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 JAN 03 2023

Republic of the Philippines
 Department of Education
 Region III – Central Luzon
SCHOOLS DIVISION OF CITY OF MEYCAUAYAN
 City of Meycauayan



Document Code: SDO-CM-QF-SGOD-HRD-006
 Revision: 00
 Effectivity date: 8-17-18

Name of Office: BAC

MINUTES OF THE MEETING

DEPED SDO MEYCAUAYAN CITY
 By: _____
 10/26

<p>I. TITLE OF THE ACTIVITY</p>	<p>VIRTUAL PRE-BID-CONFERENCE FOR THE PROCUREMENT OF FOOD CATERING SERVICES FOR SDO SEMINARS AND TRAININGS FOR CY 2023 (EARLY PROCUREMENT) (PROJECT NO. 2022-006-G)</p>
<p>II. DATE CONDUCTED</p>	<p>December 29, 2022, 9:00 AM</p>
<p>III. VENUE</p>	<p>MS Teams Online Platform</p>
<p>IV. ATTENDANCE</p>	<p>BIDS & AWARDS COMMITTEE JERRY DIMLA CRUZ, PhD, CESE DOMINADOR M. CABRERA, PhD JOCELYN A. MANALAYSAY, PhD VIVIAN R. DUMALAY JEREMIAS B. TRINIDAD MA. LEONORA B. CRUZ ATTY. EMERSON T. CERIA</p> <p>TECHNICAL WORKING GROUP BERNADETTE M. DELA CRUZ ENGR. MARC GERARD A. SARABIA</p> <p>SECRETARIAT JANICE L. SAN JOSE RIKKA JESSICA C. TORRES AIZA B. PABON</p> <p>PROPONENT REYGEL C. DIEZ</p> <p>PROSPECTIVE BIDDERS CATHLEAN IRENE A. SAMERA – JEST TRADING JHE TEVES – JEST TRADING</p>
<p>V. DISCUSSION</p>	<p>The prayer was led by Ms. Vivian R. Dumalay, BAC Member.</p> <p>Ms. Ma. Leonora B. Cruz acknowledge the presence of the BAC Members, Technical Working Group, Secretariat, and prospective bidders.</p> <p>After having declared a quorum, the BAC Chairman, ASDS Dr. Jerry Dimla Cruz, presided the pre-bid conference via MS Teams online platform at 9:20 am.</p> <p>The Chair presented the details of the project, Procurement of Food Catering Services for SDO Seminars and Trainings for CY 2023 (Early Procurement) (Project No. 2022-006-G), with an ABC of Php 1,159,900.00, Contract Duration – 1 year, Bid Docs Amount – P5,000.00</p> <p>The Chair then stated the nature of the pre-bid conference wherein it is a forum where the Bids and Awards Committee (BAC) and prospective bidders meet to discuss all the aspects of the procurement at hand.</p>



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Under Section 22.1 of the 2016 revised Implementing Rules and Regulations (IRR) of the Republic Act (RA) No. 9184, for contracts to be bid with an ABC of One Million Pesos (₱1,000,000.00) or more, the BAC shall convene at least one (1) pre-bid conference to clarify and/or explain any of the requirements, terms, conditions, and specifications stipulated in the Bidding Documents.

Section 22.3 of the 2016 IRR of RA 9184 mandates that the pre-bid conference shall discuss, clarify and explain, among other things, the eligibility requirements and the technical and financial components of the contract to be bid, including questions and clarifications raised by the prospective bidders before and during the Pre-Bid Conference.

It likewise provides that the Pre-Bid Conference is open to prospective bidders, and in case of procurement of consulting services, the shortlisted bidder, but attendance shall not be mandatory.

He discussed the schedule of activities as follows:

Activity	Date & Time	Venue
Pre-Procurement Conference	December 13, 2022, 10:00 am	via MS Teams
Ads/Post of IAEB	December 21, 2022 - January 11, 2023	www.philgeps.net
Receipt of LOI	December 21, 2022 - January 11, 2023	DepEd - SDO City of Meycauayan
Issuance of Bidding Documents	December 21, 2022 - January 11, 2023	DepEd - SDO City of Meycauayan
Pre-Bid Conference	December 29, 2022, 9:00 am	via MS Teams
Submission and Opening of Bids	January 11, 2023 Submission - 9:00 am Opening - 10:00 am	DepEd - SDO City of Meycauayan Conference Hall
Bid Evaluation	January 13, 2023	DepEd - SDO City of Meycauayan
Post Qualification	January 16, 2023	DepEd - SDO City of Meycauayan
Resolution to Award	January 17, 2023	DepEd - SDO City of Meycauayan
Notice of Award		DepEd - SDO City of Meycauayan
Contract		DepEd - SDO City of Meycauayan
Notice to Proceed		DepEd - SDO City of Meycauayan
Estimate Completion Date		DepEd - SDO City of Meycauayan



