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|  | <b>PHILIPPINE COUNCIL FOR<br/>AGRICULTURE AND FISHERIES</b><br>Control of Records<br>Quality Form<br><b>HIGHLIGHTS OF THE MEETING</b> | PCAF-QP03-F03<br>Version 2 |
|   |   | BAC-HoM-2023-057           |
|   |   | <i>Reference Number</i>    |
|   | Date:   | 12/11/2023                 |

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| <b>Title of Meeting:</b>                     | EPA: Opening of One (1) Lot Meals for the Various Meetings/Activities of PCAF For January to December, 2024  |
| <b>Date &amp; Time:</b>                      | December 11, 2023/10:00 AM   |
| <b>Venue:</b>                                | Apacible A Conference Room   |
| <b>No. of Participants:</b>                  | 16   |
| <b>Sex Ratio:</b>                            | <input type="text" value="8"/> Male <input type="text" value="8"/> Female  |
| <b>Classification of Participants (No.):</b> | <input checked="" type="checkbox"/> 16 Government <input type="checkbox"/> Private Sector<br><input type="checkbox"/> Academe <input type="checkbox"/> Academe<br><input type="checkbox"/> PWD <input type="checkbox"/> PWD<br><input type="checkbox"/> Senior Citizen <input type="checkbox"/> Senior Citizen<br><input checked="" type="checkbox"/> 1 Indigenous People <input type="checkbox"/> Indigenous People |

| Agenda/<br>Issues/Concerns  | Agreements/<br>Actions to be taken  | Responsible<br>Agency/Unit | Timeline |
|---|---|----------------------------|----------|
| <i>I. Call to Order</i>   | The meeting was called to order at 10:00 AM by the BAC Chairperson Ms. Melinda T. Quiñones for the Opening of Bids for the Procurement of One (1) Lot Meals for the Various Meetings/Activities of PCAF For January to December, 2024 - ITB No. 2023-002 with the Approved Budget for the Contract (ABC) amounting to Php 5,588,650.00.   |                            |          |
| <b>I. Attendees</b><br><br><b>Prospective Bidders</b><br>Operation Officer:<br>Agency:<br><br><b>BAC</b><br>Chairperson:<br>Regular Member:<br>Alternate Member:<br><br><b>BAC Secretariat</b><br>Head:<br>Member:<br>Member:<br><br><b>Member, BAC-TWG</b><br><br><b>End-User</b><br>Staff, OED<br><br><b>Observer</b><br>Representative, PCAFEA | <ul style="list-style-type: none"> <li>● <b>Ms. Pauline Joyce O. Javier</b><br/>NADAMCO</li> <li>● Ms. Melinda T. Quinones</li> <li>● Ms. Jahensi E. Supanga</li> <li>● Ms. Angelica Grace L. Carpio</li> <li>● Mr. Ken Ryan P. Eleazar</li> <li>● Ms. Fraulein Claire G. Ronquillo</li> <li>● Mr. Sonny A. Chua Jr.</li> <li>● Mr. Jerace P. Espinola</li> <li>● Mr. Junry Y. Danila</li> <li>● Mr. Nicky Joseph Yagumyum</li> </ul> |                            |          |

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| <p>II. Topics Discussed</p> <p>A. Submission of the Bidding Documents</p> <p>B. Checking the Technical and Financial Documents</p> | <p>NAFC-DA Multi-Purpose Cooperative (NADAMCO), submitted bids for the Procurement of One (1) Lot Meals for the Various Meetings/Activities of PCAF For January to December, 2024; one (1) original copy and two (2) photocopies of the bids through the BAC Secretariat on Dec 7, 2023..</p> <p>The BAC together with the BAC TWG for the Procurement of One (1) Lot Meals for the Various Meetings/Activities of PCAF For January to December, 2024 conducted opening of bids for the said procurement.</p> <p>Only one (1) bidder submitted their bids, namely; <b>NADAMCO</b>, The BAC opened the submitted bids and found the legal/technical and financial documents in order. Using a non-discretionary "pass/fail" criterion and guided by a checklist, all the required documents are present in the submitted legal/technical and financial bids.</p> <p>Thus, the BAC rated the submitted bids of NADAMCO "passed". (see attached checklist accomplished by the BAC members)</p> <p>To be forwarded to BAC-TWG for CSE, F&amp;A and other Office Requirements for post qualifications.</p> | <p>BAC-TWG</p> | <p>December 15, 2023</p> |
| <p>III. Adjournment</p>  | <p>The meeting was adjourned at 11:30 AM.</p>   |                |                          |

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| <p>Date prepared: December 15, 2023</p>   |  |
| <p>Prepared by:</p> <p><br/><b>KEN RYAN P. ELEAZAR</b><br/>Head, BAC Secretariat</p>   | <p>Approved by:</p>  |
| <p>Recommending Approval by:</p>  | <p><br/><b>MELINDA T. QUIÑONES</b><br/>BAC Chairperson</p> |
| <p><br/><b>ENGR. JAHENSI E. SUPANGA</b><br/>BAC Member</p> <p><br/><b>ANGELICA GRACE L. CARPIO</b><br/>Alternate BAC Member</p> |  |

