

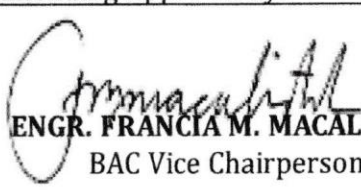

	<b>PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES</b> <b>Control of Records</b> Quality Form <b>HIGHLIGHTS OF THE MEETING</b>	PCAF-QP03-F03 Version 2
		BAC-HoM-2023-048
		<i>Reference Number</i>
	<i>Date:</i>	11/24/2023

<b>Title of Meeting:</b>	Pre-Bid Conference re: Procurement of One (1) Lot Meals for the Various Meetings/Activities of PCAF for January to December, 2024
<b>Date &amp; Time:</b>	November 24, 2023/2:00 PM
<b>Venue:</b>	Apacible A Conference Room
<b>No. of Participants:</b>	7
<b>Sex Ratio:</b>	<input type="checkbox"/> 3 Male <input type="checkbox"/> 4 Female
<b>Classification of Participants (No.):</b>	<input checked="" type="checkbox"/> 7 Government <input type="checkbox"/> Private Sector <input type="checkbox"/> Academe <input type="checkbox"/> Academe <input type="checkbox"/> PWD <input type="checkbox"/> PWD <input type="checkbox"/> 1 Senior Citizen <input type="checkbox"/> Senior Citizen <input type="checkbox"/> 1 Indigenous People <input type="checkbox"/> Indigenous People

Agenda/ Issues/Concerns	Agreements/ Actions to be taken	Responsible Agency/Unit	Timeline
<i>I. Call to Order</i>	The meeting was called to order at 2:00 PM by the BAC Chairperson Ms. Melinda T. Quiñones for the Procurement of One (1) Lot Meals for the Various Meetings/Activities of PCAF for January to December with the Approved Budget for the Contract (ABC) amounting to Php 5,588,650.00.		
<b>I. Attendees</b>  <b>BAC</b>  Chairperson: Vice Chairperson: Regular Member:  <b>BAC Secretariat</b>  Head: Member: Member: Member:  <b>HEAD, BAC-TWG</b>  <b>End-User</b> Staff, OED  <b>Observer</b> Representative, PCAFEA	<ul style="list-style-type: none"> <li>• Ms. Melinda T. Quinones</li> <li>• Ms. Francia M. Macalintal</li> <li>• Ms. Jahensi E. Supanga</li>   <li>• Mr. Ken Ryan P. Eleazar</li> <li>• Jeodith Diyan</li> <li>• Ms. Fraulein Claire G. Ronquillo</li> <li>• Mr. Sonny A. Chua Jr.</li>   <li>• Mr. Clarence Olimpo</li>   <li>• Mr. Junry Danila</li>   <li>• Mr. Nicky Joseph Yagumyum</li> </ul>		



<p><b>III. Topics Discussed</b></p> <p>A. Presentation of the Bidding Documents</p> <p>-Terms of Reference</p>	<p>Ms. Melinda T. Quinones, BAC Chairperson, presented the following:</p> <p><b>a. Rules for the Conduct of Early Procurement Activity (EPA)</b></p> <ul style="list-style-type: none"> <li>● GPPB Circular No. 2019-06 (Guidelines on the Implementation of Early Procurement Activities)</li> <li>● Fixed Price Rules in Procurement</li> <li>● Bid Validity</li> <li>● Award of Contract</li> </ul> <p><b>b. Instructions to Bidders</b></p> <ul style="list-style-type: none"> <li>● Scope of Bid</li> <li>● Funding Information</li> <li>● Eligible Bidders</li> <li>● Subcontracting</li> <li>● Clarification and Amendment of Bidding Documents</li> <li>● Eligibility and Technical Components</li> <li>● Bid and Payment Currencies</li> <li>● Bid Security</li> <li>● Sealing and Markings of Bid</li> <li>● Post Qualification</li> </ul> <p><b>c. General Condition of Contract</b></p> <ul style="list-style-type: none"> <li>● Advance Payment and Terms of Payment</li> <li>● Performance Security</li> <li>● Inspection and Test</li> <li>● Warranty</li> <li>● Liability of the Supplier</li> </ul> <p>Mr. Junry Danila, Staff of the Office of the Executive Director (OED) presented the Requirements and Terms of Reference (TOR) of the study.</p> <p>No prospective bidders attended the pre-bid conference.</p>		
<p>III. Adjournment</p>	<p>The meeting was adjourned at 03:00 PM.</p>		

<p>Date prepared: November 28, 2023</p>	
<p>Prepared by:</p> <p>  <b>KEN RYAN P. ELEAZAR</b>  Head, BAC Secretariat</p>	<p>Approved by:</p> <p>  <b>MELINDA T. QUIÑONES</b>  BAC Chairperson</p>
<p>Recommending Approval by:</p>	
<p>  <b>ENGR. FRANCIA M. MACALINTAL</b>  BAC Vice Chairperson</p> <p>  <b>ENGR. JAHENSI E. SUPANGA</b>  BAC Member</p>	

