

Minutes of the Meeting: Pre-Bid Conference
ITB 2020-DSWD-CAR-07: Board and Lodging for the Various Institutional Development and Capacity Building (IDCB) Activities of DSWD Field Office CAR for CY2020
January 23, 2020

Attendance:

ENRIQUE H. GASCON JR., Chairperson, BAC
ARNOLD D. LARTEC, *Member, BAC*
CLARISSA PADIO, *End-user*
EDELINE D. GENOVE, *End-user*
JERRY JULIAN, *Technical Expert*
RINA CLAIRE L. REYES, *Head-BAC Secretariat*
Leonila G. Lapada, *BAC Secretariat*

Observer: Jesse Rey Rios, MAA II
Jenny Marasigan, representative, Jaime Ongpin V. Foundation

Technical Working Group: Anna Pamela Baguilat
Kenneth Duane Pugoy

Prospective Bidder: Ma. Cristina Bandong, Account Executive, Westfields Residences
Janice S. Fianza, Manager, Rommel Suites
Michael Alfarsua, Assistant Manager, Rommel Suites

1. Highlights of the Meeting:

A meeting was called to order for the Pre-Bid Conference of the project, **Board and Lodging for the Various Institutional Development and Capacity Building (IDCB) Activities of DSWD Field Office CAR for CY2020** under ITB 2020-DSWD-CAR-07 with an Approved Budget for the Contract amounting to **Six Million Four Hundred Forty Thousand Seven Hundred Fifty Pesos (Php 6,440,750.00)**.

Two (2) prospective bidders from **Rommel's Suite/Mansion and Westfields Residences, Inc.** attended the meeting. There was no representative from Blessed Association of Retired Persons Foundation, Inc., Philippine Chamber of Commerce and Industry, and COA-CAR who were invited as an observer. The DSWD Internal Auditor and representative from Jaime Ongpin Foundation, Inc. however, attended to witness the bidding process.

The meeting started at 9:45 AM and Mr. Enrique H. Gascon Jr. Chairperson, Bids and Awards Committee presided the activity. The meeting started with an introduction of the members of the BAC and BAC Secretariat and acknowledgement of prospective bidders' presence.

Mr. Gascon 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. The group then reviewed the bidding documents, technical specifications and checklist of requirements with the following discussions and agreements:

Subject Matter	Discussions	Agreements Reached/ Recommendations
<p>Invitation to Bid (ITB)</p>	<p>The group reviewed the ITB and discussed the following:</p> <ul style="list-style-type: none"> • A concern was raised since the project is a combination of small, large or big events, it is impossible for hotels without big function hall to participate in the bidding process <p>The BAC and end-users considered the comment to divide the lot or activities whether small, medium and large events. It was agreed re-group the activities into three (3) lots as follows:</p> <ul style="list-style-type: none"> ✓ Small events: below 50 pax ✓ Medium: 51 pax to 150 pax ✓ Large: 151 pax to 350 pax <ul style="list-style-type: none"> • Payment for bidding documents will depend on the amount per lot based on the standard rate prescribe by RA9184 	<p>For Bid Bulletin: To re-group the activities into three (3) lots as follows:</p> <ul style="list-style-type: none"> ✓ Small events: below 50 pax ✓ Medium: 51 pax to 150 pax ✓ Large: 151 pax to 350 pax
<p>Bid Data Sheet (BDS)</p>	<p>The BAC reviewed the Bid Data Sheet and discussed the following:</p> <ul style="list-style-type: none"> • ITB Clause 5.4: The group explained to the prospective bidders that the SLCC should meet 25% of the ABC to be qualified or an aggregate of two (2) similar contracts or Purchase Orders and the largest should be equivalent to at least half of the percentage of the 25% of the ABC. The SLCC should be supported with documents indicated in the form. It was also discussed to indicate how much is the 25% of the ABC. <p>Mr. Gascon explained that the 25% will be based on the amount per lot.</p>	

<p>Schedule of Requirements</p>	<p>Per review of the Schedule of Requirements, Mr. Gascon explained that the details of each activity was reflected in the itemized list of activities that was attached</p>	
<p>Technical Specifications</p>	<p>The group reviewed the technical specifications of the project:</p> <ul style="list-style-type: none"> No. 1: Mr. Gascon explained that the payment will be per activity and will be processed per end-user. It was discussed and agreed that payment shall be based on the actual activities delivered and conducted. No. 3: It was discussed that events shall be relayed five (5) days before the activity. An issue was raised if it is possible that the reservation for big events is ten (10) days as it needs longer preparation and the reservation of guest will be properly organized. <p>The BAC considered the suggestion. It was mentioned that there is a possibility for the cancellation or rescheduling of activities in case of fortuitous events/force majeure or situations beyond the procuring entity's control.</p> <p>Ms. Fianza responded that they are flexible that activities be re-scheduled in case of force majeure/fortuitous events. But it will be difficult for them for an unexpected cancellation since the reservation is already blocked for booking and the food were already prepared. It was agreed that cancellation or rescheduling should be five (5) days prior to the activity.</p> <p>As to the number of pax for the first day of each activity, Mr. Julian mentioned that a guaranteed pax of 80% will be confirmed to the winning bidder before each activity.</p>	<p>For Bid Bulletin:</p> <p>No.1: Payment shall be based on the actual activities delivered and conducted.</p> <p>No. 3: Reservation for big events should be ten (10) days before the conduct of the activity.</p> <p>Cancellation/ rescheduling of activities should be five (5) days before the conduct of activity except for fortuitous events or force majeure</p>

	<p>And charges for the succeeding days should be actual number of attendees.</p> <ul style="list-style-type: none"> It was also discussed that the function hall should have no impediments or pillars that blocks the hall and enough for simultaneous activities. Mr. Alfarsua asked by the prospective bidder what to do for activities that was finished or cancelled before the duration of the activity e.g. Four-day activity was finished in three days. The end-user was advised to finish the activity as scheduled 	<p>Function halls should have no pillars or impediments that block the stage and enough for simultaneous activities</p>
Facilities and Amenities	<p>It was clarified that the size of the whiteboard is feet, thus 3ftx4ft</p> <p>The size of the signage or digital signage as a backdrop is in feet. As to the design, it was agreed to be sent at least three (3) days before the activity.</p> <p>Mr. Alfarsua asked the group as who is held accountable for damaged facilities or amenities of the hotel. It was clarified that any damages in the hotel facilities/equipment or amenities shall be borne by the participants</p>	<p>The size of the whiteboard and back drop is in feet</p> <p>Any damages in the hotel amenities, equipment and facilities shall be borne by the participants</p>
Itemized List of Activities	<p>Mr. Gascon presented the summary of activities and the details of each activity. He explained to the prospective bidders that quotation for each activity should not exceed the ABC otherwise the bid may be disqualified</p>	<p>Quotations for each activity should not exceed the ABC</p>
Sealing and Markings	<p>Mr. Gascon presented the proper way of sealing and markings of bids. Ms. Reyes mentioned to strictly adhere to the proper sealing and labeling of bid envelopes otherwise their bids may be rejected</p>	<p>Prospective bidders to strictly adhere to the proper sealing and markings of bids to avoid rejection</p>

Having no more issues to discuss, the meeting adjourned at 11:35 AM.

Recorded by:


LEONILA G. LAPADA
BAC Secretariat

Reviewed by:


RINA CLAIRE D. REYES
Head – Procurement Section

Noted by:


ENRIQUE H. GASCON JR.
Chairperson, BAC