



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 Tagbilaran City, Baclayon and Panglao Islands, Bohol

ITB No. DSWD7-PB-2019-42
Approved Budget for the Contract (ABC): Php2,571,600.00

MINUTES OF PRE-BID CONFERENCE
July 11, 2019, 10:00 PM
DSWD SWAD Office Bohol
M. Parras St., Circumferential Rd., Dampas District, Tagbilaran City

Attendees:

Bids and Awards Committee/ TWG / Secretariat

- | | | |
|-----------------------------|---|----------------------------|
| 1. Clavel C. Saycon | - | BAC Vice-Chairperson |
| 2. Artemia C. Degamo | - | BAC Member |
| 3. Jenifer S. Abastillas | - | BAC Member |
| 4. Josie Mae Rojas | - | TWG Member |
| 5. Christerbelle F. Cañas | - | End-user Representative |
| 6. Julius Neil L. Melendres | - | BAC Secretariat Member |
| 7. Ethel L. Nillama | - | KC-NCDDP Procurement Staff |

Participating Bidders

- | | | |
|-----------------------|---|--|
| 1. Trinidad Bayron | - | Panda Tea Garden Suites |
| 2. Mary Ann Geonzon | - | Panda Tea Garden Suites |
| 3. Jose P. Tambis | - | JJ's Foodland Corporation |
| 4. Marjorie Cajés | - | JJ's Foodland Corporation |
| 5. Honey Mae Tongco | - | JJ's Foodland Corporation |
| 6. Xena May Hitutua | - | Alta Bohol Village Garden Resort, Inc. |
| 7. Jannel Kim Balabat | - | Alta Bohol Village Garden Resort, Inc. |
| 8. Christine Malait | - | Alta Bohol Village Garden Resort, Inc. |
| 9. Geve Kapirig | - | Bohol Plaza Hotel & Restaurant |
| 10. Sarah Dolojol | - | Bohol Plaza Hotel & Restaurant |

I. Call to Order and Discussion of Business Matters

The prebid conference was called to order at 10:00 AM by the presiding officer, Ms. Clavel C. Saycon, BAC Vice-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 Member, End-user Representative 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>Section I. Invitation to Bid</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 Tagbilaran City, Baclayon and Panglao Islands, Bohol”. The Approved Budget for the Contract (ABC) which is equivalent to Two Million Five Hundred Seventy-One Thousand Six Hundred Pesos (₱2,571,600.00) were highlighted by the presiding officer as well as the required completed similar contracts, viz:</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 at least 50% of the ABC or amounting to at least ₱1,285,800.00; • Should be supported with two documents: <ol style="list-style-type: none"> 1. 1st document is either of Contract, Purchase Order, Notice of Award or Notice to Proceed; and 2. 2nd document 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 prebid conference, all queries from bidder/s should be done in writing, addressed to BAC through the BAC Secretariat.

Below are the changes:

Batch No.	Quantity	Required Provisions	Particular	Date of Activity
1	101 pax	Day 1-2: Live-in	2 classes /date	August 26-27, 2019
	14 pax	Day 3: Live-in		August 28, 2019
	87 pax	Day 3: Live-out		August 28, 2019
	108 pax	Day 1-2: Live-in		August 29-30, 2019
	14 pax	Day 3: Live-in		August 31, 2019
	94 pax	Day 3: Live-out		August 31, 2019
2	115 pax	Day 1-2: Live-in	2 classes /date	September 2-3, 2019
	14 pax	Day 3: Live-in		September 4, 2019
	101 pax	Day 3: Live-out		September 4, 2019
	110 pax	Day 1-2: Live-in		September 5-6, 2019
	14 pax	Day 3: Live-in		September 7, 2019
	96 pax	Day 3: Live-out		September 7, 2019
3	113 pax	Day 1-2: Live-in	2 classes /date	September 9-10, 2019
	12 pax	Day 3: Live-in		September 11, 2019
	101 pax	Day 3: Live-out		September 11, 2019
	115 pax	Day 1-2: Live-in		September 17-18, 2019
	12 pax	Day 3: Live-in		September 19, 2019
	103 pax	Day 3: Live-out		September 19, 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.

	<ul style="list-style-type: none"> 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	<p>The presiding officer emphasized that changes and modifications agreed during today's prebid conference shall be reflected in the Supplemental/Bid Bulletin. 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.</p> <ul style="list-style-type: none"> 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. 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>

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 11:35 AM.

Prepared by:

ETHEL L. NILLAMA

Recorder

Approved by:

CLAVEL C. SAYCON
Vice-Chairperson/Presider