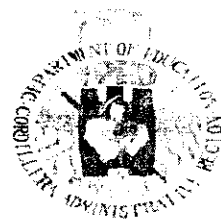




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



MINUTES OF PRE-BID CONFERENCE
SNC Hall
September 27, 2019 2:30-3:00PM

Present:

1. Atty. Sebastian G. Tayaban- Chairman
2. Aida L. Payang- Vice Chairman
3. Edgardo T. Alos- BAC Member
4. Clemente Bandao- End User
5. Cornelia Adaci-Dulnuan-Secretariat
6. Cristina L. Paquit- Secretariat
7. Rogelia A. Rique- Secretariat
8. Archie Russel Baluyo- Secretariat
9. Marvin John Flores-Secretariat
10. Lilia Banawe- TWG
11. Sidney Abelao- H100 Ecodloge
12. Charles Sales- H 100 Ecolodge.
13. Monica M. Digmayo- New Rajah Soliman Hotel
14. Ma. Luisa Alimbuyao- Brentwood Apartelle

Agenda:

1. PRE-BID CONFERENCE FOR THE BOARD AND LODGING FOR THE SPECIAL PROGRAM IN SPORTS AND SENIOR HIGH SCHOOL-SPORTS TRACK SUMMIT

Meeting Proper:

- Maam Aida Payang the Vice-Chairman of the BAC presented the Agenda which is the Board and Lodging for the Special Program in Sports and Senior High School-Sports Track Summit.
- Acknowledgement of the present bidders
- Declaration of quorum.

ABC: Php 1,098,000.00

- October 21-25, 2019
- 183 pax

Technical Specs:

1. **Room Accommodation:**

- Triple or Quad sharing no double decks/separate/individual beds
- Provision of towels, soap, shampoo, and other basic toiletries
- With clean beddings and restroom
- Bedrooms with functional television set, with sufficient space in between beds, air conditioned rooms are preferred. Rooms without aircon should have sufficient number of fans
- With hot and cold water shower.
- First Aid services should be available
- Bidders to specify the proposed rooms and the number of pax for each room

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2. Meals:

- First Meal shall be dinner of October 21, 2019
- Last Meal shall be lunch of October 25, 2019
- Menu shall be in house provided that:
- For Breakfast: 2 dishes menu (poultry meat, fish, and vegetables) with choice of bread and rice.
- For Lunch and Dinner: 3 dishes menu (poultry, meat, fish, and vegetables) with soup and dessert (fresh fruits) and with complimentary bottled water.
- For Snacks: Cooked or fresh baked products with canned or bottled fresh juice (at least 300ml).
- There should be free following coffee/Creamer or evaporated milk/brown sugar/, hot chocolate and potable drinking water in the plenary and break away halls.
- There should be one (1) food station for every 50 pax with 4 crews in every food station. Assisted buffet
- Provision of food warmers for meals to guarantee warm/hot food for pax.
- No Styrofoam or plastic utensils are to be used.

3. Function hall:

- One plenary/function hall with tables and chairs that can comfortably accommodate all the participants and training mgt. staff.
- For the plenary hall a continuously open plenary hall is preferred. If not applicable the provision of additional projectors and screens is must
- Sound proof, with good lighting and ventilation
- Free use of good and clear audio and visual equipment (LCD) projectors and screens white boards
- Free use of clear sound system and extension cords. At least 3 microphones
- Free access to strong wifi internet connections
- With complimentary tarpaulin for the plenary hall and the venue frontage.
- With comfort rooms in the function hall
- With Parking space good for 15 vehicles
- With generator in case of power interruption
- There should be one staff technician to take care of and to monitor the sound system.

Items for Bid Bulletin:

- The number of participants should be 183 and not 200 pax
- The plenary hall can accommodate at least 200 pax.

Adjournment:

There being no matters to discuss, the meeting adjourned at 3:00PM.

Prepared by:


ROGELIA A. RIQUE
BAC Secretariat

Noted by:


ATTY. SEBASTIAN G. TAYABAN
CO-Chairman-BAC