

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 PRE-PROCUREMENT 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 2, 2022; 10:30 A.M.

ATTENDANCE

PRESENT

DESIGNATION/OFFICE

BAC

ATTY. CINDERELLA FILIPINA BENITEZ-JARO	- Chairperson / Presiding Officer
ATTY. RYAN L. ESTEVEZ	-Vice-Chair
ATTY. FREDERICK MIKHAIL I. FAROLAN	- Member
ATTY. CHRISTIAN E. RIVERO	- Member
DR. MARIVIC V. IRIBERRI	- Member
DIR. CORINNA FRANCES CABANILLA	- Member
ATTY. MARCO CICERO F. DOMINGO	- Member

TWG-OGS

MS. EVA PASIGPASIGAN	- Member
MR. GEORGE ATIENZA	- Member
MS. ANNALIZA GANDO	- Member
MS. SHIELA F. JALBUENA	- Member
MS. YVONNE L. DE VERA	- Member

TWG-INFRA

ENGR. JUAN F. PURIRAN, JR.	- Head
MR. ELISEO MADLANGSAKAY	-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. NORMAN TALINGDAN	-Member
MR. FELIX QUILLOY	- Member

END-USER


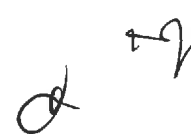
MS. DANA MARA DAGUMAN	-Staff, OED
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MR. IAN HARVEY BARTOLOME	
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NOT PRESENT

MS. APOLONIA R. VIVO	- Head, TWG-OGS
MR. RODRIGO SAGUM	- Member, TWG-OGS



I. CALL TO ORDER

There being a quorum, the pre-procurement conference was called to order at 10:50 A.M. with Atty. Cinderella Filipina S. Benitez-Jaro, BAC Chairperson, presiding.

II. INTRODUCTION

Mr. Artemio S. Capellan, Jr., member, BAC Secretariat introduced the BAC members, TWG-OGS, TWG-INFRA members, Secretariat and the end-users who were present during the said meeting.

III. BUSINESS MATTERS

a. Review PPMP and APP:

The proposed project was verified and found to be included in the PPMP and APP of CHED for FY 2022 with an Approved Budget for the Contract (ABC) in the amount of One Million Four Hundred Forty Nine Thousand Pesos (Php1,449,000.00).

b. Determine the readiness of procurement:

The PPMP, APP, specifications, approved budget for the contract, draft of advertisement were presented and properly deliberated.

c. Review, modify and agree on criteria for eligibility screening:

Criteria of eligibility screening was in accordance with R.A. 9184 and its 2016 Revised IRR, Bidding Documents and the GPPB Regulations.

d. Review, modify and agree on criteria for evaluation of proposals:

Criteria for bid evaluation was in accordance with R.A. 9184 and its 2016 Revised IRR and Bidding Documents and the GPPB Regulations.

IV. AGREEMENTS

Ms. Dana Mara Daguman, OED, end-user, as instructed by Atty. Jaro BAC Chairperson, explained the terms of reference/technical specifications on the *Procurement of Catering Services for the CEB & Joint ManCom/CEB Meetings for March to December 2022* (which includes the deliverables, expected output and delivery period and other salient features) of the project and clarified the issues raised by the BAC members and the TWG-OGS.

Particulars	Amendments/Clarification	Agreement/ Action
Timelines	<ul style="list-style-type: none"> ➤ Pre-Procurement Conference- February 2, 2022 ➤ Posting in the Website of CHED, PhilGEPS & at a conspicuous place-February 3-10, 2022 ➤ Preparation of Bidding Documents-February 3-23, 2022 ➤ Pre-bid Conference- February 11, 2022; 10:00 AM ➤ Submission of Bids-February 23, 2022; 9:00 AM ➤ Opening of Bids/ Presentation to BAC of the Result of Bid Evaluation-February 23, 2022; 10:00 AM ➤ Post Qualification Evaluation-February 24, 2022 ➤ BAC approves Lowest Calculated and Responsive Bid-February 25, 2022 	The BAC approved the bidding activity and instructed the Secretariat to post/advertise the bidding documents following the stated timeline and technical specifications.

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[Handwritten signatures]

	<ul style="list-style-type: none"> ➤ CEB approves the BAC recommendation of LCRB-March 1, 2022 ➤ Issuance of Notice of Award- March 2, 2022 ➤ Submission of Performance Bond-March 4, 2022 ➤ Contract Preparation and Signing-March 5, 2022 ➤ Issuance of the Notice to Proceed-March 7, 2022 	
Technical Specification	Location: <i>HEDC Bldg. C.P. Garcia Ave., Diliman, Quezon City</i>	
	Catering Services:	
	March 3 - 4 - 15 - 22 - 29, 2022 (@30pax/meeting)	
	April 5 - 19 - 26, 2022 (@30pax/meeting)	
	May 10 - 17 - 24, 2022 (@30pax/meeting)	
	June 2 - 3 - 14 - 21 - 28, 2022 (@30pax/meeting)	
	July 12 - 19 - 26, 2022 (@30pax/meeting)	
	August 9 - 16 - 23, 2022 (@30pax/meeting)	
	September 1 - 2 - 13 - 20 - 27, 2022 (@30pax/meeting)	
	October 11 - 18 - 25, 2022 (@30pax/meeting)	
	November 8 - 15 - 22, 2022 (@30pax/meeting)	
	December 1 - 2 - 13 - 20 - 28, 2022 (@30pax/meeting)	
	Provision for Special Meetings (4 meetings)	
	No. of meetings: Maximum of 42 meetings	
	Requirements:	
	Packed Meals will be served	
	Breakfast (free flowing coffee and tea or hot choco), bottled water, fried/plain rice, 3 main courses, dessert (assorted fruits & pastries)	
	AM & PM Snacks (free flowing coffee and tea or juice), bottled water, pancit/bihon, native food/kakanin, soup (molo, sotanghon) assorted fruits, pastries, candies & nuts)	
	Lunch (rice, 3 main courses [vegetable, fish, meat], soup, salad, fruit in season (at least 3 kinds), juice & bottled water)	
	Dinner (rice, 3 main courses [vegetable, fish, meat], soup, salad, fruit in season (at least 3 kinds), juice & bottled water)	
Requirements:		
1. Two (2) stand by waiters		
2. For fish (choices of pink salmon, tuna belly, talakitok, pampano, blue marlin, tanigue)		
3. For Soup (preferred homemade soup: tinola, nilaga, sinigang, sinampalukan, clam soup)		
➤ No advance deposit required.		
➤ Mode of Payment: Send Bill every after completed event. No payment in case that the meeting is cancelled.		
➤ Inclusive of all government taxes		

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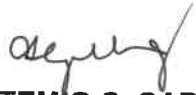
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	<p><i>Additional Requirement to be attached to the Technical Specifications:</i></p> <p>Bidder should submit the following:</p> <ol style="list-style-type: none"> 1. At least three (3) certification or proof of a satisfactory performance from previous clients; 2. Photos of sample food presentation (buffet / plated / packed); 3. Proof of full vaccination of waiters/servers. 	
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V. ADJOURNMENT

There being no other matter to discuss, the Pre-Procurement Conference adjourned at 11:05 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. RYAN L. ESTEVEZ
Vice-Chair



ATTY. FREDERICK MIKHAIL I. FAROLAN
Member



ATTY. CHRISTIAN E. RIVERO
Member



DR. MARIVIC V. IRIBERRI
Member



DIR. CORINNA FRANCES CABANILLA
Member



Domingo Marco Cicero Fagela
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ATTY. MARCO CICERO F. DOMINGO
Member