

BIDS AND AWARDS COMMITTEE II

MINUTES OF THE PRE-BID CONFERENCE

HIRING OF FOOD CATERING SERVICES

SEPTEMBER 25, 2019 (WEDNESDAY)-2:30 P.M. 12TH FLOOR TRAINING ROOM SSS
MAIN OFFICE

Present

BAC II Members : GUILLERMO M. URBANO, JR.
JOHNSY L. MANGUNDAYAO
HENRY C. PABLO
SYLVETTE C. SYBICO

BAC Secretariat : VER V. NUÑEZ
AISA U. GUEVARRA
KAMILLE ANNE B. VELASCO
JULINA ROSE DL. DE OCAMPO

COA Representative : LOVERLY LLOREN

TWG Representatives : MARIVIC P. VILLARUBIA
VIOLETA V. JAVAR

Participating Bidders : LETTERED L FOOD SERVICES- Betty Ascaño
FORTUNE GATE CORP. - Peter Macaso

1. The Pre-Bid Conference was called to order at 3:05 P.M.
2. The published Approved Budget for the Contract is P1,902,575.
3. The following observers were invited through BAC Notice dated 19 September 2019:
 - 3.1 Commission on Audit
 - 3.2 Anti-Corruption Training Center
 - 3.3 Anti-Trapo Movement of the Philippines, Inc.
 - 3.4 Makati Business Club
 - 3.5 Philippine Chamber of Commerce and Industry (PCCI)

However, only the representative from COA attended the activity.

4. Only Lettered L Food Services paid/secured the Bidding Documents at the time of the Pre-Bidding Conference.
5. The Technical Working Group (TWG) presented the background, scope of work, and technical specifications of the project.
6. The following issue/clarification were raised during the Pre-Bid Conference:

	Queries/ Clarifications	TWG/BAC Reply
6.1	Should we pass the sample menu together with the Submission and Opening of Bids?	No, the sample menu will be submitted during Post Qualification.

7. The BAC Secretariat announced the composition of Envelopes No. 1 (Eligibility and Technical documents), No. 2 (Financial proposal) and additional documents.

8. The BAC II informed the bidder that the bid proposals will be subjected to Bid Evaluation. The bidder with the Lowest Calculated Bid (LCB) shall be required to submit the following additional documents within non-extendible period of five (5) calendar days form receipt of BAC notice:

- a) 2018 Income Tax Return filed through Electronic Filing and Payment System (EEPS) corresponding to the Submitted Audited Financial Statements;
- b) Quarterly VAT for the period January to June 2019;
- c) SEC/DTI Registration;
- d) 2019 Mayor's Permit;
- e) Valid Tax Clearance;
- f) 2018 Audited Financial Statements filed through EFPS.

9. The BAC Secretariat also presented the schedule of the following activities:


- 9.1 Deadline of Written Queries : Thursday, 26 September 2019
- 9.2 Issuance of Bid Bulletin : Tuesday, 1 October 2019
- 9.3 Submission and Opening of Technical and Cost Proposal : Wednesday, 9 October 2019 at 2:00 P.M. at Green Room, 12th Floor, SSS Main Building, East Avenue, Diliman, Quezón City. Late submission shall not be accepted.

Time Finished: 3:30 P.M.


Prepared by:


JULINA ROSE D.L. DE OCAMPO
Staff, BAC Secretariat


Certified Correct:


ROSALYN AZUL-CONDAT
OIC, Administrative Support Section
BAC Secretariat

Concurred by:


MARIYIC P. VILLARUBIA
TWG Chairperson

Approved by:


GUILLERMO M. URBANO, JR.
VP and BAC II Vice Chairperson