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Mr. Reygel C. Diez, Senior Education Program Specialist (HRDD), discussed the Technical Specifications, to wit:

Unit	Item Description	Quantity	Total Cost
lot	Catering Services for various activities for CY 2023 (Early Procurement Activities) inclusive of breakfast, am snack, lunch, and pm snack	1	P 1,159,900.00

TITLE OF THE ACTIVITY	NO. OF PARTICIPANTS	CONTRACT PRICE	SCHEDULE OF ACTIVITIES	
Division Seminar-Workshop on Teaching Strategies as Applied to the Knowledge of Content within and across Learning Areas	390	Php 468,000.00	February 2023	600 meals x 390 participants x 2 days (2 days f to f, 1 day virtual)
Division Seminar-Workshop on English Structure, Written Expression, and Reading Comprehension and Designing Developmentally Appropriate Activities for	150	Php 180,000.00	February 2023	600 meals x 150 participants x 2 days (2 days f to f, 1 day virtual)
Updating of School Needs on Classrooms, Repair/Rehabilitation, and Furniture	70	Php 56,000.00	February 2023	2 days
SDS/ASDS LEADERSHIP TRAINING (Enhancing Learner Achievement Through Development of Data Based Interventions)	50	Php 80,000.00	August 2023	2 days f2f 1 day virtual
Seminar-Workshop on Induction Program for Beginning Teachers on Course 1-2, 3-4 and 5-6	55	Php 181,500.00	August 2023	6 days meal
TIP Completion Batch 3	186	Php 74,400.00	November 2023	1 day
Research Congress	100	Php 120,000.00	December 2023	
TOTAL		Php 1,159,900.00		

The following are the Scope of Work of the Service Provider / Caterer:

- Provide any or all the following meals upon receipt of and as indicated:
 - A.M. Snacks
 - Lunch
 - P.M. Snacks



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2. Serve meals with maximum price per set menu that shall not exceed 600.00/head per day. Each menu set must contain two (2) snacks and one (1) lunch. Make available flowing coffee/tea/creamer/sugar (brown and white), mineral water at least commensurate to the number of participants for the entire duration of training/activity. Offered price shall not exceed the maximum allowable cost per meal based on the previous catering contract.
3. Serve lunch that shall include at least the following:
 - 3.1. Meat or fish/seafood dish
 - 3.2. Vegetable
 - 3.3. Soup
 - 3.4. Rice
 - 3.5. Dessert
 - 3.6. Bottled water
4. Serve snacks that shall include the following:
 - 4.1. Traditional Filipino delicacy or noodles/pasta dish or cake/pastry/sandwich
 - 4.2. Bottled water/juice/soda
5. Serve foods that are fresh or newly cooked (at least 2 hours prior to be served).
6. Provide at least the following utensil, equipment, and materials:
 - a. All kitchen utensils, equipment which are necessary for the serving of food;
 - b. All kitchen and dining rooms supplies in fine dining standard such as dining wares such as plates, serving dish, cups, saucers, spoons, forks, knives, drinking glasses and pitchers;
 - c. One (1) unit water dispenser with adequate purified water;
 - d. All linens minimum of two (2) sets such as tablecloths, table napkins, for the conference/function rooms/offices where Service Provider/Caterer may be needed/requested.

The following are the Terms of Reference:

1. When an activity has been rescheduled or cancelled, the concerned office through its Authorized Representative, reserves the right to cancel the catering services upon formal notice (written, email, or via SMS) to the Caterer within 24 Hours prior to the start of the training. In such case, DepEd has no obligation to pay the supplier the amount corresponding to the cancelled catering service.
2. The Caterer shall serve quality (Healthy, Balanced, and Fresh) food and beverages.
3. The rates charged for the food supplied/provided shall be based on rate or based on approved "Contract of Service".
4. Any injury (e.g. food poisoning) arising from the consumption of food, condiments or drinks being served, sold or offered for sale by the Service Provider/Caterer at DepEd or during any event the Service Provider/Caterer is called to cater, or from the operation by the Caterer at DepEd from any act done by its personnel within DepEd premises, shall be the sole liability of the Service Provider/Caterer concerned. In no case shall DepEd be jointly or severally liable for cases enumerated under this section. Violation of this item will be sufficient cause for DepEd to terminate the contract with fortitude.



