



Republic of the Philippines
Department of Education



PROCUREMENT MANAGEMENT SERVICE

OD ☎ 633.7232 PPMO ☎ 636.6543 CMD ☎ 635.3762

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*Document Template No. BACSD-2019-
(revised 040519; prepared by conicolas)*

Bids and Awards Committee I

Minutes of Pre-Bid Conference

Project No. : 2019-10-AdmS7(027)-BI-CB-032
Project : Procurement of Catering Services
ABC : PhP 55,999,850.00
End-User : Baguio Teachers' Camp (BTC)
Date & Time : October 30, 2019; 1:00 P.M.
Venue : EFD Conference Room, 5th Floor, Mabini Building,
Department of Education Complex, Meralco Avenue, Pasig
City

Present:

Bids and Awards Committee (BAC) I: Atty. Rhoan G.L. Orebia, Vice-Chairperson;
and Supt. Diosdado S. Medina and Arch. Felix Villanueva, Provisional Members

Procurement Management Service: Ms. Joyce Anne C. Morales and Ms. Christa O.
Nicolas, STA II; and Mr. Homer Silva, AS II (BAC Secretariat Division)

End-User Representative(s): Ms. Mary Jane B. Contapay, Ms. Lobelina Ballatong,
and Ms. Maylene A. Akia (BTC)

Prospective Bidder(s): Mr. Dennis B. Camano and Ms. Rosabella Maranan (Kainan
sa Nuevo); and Ms. Leorizza Parumog and Mr. Lionel Romantico (JNY T and T Inc.)

I. CALL TO ORDER

Atty. Rhoan G.L. Orebia, BAC I Vice-Chairperson, presided and called the
pre-bid conference to order at 1:10 P.M. The BAC Secretariat documented
the minutes of meeting.

II. CERTIFICATION OF QUORUM

The BAC I Vice-Chairperson certified that the quorum of the BAC was
present to transact business. She acknowledged the presence of the BAC
members, BAC Secretariat, End-User Representatives, and prospective
bidders.

58 III. HIGHLIGHTS OF DISCUSSION

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The BAC I Vice-Chairperson welcomed everyone to the pre-bid conference.

The BAC I Vice-Chairperson gave a brief description of the project and asked the prospective bidders to introduce themselves and the company they represent. Moreover, the BAC I Vice-Chairperson announced that the floor was open to queries, information, proposals or other concerns coming from the prospective bidders or suppliers on the assumption that the prospective bidders have downloaded bidding documents from the PhilGEPS, requested from the BAC Secretariat for copies of the same, or bought copies of the same. The floor was open to all and the BAC Secretariat moderated the discussion.

Ms. Christa O. Nicolas, BAC Secretariat, proceeded with the presentation of the project information and focused on the salient features of the Bidding Documents and opened the floor for queries after each provision as follows:

<i>Special Conditions of Contract</i>			
<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
10.3	Can we clarify the mode of payment?	After the activity, the caterer will submit the actual Statement of Account and will be paid thereafter. This will be further clarified in the bid bulletin.	Y

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<i>Technical Specifications</i>			
<i>Provision</i>	<i>Questions/Queries/Clarifications</i>	<i>BAC's Response</i>	<i>For Bid Bulletin (Y/N)</i>
Terms of Reference	From JNY T and T Inc. (Leorizza Parumog): Will the use of kitchen free of charge?	It is indicated in the bidding documents that the use of kitchen area is subject to the guidelines set by BTC Management, and therefore, not free of charge. The prevailing guidelines states that PhP6,500.00 will be paid for the first 100 pax and PhP15.00	Y

		per pax in excess of the 100.	
Minimum Technical Requirement	For 30 and below 100 participants, what would be the cost of the kitchen?	This is noted.	Y
Call-Off Terms and Conditions	What will be the obligation of the procuring entity with the caterer for cancellation that occur in less than 5 days of the original schedule?	This is noted.	Y

The BAC I Vice-Chairperson announced that having exhausted most of the bidders' queries and issues, the prospective bidders may write a clarification which may be sent via the BAC Secretariat e-mail address on or before October 31, 2019, 5:00 P.M. Furthermore, the BAC I Vice-Chairperson stated the BAC will issue a Bid Bulletin if necessary on or before November 4, 2019.

