

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 PRE-BID CONFERENCE

**Procurement of Catering Services for the CEB & Joint Mancom/CEB Meetings for
March to December 2022
ABC: Php1,449,000.00**

Via Zoom
February 11, 2022; 10:00 A.M.

ATTENDANCE

PRESENT

DESIGNATION/OFFICE

BAC

ATTY. RYAN L. ESTEVEZ	- Vice-Chair/Presiding Officer
ATTY. FREDERICK MIKHAIL I. FAROLAN	- Member
ATTY. CHRISTIAN E. RIVERO	- Member
DIR. CORINNA FRANCES CABANILLA	- Member
DR. MARIVIC V. IRIBERRI	- Member

TWG-OGS

MS. APOLONIA R. VIVO	- Head
MS. EVA PASIGPASIGAN	- Member
MR. GREGORIO T. ATIENZA	- Member
MS. ANNALIZA GANDO	- Member
MR. RODRIGO SAGUM	- 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. FELIX QUILLOY	- Member
MR. GIL NORMAN TALINGDAN	- Member

END-USER

MS. DANA MARA DAGUMAN	- OED
MS. ANGELICA ENRIQUEZ	-OED
MS. HAZEL MOJICA	-OED

COA REPRESENTATIVE

MR. ROMMEL MABUTE

PROSPECTIVE BIDDER

MS. RAINIER LOJO	-RLCL Food Hall
MS. JOY EVANGELISTA	-MP Evangelista Catering Services
	-Best Choice and Catering Service

MIS-KMD-OPRKM

MR. IAN HARVEY BARTOLOME

NOT PRESENT

ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO - Chairperson, BAC (on official travel)
MS. SHIELA F. JALBUENA - Member, TWG-OGS
MS. YVONNE L. DE VERA - Member, TWG-OGS

I. CALL TO ORDER

There being a quorum, the meeting was called to order at 10:51 AM with BAC Vice-Chair, Atty. Ryan L. Estevez, presiding.

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

Upon the instruction of the BAC Vice-Chair, Mr. Artemio S. Capellan, Jr., member of the Secretariat, introduced the BAC members, TWG-OGS members, Secretariat, COA Observer, Prospective Bidders and the end-users of the project, who were present during the Prebid Conference via Zoom platform.

Also, he informed the Committee that invitations were sent to CHED Resident COA and to three (3) GPPB-recognized Observers on February 3, 2022. However, only the COA representative attended the online pre-bid conference.

III. OVERVIEW OF THE PROJECT

Ms. Dana Mara Daguman, OED, end-user, presented the overview of the project. She gave emphasis on the Invitation to Bid (ITB) on the *Procurement of Catering Services for the CEB & Joint Mancom/CEB Meetings for March to December 2022*, with an Approved Budget for the Contract (ABC) in the amount of One Million Four Hundred Forty Nine Thousand (Php1,449,000.00).

IV. PRESENTATION ON THE TECHNICAL AND FINANCIAL COMPONENTS OF THE BID

Ms. Daguman, upon the instruction of the BAC Vice-Chair and Presiding Officer, likewise presented the Technical and Financial components of the bidding documents to the Committee.

V. QUESTIONS AND ANSWERS

Particulars	Clarification/Amendments	Agreements
Section VII. Technical Specifications of the Bidding Documents	Are bidders with no previous government contracts allowed to join?	The bidding documents required only the following: 1. At least three (3) certification or proof of a satisfactory performance from previous clients (Technical Specifications page 32, No. 1) 2. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project (No. 2 of ITB)

Invitation to Bid	What is the payment of Php5,000 for?	The cost of the bidding documents shall correspond to the ABC range set forth under Section 5.0 of Appendix 8 of the 2016 Revised Implementing Rules and Regulations. For ABC more than 1 Million up to 5 Million, the maximum cost of the bidding document is P5,000.00
Checklist of Technical and Financial Documents	Are bidders with expired PhilGEPS certificate allowed to join?	Bidders should have a valid PhilGEPS Registration Certificate (Platinum Membership) during the bid submission.
Section VII. Technical Specifications of the Bidding Documents	When should the bidder submit the vaccination cards of the waiters/servers?	Bidder should submit the vaccination cards of waiters/servers during the bid submission and opening

VI. COMMENTS/REACTIONS FROM THE BAC MEMBERS

The BAC informed the Committee of the schedule of the Submission of Technical and Financial Bids which shall be on February 23, 2022 at 9:00 AM, and the Opening of Technical and Financial Bids of the bidding documents shall be at 10:00 AM.

VII. ADJOURNMENT

There being no other matters to discuss, the pre-bid conference adjourned at 11:10 A.M.

PREPARED BY:



ARTEMIO S. CAPELLAN, JR.
Member, Secretariat

REVIEWED BY:

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



BEATRIZ D. PASCUAL
Head, Secretariat

APPROVED BY:



ATTY. RYAN L. ESTEVEZ
Vice-Chair



ATTY. FREDERICK MIKHAIL I. FAROLAN
Member



ATTY. CHRISTIAN E. RIVERO
Member



DIR. CORINNA FRANCES CABANILLA
Member