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5. The Service provider shall provide adequate Garbage bags based on the amount of food ordered.
6. Ocular inspection will be done to determine the quantity and completeness of the food delivered in accordance with the menu set in the Schedule of Requirements.
7. Observation before, during and after the training/activity schedule to determine the quality of service given by the Food Service Provider/Caterer.
8. Surveys among the participants to determine the level of satisfaction of the participants to the service rendered by the Food Service Provider/Caterer.

The Chair then discussed the Checklist of Technical and Financial Documents, to wit:

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- b. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- c. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- d. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- e. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, supported by:
 - o Notice of Award; **or**
 - o Contract;
- f. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; which shall be supported by
 - o Notice of Award; **and**
 - o Contract; **and**
 - o Notice to Proceed; **and**
 - o Certificate of Acceptance/Completion/Sales Invoice/Official Receipt issued by the Project Owner; **and**



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- g. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** Original copy of Notarized Bid Securing Declaration; **and**
- h. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- i. Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; **or** Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- j. Have at least three (3) years' experience in Food Catering or Concessioner.
- k. Have owned or contracted closed transport vehicle.
- l. Softcopy or CD copy of the Technical components (Original, Copy 1 and Copy 2)

Financial Documents

- m. The Supplier's audited financial statements, showing among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- n. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC Computation.

Class "B" Documents

- o. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- p. Original of duly signed and accomplished Financial Bid Form; **and**
- q. Original of duly signed and accomplished Price Schedule(s)
- r. Softcopy or CD copy of the Financial components (Original, Copy 1 and Copy 2)

Other documentary requirements under RA No. 9184 (as applicable)

- s. [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- t. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



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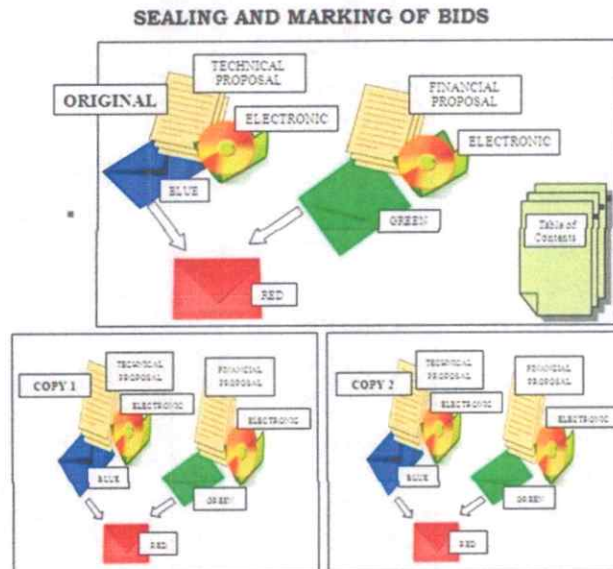
Number of Copies of the Technical & Financial Component Documents in Separate Envelopes

- One (1) original copy
- Two (2) additional copies

The soft copy or CD copy of the Financial Component shall be in Microsoft EXCEL FILE to facilitate bid evaluation

- The bidders are responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.
- The bidders are required to provide a Table of Contents, and corresponding tab/label on the side of each submitted eligibility-technical component and the financial component document to help ensure completeness of submission by the bidders and facilitate examination by the BAC
- The Bidder shall prepare and submit an original of the first and second envelopes as described in ITB Clauses 12 and 13.
- In addition, the Bidder shall submit copies of the first and second envelopes.
- In the event of any discrepancy between the original and the copies, the original shall prevail.