Having no other matters to discuss, the pre-bid conference was adjourned at 2:17 P.M.

Prepared by:
Joyce Anne C. Morales
 STA II
 BAC Secretariat Division

Reviewed by:

Christa O. Nicolas
 STA II
 BAC Secretariat Division

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Concurred by:
 BIDS AND AWARDS COMMITTEE I


Atty. Rhoan G.L. Orebia
 Director IV and Vice-Chairperson


Supt. Diosdado S. Medina
 Provisional Member


Arch. Felix F. Villanueva, Jr.
 Provisional Member



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
 KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION



Form No. BACS019,
 v042219

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Bids and Awards Committee I

ATTENDANCE SHEET

Project(s) : *Procurement of Catering Services* Pre-Procurement Conference Bid Opening Other BAC Meeting:

Date : **October 30, 2019**

Time : **11:00 PM**

Venue : **EFD Conference Room, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City**

Name / Position	Signature	Name / Position	Signature	Name / Position	Signature
I. BAC Officials					
Chairperson		James Ronald G. Ybiernas, PDO III		Paula Janine L. Manuel, TA II	
Usec. Alain Del B. Pascua Administration		Jose Antonio G. Flores, AO IV		Phoebe Ann R. Wagan, TA II	
Vice-Chairperson		Jessa B. Buela, AO II		John Raymar C. Cheng, TA I	
Dir. Rhoan G.L. Orebia Legal Affairs	<i>[Signature]</i>	Marilou A. Caagbay, AO II		Andrew M. Felipe, AS II	
Regular Member		Raquel S. Familiara, AA III		Reyremark B. Nagallo, AS II	
Dir. Rizalino Jose T. Rosales Bureau of Learner Support Service		Marlgin de Jack S. Salayon, AA III		Lee Jeffrey Roedell C. Oliva, AS II	
Provisional Members		Ivy E. Acebo, STA II		Marianes M. Parcon, AS II	
Supt. Diosdado S. Medina Camp Superintendent, BTC	<i>[Signature]</i>	Lady Love S. Arenas, STA II		Homer A. Silva, AS II	<i>[Signature]</i>
Dir. Raul C. La Rosa BLR-Cebu		Joyce Anne C. Morales, STA II	<i>[Signature]</i>	Daniilo P. Catague, Driver II	
Arch. Felix F. Villanueva, Jr. Architect III, EFD	<i>[Signature]</i>	Christa O. Nicolas, STA II	<i>[Signature]</i>	Adrian Paul D. Esplana, Messenger	
II. Office of the Asst. Sec. for Procurement and Administration					
Atty. Salvador C. Malana III, Assistant Secretary		Lauro L. Roberto, Jr., STA I		Melvin R. Parreño, Messenger	
III. Procurement Management Service					
Joel S. Ere stain, Director IV		Jay Valerie A. Baladiang, TA II			

Name / Office	Signature	Name / Office	Signature	Name / Office	Signature
IV. Technical Working Group (TWG)					
Mary Jane D. Cortez		Baguio Teachers Camp			
Lobelia Ballantyne		"			
Maylene A. Alkio		Baguio Teachers Camp			
V. End-User Representative(s)					
VI. Observer(s)					



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Bids and Awards Committee ◆ I

ATTENDANCE SHEET FOR BIDDERS

◇ Pre-Procurement ◆ Pre-Bid Conference ◇ Bid Opening ◇ Other BAC Meeting

Project(s) : Procurement of Catering Service

Date : October 30, 2019 Time: 9:00 AM

Venue : EFD Conference Room, 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City

PLEASE PRINT LEGIBLY.						
No.	FULL Name of Company	Name of Representative	Contact No.	Signature	Bidder has purchased Bids	Date & Time of Submission of Bids (for BO only)
1	KAIKIAN SA HUEVO	DEHNIS B. CAMANO / ROSABELLA MARANAN	788-7309			
2	JNY TANDT INC.	DR. LEONARDO PERALTA / LIOCEL ROMANTICO	09218949538			
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