






	<b>PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES</b> Control of Records Quality Form <b>HIGHLIGHTS OF THE MEETING</b>	PCAF-QP03-F03 Version 2
		BAC-HoM-2025-050
		<i>Reference Number</i>
	<i>Date:</i>	11/27/2025

<b>Title of Meeting:</b>	Pre-Bid Conference re: 1 Lot Meals for Various Meetings and Activities of PCAF for January to December, 2026										
<b>Date &amp; Time:</b>	November 26, 2025/10:00 AM										
<b>Venue:</b>	OED Conference Room										
<b>No. of Participants:</b>	13										
<b>Sex Ratio:</b>	<input type="text" value="6"/> Male <input type="text" value="7"/> Female										
<b>Classification of Participants (No.):</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="text" value="12"/> Government</td> <td style="width: 50%; border: none;"><input type="text" value="1"/> Private Sector</td> </tr> <tr> <td style="border: none;">_____ Academe</td> <td style="border: none;">_____ Academe</td> </tr> <tr> <td style="border: none;"><input type="text" value="1"/> PWD</td> <td style="border: none;">_____ PWD</td> </tr> <tr> <td style="border: none;"><input type="text" value="3"/> Senior Citizen</td> <td style="border: none;">_____ Senior Citizen</td> </tr> <tr> <td style="border: none;">_____ Indigenous People</td> <td style="border: none;">_____ Indigenous People</td> </tr> </table>	<input type="text" value="12"/> Government	<input type="text" value="1"/> Private Sector	_____ Academe	_____ Academe	<input type="text" value="1"/> PWD	_____ PWD	<input type="text" value="3"/> Senior Citizen	_____ Senior Citizen	_____ Indigenous People	_____ Indigenous People
<input type="text" value="12"/> Government	<input type="text" value="1"/> Private Sector										
_____ Academe	_____ Academe										
<input type="text" value="1"/> PWD	_____ PWD										
<input type="text" value="3"/> Senior Citizen	_____ Senior Citizen										
_____ Indigenous People	_____ 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. Floreliz P. Avellana, for the Procurement of 1 Lot Meals for Various Meetings and Activities of PCAF for January to December, 2026 ITB No. 2025-003 with the Approved Budget for the Contract (ABC) amounting to Php 5,905,550.00.		
<b>II. Attendees</b>  <b>Prospective Bidders</b> General Manager: Agency:  <b>BAC</b> Chairperson: Vice Chairperson: Regular Member: Regular Member:  <b>BAC Secretariat</b> Head: Staff: Staff:  <b>BAC-Technical Working Group (TWG)</b> Member:  <b>Observer</b> Representative, PCAFEA	<ul style="list-style-type: none"> <li>• Ms. Pauline Joyce O. Javier NAFC-DA MULTIPURPOSE COOPERATIVE (NADAMCO)</li> <li>• Ms. Floreliz P. Avellana</li> <li>• Ms. Marisa R. Lo</li> <li>• Ms. Maria Belen A. Milanes</li> <li>• Ms. Catherine A. Viray</li> <li>• Mr. Ken Ryan P. Eleazar</li> <li>• Ms. Anna Mariel D.C. Aque</li> <li>• Mr. Sonny A. Chua Jr.</li> <li>• Ms. Evangeline Cabbarios</li> <li>• Mr. Brian B. Babaran</li> </ul>		



	<p>requested for post-qualification to avoid unnecessary delay during the evaluation. Although, it was highlighted that non-submission/inclusion would not render bid failed</p> <p>Ms. Javier had no further questions.</p> <p>The BAC and the BAC TWG shall review the queries that will be sent to the BAC Secretariat via email on or before November 30, 2025. If needed, the BAC shall issue the supplemental bid bulletin on or before December 3, 2025.</p> <p>Posting of the supplemental bid bulletin on the PhilGEPS website is on December 3, 2025</p>		
III. Adjournment	The meeting was adjourned at 11:10 AM.		

Date prepared: November 27, 2025	
Prepared by:	Approved by:
<p style="text-align: center;"> <b>KEN RYAN P. ELEAZAR</b> Head, BAC Secretariat</p>	<p style="text-align: center;"> <b>FLORELIZ P. AVELLANA</b> BAC Chairperson</p>
Recommending Approval by:	
<p style="text-align: center;"> <b>MARISA R. LO</b> BAC Vice-Chairperson</p> <p style="text-align: center;"> <b>MARIA BELEN A. MILANES</b> BAC Member</p> <p style="text-align: center;"> <b>CATHERINE A. VIRAY</b> BAC Member</p>	

