

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

Rebidding of Provision of Board and Lodging and Venue for Training of Enumerators to Effectively Conduct the Listahanan 3 Implementation of Bohol Province

ITB No. DSWD7-PB-2019-54

Approved Budget for the Contract (ABC): Php 3,640,000.00

MINUTES OF PRE-BID CONFERENCE

September 3, 2019, 10:00 AM

ARDO's Office, Second Floor DSWD Building, Cebu City

Attendees:

Bids and Awards Committee/ TWG / Secretariat

- | | | |
|----------------------------|---|--------------------------|
| 1. Josephine C. Belotindos | - | Chairperson |
| 2. Jenifer S. Abastillas | - | BAC Member |
| 3. Eutilla P. Tahanlangit | - | BAC Member |
| 4. Donald Rey D. Dejacto | - | End-user Reprresentative |
| 5. Christine A. Escolano | - | TWG – Training Venue |
| 6. Mary Ann C. Pastedio | - | TWG – Finance |
| 7. Katya Faye M. Dales | - | BAC Secretariat Member |

Participating Bidders

- | | | |
|---------------------|---|--------------------------|
| 1. Christine Malait | - | Alta Bohol Garden Resort |
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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. 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 Representative, BAC Secretariat member present.

Presiding officer highlighted that the procuring entity has invited the resident Audit Team Leader, Ms. Christine Hortel of COA, and observers from Cebu Chamber of Commerce and Industry and 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, the Approved Budget for the Contract (ABC) which is equivalent to Three Million Six Hundred Forty Thousand Pesos (₱3,640,000.00) 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 ₱1,820,000.00; • 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. • Participating bidder/s is required to submit two copies of their duly accomplished eligibility requirement, technical and financial proposals. • Bids should be submitted to the BAC Secretariat Office on or before September 18, 2019, at 9:45 AM. Late submission of bid documents will not be accepted. <p>The procuring entity will issue a supplemental/bid bulletin for the change of date for the submission of bids and bid opening, as well as to the change of venue.</p>

<p>Section III. Bid Data Sheet</p>	<ul style="list-style-type: none"> • NFCC should be at least equal to the ABC which is ₱3,640,000.00; • If Credit Line Certificate (CLC) will be used, it should be equivalent to at least ₱364,000.00 (10% of the ABC). • Bid Security is any of the following form: <ul style="list-style-type: none"> ■ 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 ₱72,800.00 (2% of ABC); or ■ Surety bond amounting to at least ₱182,000.00 (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. <p><i>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.</i></p>
<p>Section VI. Schedule of Requirements</p>	<p>Ms. Escolano, TWG for Training Venue, has raised to the group to omit the word "meal" on the latter part of the required provision column.</p> <p>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.</p>
<p>Section VII. Technical Specifications</p>	<p>An additional provision for the participants was discussed. It was agreed that the hotel must provide vehicle service for the participants. It was then indicated that the <i>pick-up date for batch 1 is on September 30, 2019</i> while the <i>date of pick-up for batch 2 is on October 7, 2019</i>. The venue for pick-up will be at the <i>Cathedral</i> and the pick-up schedule are <i>10:00 AM, 10:30 AM and 11:00 AM</i>.</p> <p>On the other hand, the drop-off schedule from the venue to the Cathedral shall be <i>10:00 AM on October 5, 2019 (for Batch 1)</i> and on <i>October 12, 2019 (for Batch 2)</i>.</p> <p>The presiding officer emphasized that changes and modifications agreed during today's prebid conference shall be reflected in the Supplemental/Bid Bulletin. The BAC Secretariat shall have the documents as soon as possible but not later than five days after the conducted prebid conference and will send a scan copy to all the</p>

	<p>participating bidders. 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 10:51 AM.


Prepared by:


KATYA FAYE M. DALES
Recorder

Noted by:


ANTONIO R. DOLOATA
BAC Secretariat Head

Approved by:


JOSEPHINE C. BELOTINDOS
Chairperson/Presider