



Department of Social Welfare and Development

Republic of the Philippines
Department of Social Welfare & Development – Field Office No. VII
M.J. Cuenco cor. Gen. Maxilom Ave., Cebu City

Provision of Board and Lodging and Venue for Capacity-Building Training for the Operation & Maintenance (O&M) Groups of KC-NCDDP Sub-Projects within Cebu Province

ITB No. DSWD7-PB-2019-41
Approved Budget for the Contract (ABC): Php3,288,000.00

MINUTES OF PRE-BID CONFERENCE
July 15, 2019, 1:00 PM
Kalahi-CIDSS Conference Room, 3rd Floor DSWD Building, Cebu City

Attendees:

Bids and Awards Committee/ TWG / Secretariat

- | | | |
|----------------------------|---|----------------------------|
| 1. Josephine C. Belotindos | - | BAC Chairperson |
| 2. Clavel C. Saycon | - | BAC Vice-Chairperson |
| 3. Sheba S. Dabon | - | BAC Member |
| 4. Patricia R. Megalbio | - | TWG Member- Finance |
| 5. Lilibeth A. Cabiara | - | TWG Member |
| 6. Maribeth A. Cabalda | - | End-user Representative |
| 7. Cecille D. Du | - | End-user Representative |
| 8. Katya Faye M. Dales | - | BAC Secretariat Member |
| 9. Ethel L. Nillama | - | KC-NCDDP Procurement Staff |

Participating Bidders

- | | | |
|------------------------|---|--|
| 1. Jackidon D. Wiley | - | Hagnaya Beach Resort & Restaurant |
| 2. Rochelle P. Culan | - | Hagnaya Beach Resort & Restaurant |
| 3. Christine S. Malait | - | Alta Cebu Village Resort |
| 4. Charilyn Janier | - | Sarrosa Int'l Hotel & Residential Suites |
| 5. Fetty Toñacao | - | Sarrosa Int'l Hotel & Residential Suites |

I. Call to Order and Discussion of Business Matters

The prebid conference was called to order at 1:00 PM by the presiding officer, Ms. Josephine C. Belotindos, BAC Chairperson. The activity was formally started with an opening prayer and followed by an introduction of the participating bidders and an acknowledgment of the BAC Members, TWG Members, End-user Representatives and BAC Secretariat members present.

Presiding officer highlighted that the procuring entity has invited the resident Audit Team Leader, Ms. Christine Hortel of COA, Ms. Melanie C. Ng observer from Cebu Chamber of Commerce and Industry and Mr. Carlo Anton B. Suarez, the president of Hotel, Resort and Restaurant Association of Cebu, Inc. They have acknowledged the invitation, however, no

representatives were present during the activity. And pursuant to RA 9184, the procuring entity will continue with the activity even without the invited observers and COA.

The following topics were highlighted and recommendations/agreements hereof were agreed by both parties:

| Particular | Recommendation/Agreement |
|---|---|
| <p><i>Section I. Invitation to Bid</i></p> | <p>The title of the project was corrected into “Provision of Board and Lodging and Venue for Capacity-Building Training for the Operation & Maintenance (O&M) Groups of KC-NCDDP Sub-Projects within Cebu Province”. The Approved Budget for the Contract (ABC) which is equivalent to <i>Three Million Two Hundred Eighty-Eight Thousand Pesos (₱3,288,000.00)</i> were highlighted by the presiding officer.</p> <p>Item 2. <i>Change Cebu City to Cebu Province</i></p> <p>The DSWD-FO VII through its BAC, now invites bids from PhilGEPS registered hotel companies located in Cebu Province.</p> <ul style="list-style-type: none"> • Bidders should have completed within three (3) years from the date of submission and receipt of bids, a single largest completed contract (SLCC) similar to the Project equivalent to <i>at least 50% of the ABC or amounting to at least ₱1,644,000.00;</i> • Should be supported with two documents: <ol style="list-style-type: none"> 1. <i>1st document</i> is either of Contract, Purchase Order, Notice of Award or Notice to Proceed; and 2. <i>2nd document</i> is either of Certificate of Acceptance, Certificate of Completion, Official Receipt/Collection Receipt or Sales Invoice. <p>The presiding officer has given an emphasis particularly on the presence of the two supporting documents for the single largest completed contract (SLCC).</p> <ul style="list-style-type: none"> • A non-discretionary “pass/fail” criterion is used where the BAC merely checks for the presence or absence of the requirement. A prospective bidder is declared to be “eligible” for a particular requirement if such document is present, complete and sufficient. Otherwise, a prospective bidder will be declared ineligible to bid. • After pre-bid conference, all queries from bidder/s should be done in writing, addressed to BAC through the BAC Secretariat. |

- Participating bidder/s is required to submit two copies of their duly accomplished eligibility requirement, technical and financial proposals.
- Bidding Documents can also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the DSWD website, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
- Bids should be submitted to the BAC Secretariat Office on or before **July 29, 2019, at 12:45 PM**. Late submission of bid documents will not be accepted. Time reference is the wall clock at the BAC Secretariat Office.

Section III. Bid Data Sheet

6.4 Omit twenty-five and change to Fifty percent

The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least **fifty percent (50%)** of the ABC *equivalent to ₱1,644,000.00*.

