



**MINUTES OF THE PRE-BID CONFERENCE ON THE PROCUREMENT OF HOTEL ACCOMMODATION, VENUE WITH MEALS AND SNACKS FOR THE NATIONAL CONSULTATIVE MEETING/WORKSHOP AND REVIEW OF ADDITIONAL FINANCE PERSONNEL (VISAYAS & MINDANAO CLUSTER)**

**OCTOBER 9, 2018**  
**ASDS Office**  
**9:00 AM**

*Attendance:*

Alicia E. Anghay, Ph.D.	-	BAC Chairperson (Presiding Officer)
Romiel S. Vallente	-	BAC Member
Baldomero Mark B. Meso III	-	BAC Member
Eulogio R. Suaner	-	BAC Member
Arnel A. Calubag, CPA	-	TWG Chair
Milagros P. Recamadas	-	BAC Secretariat Chairman

*Observer:*

Marlyn M. Guligado	-	Boy Scout of the Philippines
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*No Bidder in attendance.*

**I. CALL TO ORDER**

Dr. Alicia E. Anghay, BAC-Chairperson/Presiding Officer called the conference to order at 9:15AM. Preliminaries of the meeting were ensued by Mrs. Milagros P. Recamadas, the BAC Secretariat Chairman.

**II. CERTIFICATION OF QUORUM**

The BAC Secretariat Chairman certified that there was quorum to transact business after she acknowledged the presence of the BAC, Members & observer in attendance.

**III. BUSINESS PROPER AND HIGHLIGHTS OF THE CONFERENCE**

The BAC Chairman, Dr. Alicia E. Anghay presided the meeting. She formally opened the meeting by giving the overview of the project: *“Procurement of Hotel Accommodation, Venue with Meals and Snacks for the National Consultative Meeting/ Workshop and Review of Additional Finance Personnel (Visayas & Mindanao Cluster)”* with ABC of Php 2,793,600.00 from CO-GAS-MOOE Funds which was pre-procured on October 1, 2018 @ 8:30 AM.

She requested the TWG Chairman, Mr. Arnel A. Calubag to give the details of the activity to be procured.

Mr. Calubag presented the dilemma of this procurement. He enumerated the following concerns:

1. Considering the ABC which is more than 1 Million, the mode of procurement is Public Bidding.
2. The project was posted in PhilGEPS on October 2, 2018. To complete the procurement process under Public Bidding, the following timelines must be observed:  
Pre-bid: October 9, 2018  
Dropping & Opening of bids: October 22, 2018

3. As per communication received from Armando C. Ruiz, Chief Administrative Officer, OIC, Office of the Director IV, Finance Service-Disbursements and Accounting dated October 8, 2018. The final schedule set by the Finance Focal Group of Central Office is October 21-24, 2018 to accommodate the availability of the Undersecretaries and most of the participants numbering to 360 instead of 480.
4. Thus, 2 items in the PhilGEPS posting were changed: (1) Final date of activity is October 21-24, 2018 instead of October 22-25, 2018; and (2) only 360 pax instead of 480 pax.

With the concerns presented, Dr. Anghay asked Mr. Calubag, "Is there a way to convince the Finance Focal Group of CO to postpone or move the activity in order to complete the procurement procedure to avoid future problems that we might be encountered?" Mr. Calubag answered in the negative and further informed the BAC that the schedule is non-negotiable anymore per advice from the Central Office.

Mr. Calubag further presented 2 options to solve the problem: (1) provisions on Alternative Mode of Procurement which includes venue and accommodation; and (2) the idea of early Opening of Bids as suggested by the Auditor.

There was discussion on the 2 options and then voting followed. All BAC Members present, unanimously voted for the latter option, hence, the procurement has been posted in the PhilGEPS for Public Bidding.

Dr. Anghay declared that the committee will go for the early Opening of Bids and draw suggestions from the members for the possible date. The committee set the early opening on October 17, 2018. Dropping will be done at 8:30AM followed by the Opening of Bids at 9:00AM. This date will still give enough time for the Post Qualification Evaluation, contracting, etc. until issuance of Notice to Proceed.

Dr. Anghay then instructed the BAC Secretariat to post in the Bid Bulletin of PhilGEPS the changes of the Opening of Bids from October 22, 2018 to October 17, 2018@ 9:00AM. The details on the number of pax will not be changed, as possible changes may occur anytime during the procurement period.

#### **IV. ADJOURNMENT**

With no other matters for discussion, the Pre-bid Conference for the Procurement of Hotel Accommodation, Venue with Meals and Snacks for the National Consultative Meeting/Workshop and Review of Additional Finance Personnel (Visayas & Mindanao Cluster) with ABC of Php 2,793,600.00 from CO-GAS-MOOE Funds ended at 9:45AM and declared adjourn by the BAC Chairperson, Dr. Alicia E. Anghay.

Prepared by:

**MILAGROS P. RECAMADAS**  
BAC Secretariat Chairman

Noted by:

**ALICIA E. ANGHAY, Ph.D.**  
BAC Chairperson/Presiding Officer