



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

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Minutes of the Pre-Bid Conference

Procurement of Provision of Hotel Lodging, Food and Meeting Facilities
For the YFD Planning and Nation of Heroes
"Pambansang Inspirasyon"

Date: November 29, 2019 (Friday), 10:00 AM

Venue: 2nd floor Conference Room DepEd, Division of Negros Oriental, Dumaguete City

Prayer: Rachel B. Picardal, BAC Vice-Chairperson

Roll Call: Dauzeen Luzmarie M. Mercado, BAC Secretariat Member

Present: (See attached Attendance Sheet)

A. Preliminaries

The Chairperson of the Bids and Awards Committee, Dr. Fay C. Luarez, declared a quorum and called the meeting into order.

B. Business Matters

1. Discussion on the importance of Pre Bid Conference

The BAC Chairperson, Dr. Fay C. Luarez discussed on the importance of the Pre bid Conference. She cited section 22 of RA 9184 mandating Pre-bid conference, and emphasized on the importance of the meeting for both the BAC and the bidders so that clarifications can be made. She told the bidder present to carefully check the requirements as stated in the bidding documents as lack or omission of any can lead to disqualification.

In this Pre-bid conference, only one bidder came to attend (Southview Hotel). Since this is their first time to join, they informed the body that they lack knowledge in terms of BAC processes. The BAC Chairperson, Fay C. Luarez told the representative from Southview Hotel to coordinate with the Supply Officer in case they have queries regarding the proper processes.

The BAC Chairperson informed, and discussed with Southview the particulars on the Technical Specifications provided by the end user of the training, Mr. Adolf P. Aguilar, OIC-ASDS. Attached herein is the hardcopy of the Technical Specifications of the Training. She also added that for clarifications of the Technical specifications, it is best that they contact Mr. Adolf P. Aguilar so that these can be addressed properly.

2. Reading of the ABC, Item Description and Schedule of the Opening of Bids

- a. The Approved Budget for the Contract – Four Million Nine Hundred Fifty-Three Thousand Pesos (Php 4,953,000.00)
- b. Opening of Bids Schedule- December 12, 2019, 10:00 AM

C. Issues/Concerns/Queries

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)



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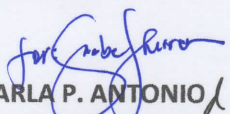
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- The BAC Chairperson asked if there were clarifications or questions from the body.
- There being none, BAC Member, Esterlina B. Paragoso moved to adjourn the meeting which was seconded by BAC Member Carmelita A. Alcala.

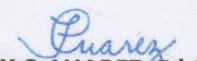
D. Adjournment

The Pre-Bid Conference was adjourned at 11:15 AM.

Prepared by:


KARLA P. ANTONIO
Head, BAC Secretariat
EPS II

Certified True and Correct:


FAY C. LUAREZ, Ed.D., Ph.D. TM
Chair, Bids and Awards Committee
OIC-ASDS

DMM
JD

Technical Specifications for Lodging

1. Room Accommodation

- Twin or Triple Sharing
- **Ten (10)** De Luxe rooms for the Executive Committee
- Clean beddings, room and restroom
- Unlimited Internet Connection with a minimum strength of 2Mbps
- Main Hotel must have at least 75 rooms
- Provide Transpo to the main Venue

December	17	18	19	20	21	22
Accommodation	250	516	516	516	516	516

Technical Specifications for Meals

2. Matrix of Meal Distribution

- Buffet or Managed (Breakfast, Lunch and Dinner)
- Three main dishes (Lunch, Dinner: fish, meat, chicken, vegetables) with facilities/salad/desserts/fresh juices; Breakfast: fried/plain rice, egg, choices of beef tapa, hotdog, tocino/longganisa, or daing na bangus/tinapa, tuyo, dilis plus coffee, tea, hot chocolate or juice)
- AM and PM snacks with fresh juices or iced tea or no bottled drinks;
- Free-flowing coffee, **water**, and tea in the session hall
- No disposable containers or single use plastics

Meals	Dec 17	Dec 18	Dec 19	Dec 20	Dec 21	Dec 22
Breakfast	250	516	516	516	516	516
AM Snacks	250	516	516	516	516	516
Lunch	250	516	516	516	516	516
PM Snacks	250	516	516	516	516	516
Dinner	250	516	516	516	516	516

3. Function Hall and its inclusions:

- Can accommodate the required number of participants and flexible for various group activities
- Training/Workshop Venue
- Well-lit and well-ventilated
- Stage and rostrum

- Table Set Up: **Classroom Type.**
 - Extension cords available inside the session hall
 - Strong and unlimited internet connections, minimum bandwidth of **2Mbps**
 - Whiteboard and eraser
 - **Breakout Rooms:**
 - Ten (10) Breakout Rooms (BO) with capacity of Fifty (50) pax per BO:
 - Set-Up: **Classroom Type**
 - Each breakout room must have an LCD Projector, LCD screen and **two (2)** microphones.
4. Whiteboard and eraser

