



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 REGION VI – WESTERN VISAYAS

BIDS AND AWARDS COMMITTEE

Title/Description:

BAC Meeting: Pre-Bid Conference for the Procurement of Catering Services for the 4th Level Training of the 2020 Census of Housing and Population (2020 CPH) of PSA RSSO VI for PSA Iloilo and PSA Negros Occidental (Iloilo City and Bacolod City)

Date:	Time Started:	Time Adjourned:	Venue
July 15, 2020	1:50 PM	3:02 PM	PSA RSSO VI Training Room, Iloilo City
Meeting Presider:			
BAC Chairman William G. Jaro			
Meeting Attended by:			
(See attached Attendance Sheet)			
Absent from meeting:			
(See attached Attendance Sheet)			
AGENDA	TOPICS		
Agenda Item No. 1	Pre-Bid Conference for the Procurement of Catering Services for the 4 th Level Training of the 2020 CPH of PSA RSSO VI for PSA Iloilo and PSA Negros Occidental		
HIGHLIGHTS			
Preliminaries	<ul style="list-style-type: none"> Ms. Nagtalon did the roll call of the participants. Representatives of several prospective bidders/proponents were in attendance. Mr. Jaro called the meeting to order after declaring a quorum. 		
1.	<ul style="list-style-type: none"> Mr. Jaro read the terms of the invitation to bid for procurement of catering services for the 4th Level Training of 2020 CPH of PSA RSSO VI for PSA Iloilo and PSA Negros Occidental. <ul style="list-style-type: none"> Representative of Villacastin Catering asked if bidders are obliged to buy a copy of the Bidding Document if they want to join the bidding. BAC Chair responded that prospect bidders are required to purchase the Bidding Documents. No further questions or clarifications were raised on the invitation to bid. BAC Chair Jaro proceeded to read the specifications and requirements indicated in the bid documents. <ul style="list-style-type: none"> Representative of CK Trumart asked if the serving of meals be managed buffet as stated in the bid docs or plated considering the COVID-19 Pandemic. BAC Chair responded that winning bidders shall coordinate with the end users. BAC Chair encouraged winning bidder to provide plastic utensils in line with the pandemic. Representative of Villacastin Catering asked who will prepare the requirements of IATF in relation to the pandemic. BAC Chair responded that the Bids and Awards Committee will decide after the pre-bid and that be included in the supplemental bid bulletin. 		



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	<ul style="list-style-type: none"> • Representative of CK Trumart asked if pasta will suffice the AM and PM snacks. BAC Chair responded that during the opening of bids, the end user will identify and can modify their chosen menu. • Representative of CK Trumart raised the typographical error on the unit cost on page 71 of the Bid Docs. • Ms. Dorilag asked if the prospect bidders will submit two (2) separate documents if they will bid for two (2) lots. Mr. Jaro said that bidders shall submit only one (1) technical document and one (1) financial document. • Mr. Jaro announced that the opening of bids for the procurement of catering services for the 4th Level Training of the 2020 CPH of PSA RSO VI for PSA Iloilo and PSA Negros Occidental will be on 28 July 2020 at 1:30PM. • The pre-bid conference ended at 2:35PM. BAC proceeded on to discussion of other matters. 	
2.	<ul style="list-style-type: none"> • BAC Chairman Jaro stated that a supplemental bid bulletin concerning the following will be posted: <ul style="list-style-type: none"> a) PSA will provide foot baths as sort of disinfectant and require all participants to step on upon entering their designated rooms; b) Increase the number of service crews from ten (10) to fifteen (15). There shall be one (1) service crew per classroom to oversee the catering service. On 15 August 2020 and 22 August 2020, there shall be three (3) service crews per classroom considering fewer number of participants; c) On page 71 of the Bid Docs, the unit cost is 450.00 not 405.00; and d) In the technical specifications on page 74 of the Bid Docs, rename the term 'PSA' to 'venue'. • Ms. Novilla moved to approve the Supplemental Bid Bulletin Number 1. Ms. Dorilag seconded the motion. BAC Chair approved the motion. • Next BAC meeting will be on 16 July 2020. 	
Adjournment	<ul style="list-style-type: none"> • The meeting was concluded at 3:02PM. Motion for adjournment was raised by Ms. Novilla and seconded by Ms. Dorilag. 	
SUMMARY OF ACTION MATTERS		
Issue/s	Action Matters/Updates	Responsibility Center




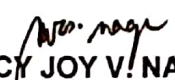

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Approved by:	
 WILLIAM G. JARO Presiding Officer/BAC Chairman Chief Administrative Officer - CRASD Signature over printed name	



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