

**MINUTES OF THE MEETING:  
PRE BID CONFERENCE**

**ITB No. 2020-DSWD-CAR-08: Purchase of Catering Services for Various IDCBA Activities of DSWD-CAR for FY 2020  
January 29, 2020  
Time: 9:30 AM**

**Venue: Regional Haven for Women Conference Room**

**Attendance:**

**Mr. Enrique H. Gascon, Jr** *Chairperson (presider)*  
**Ms. Edna Benitez**, *BAC Member*  
**Bonafe B. Ramos**, *End – User*  
**Mary Melodee Anne Anipew**, *Technical Expert*  
**Erwin Dado**, *Technical Expert*  
**Jackie Ekid**, *Technical Expert*  
**Jocelyn Saquitán**, *Jodaizy's Catering Services, Prospective Bidder*  
**Marlyn Landingin**, *Representative, Gablet's Catering Services, Prospective Bidder*  
**Hydie Dagohoy**, *Representative, Gablet's Catering Services, Prospective Bidder*  
**Jonathan Frias**, *Representative, Thickface Food Services Prospective Bidder*  
**Leonora U. Cruz**, *End User Representative*  
**Jesse Rey Rios**, *Observer*

**A. Business Matters:**

The meeting was called to order for the Pre-Bid conference was called to order by the BAC Chair, Mr. Enrique H. Gascon Jr for the procurement of Catering Services for the Various Institutional Development Activities and Capacity Building (IDCBA) Activities of DSWD-CAR for 2020 (ITB No. 2020-DSWD-CAR-008).

Mr. Gascon Jr., upon determination of a quorum, gave a brief introduction about the project being procured. He mentioned that the purpose of a Pre-Bid Conference is to give a chance for the Bidders to raise any clarifications they may have regarding the procurement at hand. After which the Head of the BAC Secretariat introduced the members of the team from DSWD CAR comprising of the BAC Chair, Members, the TWG, End- User Representatives and the Technical Experts. It was also mentioned that observers were invited to attend the meeting and only the Management Audit Analyst of the DSWD CAR attended. Representatives from the COA, JVOI, BARP an Chamber of Commerce were not able to attend the activity.

**B. Discussion:**

The Head of the BAC Secretariat proceeded to present the Invitation to BID for the procurement of Catering Services for the Various IDCBA Activities of FY 2020. It was presented that the procurement at hand is divided into 2 lots, to wit:

Lot No.	Description	Quantity/ Unit	ABC	Place of Delivery
1	Catering Services for various IDCB activities of DSWDCAR	1 Lot	Php2,342,730.00	DSWD Training Center or Within Baguio City
2	Catering Services for various IDCB activities of DSWD-CAR with hall rental	1 Lot	Php 238,950.00	Within Baguio City

The presentation of the Bid Data Sheet (BDS) which includes the technical specifications required for the procurement at hand ensued as well as the presentation of the Checklist of Requirements, so as the sealing of proposals.

### C. ISSUES/ CLARIFICATIONS

The following are clarifications raised by the prospective bidders.

ISSUE	AGREEMENTS	BID BULLETIN ADDENDUM
Tarpaulin Size in the additional Requirements for Lot 2 1. Availability of at least 3x4 whiteboard with two markers, whiteboard eraser throughout the activity duration.	It was clarified that the size is in ft.	Indicate the size of the whiteboard to reflect <b>3ft.x4ft</b> size of whiteboard
2. The representative from Liquid Creamer;	The representative from Gablet's Catering if they will be allowed to offer loose creamer that is <b>not</b> packaged in sachet (powdered creamer). Since mostly participants are used to using the powdered creamer. Ms. Bona, the end user representative also agreed that liquid creamers are basically made	To include <b>liquid or powdered creamer</b> in the terms and conditions under no. 6

	<p>of milk and we may encounter participants with lactose intolerance and are precluded to consume milk products. The use of non-dairy creamer is recommended. The BAC agreed that the technical specifications should be amended to include the use of powdered creamer as an option for end users.</p>	
<p>3. The ABC for Hall Rental</p>	<p>During the presentation of activities requiring hall rental, the prospective bidders expressed that the budget for certain activities may be too low considering the number of participants and the cost of the hall rental. One particular activity has only a budget of approximately P390 per person which includes 2 snacks and one meal and the hall rental, which is too low. The ABC is not responsive considering that the prevailing minimum charges for hall rental for a minimum of 50 persons is pegged at P3,500 per day, further considering the superb technical requirements for the functions hall, the bidders may not be able to comply.</p> <p>Considering the issue the BAC instructed the TWG to go over the proposals to determine if all the activities requiring the hall rental have minimal budgets. After review the TWG informed the group that there are activities that have pegged their hall rental at P1,000.00 at P 1, 500.00. with a number of participants of 35. It was agreed that these 2 items will be removed from lot 2 and transferred to lot 1 for activities not requiring hall rental. However, lot 2 shall remain because it has been reviewed to have sufficient ABC for the hall rental.</p>	<p>To re classify the activities of the Pantawid Pamilya Monitoring and Evaluation Activities with Hall Rental Budgets amounting to P1,000 and P1,500, to wit:</p> <ol style="list-style-type: none"> <li>1. Baguio Benguet CSO Meeting, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Qtr with ABC of Php14, 100.00 for each activity totaling P 42,300.00</li> <li>2. Partner and Stakeholder's Meeting: 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Qtr with an ABC of P17, 950.00 per activity totaling to P53, 850.</li> <li>3. Total for 2 activities is P96,150.00</li> </ol> <p><b><u>As a result the ABC for Lot 2 shall be reduced to P142,800.00, and the ABC for</u></b></p>

	<p>It was also recommended that the ABC for hall rental in Lot 2 shall be indicated separately from the ABC for catering services in the summary of activities so that any quote above the ABC for each of the Hall and catering service shall be disqualified.</p>	<p><u>Lot 1 shall be increased to P2,528,880.</u></p> <p><u>ABC from Hall rental shall be indicated separately from the ABC for Catering services and indicate that quotations exceeding the ABC for catering and Hall rental will be disqualified.</u></p> <p><u>Quotation for Catering shall not exceed the ABC for Catering and Quotation for Hall shall not exceed the ABC for the Hall Rental.</u></p> <p><u>Offsetting shall not be considered.</u></p>
<p>4. Evaluation of winning bidder</p>	<p>The BAC also required that winning bidder should ensure high quality standards in the preparation of food and their overall service. In case the winning bidder is found to be non-compliant, the contract may be terminated after due process.</p>	<p>Technical specifications shall include:</p> <p>1. <u>Excellent quality service in terms of food preparation and over all service of the winning service provider is expected. In case winning bidder is found non-compliant, this may be a ground for termination of</u></p>

		<p><u>contract after due process.</u></p> <p>2. <u>The caterer should always be on time or arrive ahead of time during activities and should anticipate the traffic. Late arrival of caterer shall be a valid point against the service provider.</u></p>
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After discussions, the BAC Chair thanked the attendance of all those present and the encouraged them to submit their bids on time during bid opening day. They may also get in touch with the BAC Secretariat for any further questions, queries they may have regarding the procurement at hand.

Having no other concerns, the meeting was adjourned at 11:15 AM

Recorded and reviewed by:

  
**RINA CLAIRE L. REYES**  
Supervising Administrative Officer/ Head Procurement Section

Noted by:

  
**ENRIQUE H. GASCON JR**  
Chairperson,  
Bids And Awards Committee