

Minutes of the Meeting: Pre-Bid Conference
ITB 2021-DSWD-05: Catering Services for Various DSWD-CAR Advocacy Activities for 2021
November 19, 2020

Attendance:

AMELYN P. CABRERA, *Alternate Chairperson, BAC*
YLEEN KYRA CALAWA, *Technical Expert*
BONAFE B. RAMOS, *End-user*
Leonila G. Lapada, *BAC Secretariat*
Cynthia Joyce Calica, *BAC Secretariat*

Observer: None

Prospective Bidder:

Manuel CabJuan, Gablets Catering Services

Highlights of the Meeting:

The meeting was called to order for the Pre-Bid Conference of the project, **Catering Services for Various DSWD-CAR Advocacy Activities for 2021** under ITB 2021-DSWD-05 with an Approved Budget for the Contract (ABC) amounting to *Two Million Two Hundred Seven Thousand Pesos (Php2,207,000.00)*.

The conference was conducted at DSWD Training Center and through Google Meet where an observer from COA, Mr. Roldan Peniano, Ms. Maryann Buclao, Alternate Vice-Chairperson of the BAC and Mr. Victor Bomowey, Head of the Procurement Section joined online. However, the internet host of the Field Office suddenly failed thus, the participants online were disconnected before the start of the activity.

Upon determination of a quorum and upon confirmation that the participants online will no longer attend personally since the internet connection is still down, the meeting started at 10:30 AM and presided by Ms. Amelyn P. Cabrera, Alternate Chairperson. She acknowledged the presence of the prospective bidder from Gablets Catering Services.

Ms. Cabrera explained to the group the purpose of the Pre-bid conference that is to clarify any concerns of the bidders with regard to the procurement at hand, its terms and conditions, scope of the bidding documents and other details.

During the meeting, it was mentioned that the Sixth Edition Bidding Document issued by GPPB was used for this project. And explained that said document was simplified and some of the standard forms were also amended. The group then reviewed the Philippine Bidding Documents, technical specifications and presented the revised standard forms, checklist of requirements and proper sealing and markings of proposal with the following discussions and agreements:

Subject Matter	Discussions	Agreements Reached/ Recommendations
Invitation to Bid	<p>The group reviewed the Invitation to Bid and discussed the procurement at hand, Approved Budget and other information as follows:</p> <ul style="list-style-type: none"> • It was explained that the project was composed of three (3) lots wherein the fund source for Lot 1 is a Centrally Managed Fund (CMF) while Lot 2 is a regular funded activities or Direct Release. Lot 3 is the same project with hall rental. • It was also explained that CMF funded projects have no assurance of its availability by January 2021, thus it may not be awarded or be reduced based on the approved allotted budget to be downloaded by Central Office. For Direct Release funded projects, it can be awarded as soon as the General Appropriations Act will be approved in January 2021. <p>Further, it was discussed that since the project consists of three (3) lots, all bidders who opted to participate in all lots are required to submit separate bid envelope for each lot. Failure to submit with the said requirement shall not be accepted by the BAC Secretariat.</p>	<p>For Bid Bulletin</p> <p>All bidders who opted to participate in all lots are required to submit separate bid envelopes for each lot. Failure to submit with the said requirement shall not be accepted by the BAC Secretariat.</p>
Instruction to Bidders	<p>The secretariat presented the Instruction to bidders to the group and no changes noted.</p>	
Bid Data Sheet	<p>The Bid Data Sheet was reviewed and no changes noted</p>	

