EVANGELISTA CATERING SERVICES	Bid Securing Declaration	Passed	Passed

The BAC, upon evaluation of the eligibility and technical documents of M.P. EVANGELISTA CATERING SERVICES by the TWG-OGS, found its bid as having



“passed” the eligibility and technical evaluation and to proceed with the opening of its financial proposal.

4. OPENING OF THE SECOND ENVELOPE (FINANCIAL PROPOSAL), EXAMINATION OF FINANCIAL PROPOSAL AND DETERMINATION OF RESPONSIVENESS AND READING OF FINANCIAL PROPOSAL AND THE APPROVED BUDGET FOR THE CONTRACT (ABC)

M.P. Evangelista Catering Services having passed the eligibility and technical requirements of the bid, the BAC upon motion duly seconded, opened the **second envelope** containing its financial bid. The document inside the envelope which was marked “**original copy**” was forwarded to the members of the Bids and Awards Committee for affixing of their initials in each page. The BAC after affixing their initials read the financial bid “**as read**” as follows:

NAME OF BIDDER	Financial (Total Bid Amount)	
	Passed/Failed	As Read
M.P. EVANGELISTA CATERING SERVICES	Passed	Php1,291,500.00

The BAC requested the Technical Working Group for Other Goods and Services (TWG-OGS) to evaluate the financial bid proposal of M.P. Evangelista Catering Services.

The BAC upon evaluation presented the “**as calculated**” as follows:

NAME OF BIDDER	Financial (Total Bid Amount)	
	Passed/Failed	As Calculated
M.P. EVANGELISTA CATERING SERVICES	Passed	Php1,291,500.00

Hereunder is the Abstract of Bids on the evaluation of the first and second envelopes relative to the *Procurement of Catering Services for the Conduct of Commission en banc (CEB) Meetings, Joint ManCom & CEB Meetings, and National Directorate Meetings for March to December 2022*, as follows:

ABC: Php1,449,000.00

NAME OF BIDDER	Eligibility/ Technical	FINANCIAL (Total Amount of Bid)		
		Passed/ Failed	As Read	As Calculated
M.P. EVANGELISTA CATERING SERVICES	Passed	Passed	Php1,291,500.00	Php1,291,500.00

5. TECHNICAL WORKING GROUP FOR OTHER GOODS AND SERVICES RECOMMENDATION

The bid proposal of M.P. EVANGELISTA CATERING SERVICES, which was earlier declared “**passed**” the technical evaluations and their financial bid is within the Approved Budget for the Contract (ABC), was recommended for post-qualification evaluation. The TWG-OGS, upon the instruction of the BAC, will report the result of the post-qualification evaluation in the next BAC Meeting.



The BAC acknowledged their recommendation and upon deliberation, approved the TWG-OGS recommendation.

6. COMMENTS/REACTION FROM THE BAC AND THE BIDDER

The Bids and Awards Committee informed the representative of M.P. EVANGELISTA CATERING SERVICES that they will undergo post-qualification evaluation and shall be notified on the schedule.

The TWG-OGS will report the result of post qualification evaluation on the next Regular BAC Meeting.

7. ADJOURNMENT

There being no other matters to discuss, the bid opening was adjourned at 11:20 A.M.

PREPARED BY:



ARTEMIO S. CAPELLAN, JR.
Member, Secretariat

APPROVED BY:



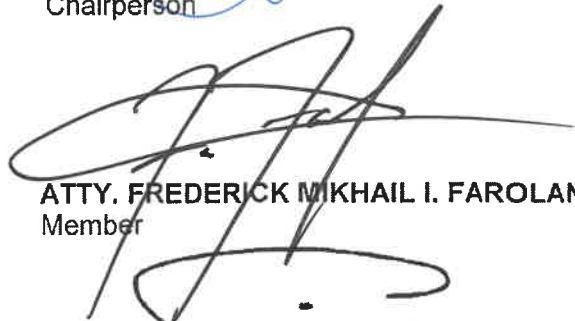
ATTY. CINDERELLA FILIPINA BENITEZ-JARO
Chairperson

REVIEWED BY:

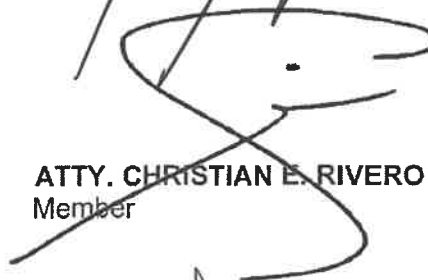
I certify that all the corrections suggestions were incorporated in the minutes of this meeting.



BEATRIZ D. PASCUAL
Head, Secretariat



ATTY. FREDERICK MIKHAIL I. FAROLAN
Member



ATTY. CHRISTIAN E. RIVERO
Member



DIR. CORINNA FRANCES CABANILLA
Member



DR. MARIVIC V. IRIBERRI
Member