





  PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Control of Records Quality Form	PCAF-QP03-F03 Version 2	
	BAC-HoM-2024-057	
	<i>Reference Number</i>	
	<i>Date:</i>	11/15/2024

HIGHLIGHTS OF THE MEETING

Title of Meeting:	Pre-Bid Conference re: Procurement of One (1) Lot Meals for the Various Meetings/Activities of PCAF for January to December, 2025
Date & Time:	November 15, 2024/10:00 AM
Venue:	BAC Conference Room
No. of Participants:	10
Sex Ratio:	<input type="checkbox"/> 6 Male <input type="checkbox"/> 4 Female
Classification of Participants (No.):	<input type="checkbox"/> 7 Government <input type="checkbox"/> 1 Private Sector <input type="checkbox"/> Academe <input type="checkbox"/> Academe <input type="checkbox"/> PWD <input type="checkbox"/> PWD <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Senior Citizen <input type="checkbox"/> 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 10:00 AM 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 Php6,110,350.00.		
I. Attendees			
BAC			
Chairperson:	• Ms. Melinda T. Quiñones		
Alternate Member:	• Ms. Angelica Grace Carpio		
Alternate Member:	• Mr. Bernard Masa		
BAC Secretariat			
Head:	• Mr. Ken Ryan P. Eleazar		
Member:	• Jeodith T. Diyan		
Member:	• Mr. Sonny A. Chua Jr.		
Member:	• Ms. Anna Mariel Aque		
HEAD, BAC-TWG	• Mr. Clarence Olimpo		
End-User Staff, OED	• Mr. Junry Danila		
Observer Representative, PCAFEA	• Mr. John Errasmus Mari Montiano		



<p>III. Topics Discussed</p> <p>A. Presentation of the Bidding Documents</p>	<p>Ms. Melinda T. Quinoñes, BAC Chairperson, presented the following:</p> <p>a. Rules for the Conduct of Early Procurement Activity (EPA)</p> <ul style="list-style-type: none"> ● GPPB Circular No. 2019-06 (Guidelines on the Implementation of Early Procurement Activities) ● Fixed Price Rules in Procurement ● Bid Validity ● Award of Contract <p>b. Instructions to Bidders</p> <ul style="list-style-type: none"> ● Scope of Bid ● Funding Information ● Eligible Bidders ● Subcontracting ● Clarification and Amendment of Bidding Documents ● Eligibility and Technical Components ● Bid and Payment Currencies ● Bid Security ● Sealing and Markings of Bid ● Post Qualification <p>c. General Condition of Contract</p> <ul style="list-style-type: none"> ● Advance Payment and Terms of Payment ● Performance Security ● Inspection and Test ● Warranty ● Liability of the Supplier <p>d. Terms of Reference</p> <p>e. Checklist of Technical and Financial Documents</p> <p>No prospective bidders attended the pre-bid conference.</p>	
<p>III. Adjournment</p>	<p>The meeting was adjourned at 11:00 AM.</p>	
<p>Date prepared: November 15, 2024</p> <p>Prepared by:</p> <p> KEN RYAN P. ELEAZAR Head, BAC Secretariat</p>	<p>Approved by:</p> <p> MELINDA T. QUINOÑES BAC Chairperson</p>	
<p>Recommending Approval by:</p>	<p> ANGELINA GRACE CARPIO BAC Alternate Member</p> <p> BERNARD MASA BAC Alternate Member</p>	