- **NFCC** should be at least equal to the ABC which is **₱3,288,000.00**;
- If **Credit Line Certificate (CLC)** will be used, it should be equivalent to at least **₱328,800.00** (10% of the ABC).
- **Bid Security** is any of the following form:
 - Notarized **Bid Securing Declaration** using the prescribed form;
 - Cash, cashier's/manager check, bank draft/guarantee or irrevocable letter of credit amounting to at least **₱65,760.00** (2% of ABC); or
 - Surety bond amounting to at least **₱164,400.00** (5% of ABC).
- Two (2) copies of each requirements are needed -- one will be considered as original and the other one as copy 1. Copy 1 should be a replica of the original as to appearance and contents. Each requirement should have a label / tab and orderly arranged inside the envelope / folder.

It has been emphasized that if the bidders have other concerns, it should be through writing addressed to the BAC Chairperson through the BAC Secretariat.

Section VI. Schedule of Requirements

Below were the changes:

| Batch No. | Quantity | Required Provisions | Particular | Date of Activity |
|-----------|----------|---------------------|-----------------|-----------------------|
| 1 | 70 pax | Day 1-2: Live-in | 1 class | August 15-16, 2019 |
| | 70 pax | Day 3: Live-in | | August 17, 2019 |
| 2 | 101 pax | Day 1-2: Live-in | 2 classes /date | August 26-27, 2019 |
| | 15 pax | Day 3: Live-in | | August 28, 2019 |
| | 100 pax | Day 3: Live-out | | August 28, 2019 |
| 3 | 99 pax | Day 1-2: Live-in | 2 classes /date | August 29-30, 2019 |
| | 15 pax | Day 3: Live-in | | August 31, 2019 |
| | 84 pax | Day 3: Live-out | | August 31, 2019 |
| 4 | 92 pax | Day 1-2: Live-in | 2 classes /date | September 2-3, 2019 |
| | 15 pax | Day 3: Live-in | | September 4, 2019 |
| | 77 pax | Day 3: Live-out | | September 4, 2019 |
| 5 | 99 pax | Day 1-2: Live-in | 2 classes /date | September 5-6, 2019 |
| | 15 pax | Day 3: Live-in | | September 7, 2019 |
| | 84 pax | Day 3: Live-out | | September 7, 2019 |
| 6 | 96 pax | Day 1-2: Live-in | 2 classes /date | September 9-10, 2019 |
| | 15 pax | Day 3: Live-in | | September 11, 2019 |
| | 81 pax | Day 3: Live-out | | September 11, 2019 |
| 7 | 175 pax | Day 1-2: Live-in | 3 classes /date | September 12-13, 2019 |
| | 25 pax | Day 3: Live-in | | September 14, 2019 |
| | 150 pax | Day 3: Live-out | | September 14, 2019 |
| 8 | 70 pax | Day 1-2: Live-in | 1 class | September 26-27, 2019 |

- Name of company / bidder, printed name and signature of bidder or the authorized signatory and date should be indicated at the spaces provided in the form.

- It has been emphasized by the presiding officer that if the signatory of the document is not the owner of the agency, then there should be an attached Secretary's Certificate or Special Power of Attorney.
- The presiding officer highlighted that during Post Qualification the bidder should prepare and organize the documents based on the sequence of requirements needed. Equipment shall also be checked during the said visit.

Section VII. Technical Specifications

The presiding officer emphasized that changes and modifications agreed during today's pre-bid conference shall be reflected in the Supplemental/Bid Bulletin. The BAC Secretariat shall have the documents on **Thursday, July 18, 2019**. However, the bidders shall also ensure to get a copy from the BAC Secretariat Office since amendments agreed are essential for the bids to be submitted on the Bid Opening.

- For column, "**Statement of Compliance**", bidder/s should mark each parameter with the word "**comply**"; otherwise, it would mean they are not amendable to the given provision / specification.
- In the additional specifications, in Item no. 2 Bullet no.2 - **Buffet Lunch and Dinner**: soup must be included.
- In the additional specifications, in Item no. 4, **Space Requirement**, it has been clarified that Day 1 & 3 must be U-shape arrangement while Day 2 will be Fish Bone Type of arrangement.
- In Item no.5, **Room Requirement**, Bullet no. 2 – **Omit** – "refill"
 With free drinking water per request inside the room or with water station accessible in the nearby rooms.
- In Item no.6, **Audio Visual Requirement**, Bullet no. 3 – **Change 3 hours to 2 hours**
 There has to be a standby operator to assist in the AV needs. Audio Visual must be set up at least 2 hours before the activity.
- Representative from Hagnaya Resort & Restaurant asked the number of participants per classes, and she was clarified by the presiding officer that function room required that can accommodate 60 participants per function.
- Name of company / bidder, printed name and signature of bidder or the authorized signatory and date it is signed should be indicated at the spaces provided in the form.

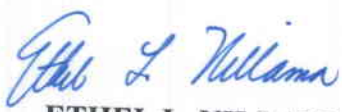
| | |
|---------------|--|
| Others | <p>The list of requirements comprising the bids were enumerated and had been discussed. Eligibility requirements should be valid at the time of opening the bids.</p> <p>Lastly, it was emphasized by the presiding officer that the participating bidders should strictly follow all provided templates or forms.</p> |
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A Supplemental/Bid Bulletin will be issued for the amendments.


III. Adjournment

Having no more issues/concerns and matters to be discussed, the Prebid Conference was adjourned at 2:25 PM.

Prepared by:


ETHEL L. NILLAMA
Recorder

Approved by:


JOSEPHINE C. BELOTINDOS
Chairperson/Presider