<p>Technical Specifications</p>	<p>The group reviewed the Terms and Conditions of the project with the following discussions:</p> <p>No. 3: The winning bidder must submit a proposed menu based on the preference of the end user as follows:</p> <p>a. Lunch with three viands (2 meat/fish and one vegetable) with soup, dessert or any fruit in season, <u>served with bottled/tetra pack drinks</u>. It should be individually packed using biodegradable materials.</p> <p>b. AM and PM snacks are preferably indigenous served with bottled/tetra pack drinks. It should be individually packed using biodegradable materials.</p> <p><i>Note: Portioning or serving of meals is based on standard and applicable food measurement</i></p>	<p>For Bid Bulletin:</p> <p>No. 3: The winning bidder must submit a proposed menu based on the preference of the end user as follows:</p> <p>a. Lunch with three viands (2 meat/fish and one vegetable) with soup, dessert or any fruit in season. It should be individually packed using biodegradable materials.</p> <p>b. AM and PM snacks are preferably indigenous served with <u>natural fruit infused drinks in paper cups (no powdered or concentrate drinks)</u>. It should be individually packed using biodegradable materials.</p> <p><i>Note: Portioning or serving of meals is based on standard and applicable food measurement (1 cup rice, 2 pcs for small size fish or 2 slices of small size bangus, 2 pcs. small size Chicken leg or 30g chicken, beef, pork and 1 cup vegetables with 1 pc. medium size or 1 big slice fruits)</i></p>
	<p>No. 4: Service crew should observe proper health protocols and wear proper Personal Protective Equipment (face mask, face shield, gloves, hairnet, apron)</p>	<p>No. 4: <u>Service provider should provide at least one (1) service crew. Additional service crew to be provided as needed. Service crew should observe proper health protocols, wear proper Personal Protective Equipment (face mask, face shield, gloves, hairnet, apron). Must maintain cleanliness throughout the activity.</u></p>
	<p>No. 6: The winning bidder must provide free flowing coffee, tea, sugar, liquid or powdered creamer and purified water (for activities with at least 15 pax)</p> <p><i>Note: Creamer, sugar and the like should be in individual sachet with biodegradable packaging. Cups and stirrer must likewise be biodegradable</i></p>	<p>No. 6: <u>For activities with at least 15 pax, the winning bidder must provide free flowing coffee, tea, sugar, liquid or powdered creamer and purified water in addition to drinks served for snacks. For activities with pax below 15, only overflowing water will be provided.</u></p> <p><i>Note: Creamer, sugar and the like should be in individual sachet with biodegradable packaging. Cups and stirrer must likewise be biodegradable.</i></p>

	<p>No. 6: The winning bidder must provide free flowing coffee, tea, sugar, liquid or powdered creamer and purified water (for activities with at least 15 pax)</p> <p><i>Note: Creamer, sugar and the like should be in individual sachet with biodegradable packaging. Cups and stirrer must likewise be biodegradable</i></p>	<p><u>No. 6: For activities with at least 15 pax,</u> the winning bidder must provide free flowing coffee, tea, sugar, liquid or powdered creamer and purified water <u>in addition to drinks served for snacks. For activities with pax below 15, only overflowing water will be provided.</u></p> <p><i>Note: Creamer, sugar and the like should be in individual sachet with biodegradable packaging. Cups and stirrer must likewise be biodegradable.</i></p>
Technical Specifications	<p>No. 8: For activities requiring hall rental, it must be ensured that venue should accommodate twice the number of participants to physical distancing.</p>	<p>For activities requiring hall rental, it must be ensured that venue should accommodate twice the number of participants <u>for physical distancing with DOT certification until the pandemic is lifted</u></p>
Itemized List and Details of Each Activity	<p>The summary of the goods was presented to the group and discussed the details of each activity. It was mentioned that the ABC of each activity should not exceed the budget per activity likewise the cost parameter for each provision. It was discussed further that the Php100.00 cost parameter for snacks and Php300.00 cost parameter for lunch should not be exceeded.</p>	<p>For Bid Bulletin:</p> <p>Bid offer for snacks and lunch/meals should not exceed the cost parameter as follows:</p> <p style="text-align: center;">Snacks: Php100.00 Lunch/meals: Php300.00</p>
Standard Forms	<p>The secretariat presented the standard forms and explained the revisions based on the Sixth Edition Philippine Bidding Document. No amendment noted.</p>	
Form: Goods Offered from Within the Philippines	<p>The form was presented to the group and explained that it is where the detailed price proposal for each item is reflected and should indicate the amount of tax, insurance and incidental expenses.</p>	
Sealing and Markings of Proposal	<p>The secretariat explained the proper sealing of bid envelopes to comprised seven (7) envelopes including the main envelope.</p>	

Having no more issues to discuss, Ms. Cabrera express gratitude to the group for their presence and the meeting ended at 12:18 PM.


Recorded by:


LEONILA G. LAPADA
BAC Secretariat

Reviewed by:


VICTOR U. BOMOWEY
Head – Procurement Section

Noted by:


AMELYN P. CABRERA
Chairperson, BAC