SEALING AND MARKING OF BIDS



ORIGINAL / COPY NO. _____

[BIDDER'S COMPANY NAME]
 [COMPANY'S OFFICE ADDRESS]
 PUBLIC BIDDING: [PROJECT TITLE]

BIDDING FOR _____ [Lot no.] _____ : _____ [item description] _____ (if applicable)

**THE CHAIRPERSON
 BIDS AND AWARDS COMMITTEE
 DEPARTMENT OF EDUCATION – CITY OF MEYCAUAYAN
 [VENUE OF BID OPENING]**

DO NOT OPEN BEFORE [INSERT TIME AND DATE OF BID OPENING]


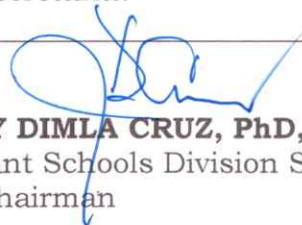



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- For queries/clarifications that didn't arise in the meeting, prospective bidders may write a letter address to Schools Division Superintendent, attention BAC Chairman so they will answer the queries and will issue a bid bulletin as to the inquiry.

Thereby no more business to attend to, all concerns were unanimously approved by the BAC Members, TWG and Secretariat. The pre-bid conference adjourned at exactly 10:00 am.

VI. PHOTO DOCUMENTATION	See attached
Prepared by:	 RIKKA JESSICA C. TORRES BAC Secretariat
Checked and Verified:	 JERRY DIMLA CRUZ, PhD, CESE Assistant Schools Division Superintendent BAC Chairman
Noted:	 CAROLINA S. VIOLETA, EdD, CESO VI Schools Division Superintendent



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VIRTUAL PRE-BID-CONFERENCE FOR THE PROCUREMENT OF FOOD CATERING SERVICES FOR SDO SEMINARS AND TRAININGS FOR CY 2023 (EARLY PROCUREMENT) (PROJECT NO. 2022-006-G)

December 29, 2022, 9:00 am via MS Teams Online Platform


SCHOOLS DIVISION OF CITY OF MEYCAUAYAN 


ADVISORY NO. 638, S. 2022


VIRTUAL PRE-BID CONFERENCE FOR THE PROCUREMENT OF FOOD CATERING SERVICES FOR SDO SEMINARS AND TRAININGS FOR CY 2023 (EARLY PROCUREMENT)

PROJECT NO. 2022-006-G

December 29, 2022 (Thursday) @ 9:00am
via
Microsoft Teams Online Platform

QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL 




SCHOOLS DIVISION OF CITY OF MEYCAUAYAN 


PROCUREMENT OF FOOD CATERING SERVICES FOR SDO SEMINARS AND TRAININGS FOR CY 2023 (EARLY PROCUREMENT)

Project No. 2022-006-G

ABC Php 1,159,900.00

Contract Duration 1 year
Bid Docs Amount P 5,000.00

QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL 





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SCHEDULE OF ACTIVITIES

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SCOPE OF WORK (PROJECT 2022-006-G)

The following are the Scope of work of the Service Provider/ Caterer:

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 - Lunch
 - P.M. Snacks
- Serve meals with maximum price per set menu that shall not exceed 600.00/head per day. Each menu set must contain two (2) snacks and (1) one lunch. Make available flowing coffee/tea/creamer/sugar (brown and white), mineral water at least commensurate to the number of participants for the entire duration of training/activity. Offered price shall not exceed the maximum allowable cost per meal based on the previous catering contract.

3. Serve lunch that shall include at least the following:





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TERMS OF REFERENCE (PROJECT 2022-006-G)

1. When an activity has been rescheduled or cancelled, the concerned office through its Authorized Representative, reserves the right to cancel the catering services upon formal notice (written, email, or via SMS) to the Caterer within 24 Hours prior to the start of the training. In such case, DepEd has no obligation to pay the supplier the amount corresponding to the cancelled catering service.
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SCHOOLS DIVISION OF CITY OF MEYCAUAYAN



SEALING AND MARKING OF BIDS

ORIGINAL / COPY NO. _____

[BIDDER'S COMPANY NAME] [COMPANY'S OFFICE ADDRESS] PUBLIC BIDDING: [PROJECT TITLE]

BIDDING FOR [Lot no.] : [item description] (if applicable)

**THE CHAIRPERSON
 BIDS AND AWARDS COMMITTEE
 DEPARTMENT OF EDUCATION-CITY OF MEYCAUAYAN
 [VENUE OF BID OPENING]**

DO NOT OPEN BEFORE [Insert TIME AND DATE OF BID OPENING]

QUALITY ACCESSIBLE RELEVANT LIBERATING BASIC EDUCATION FOR ALL

