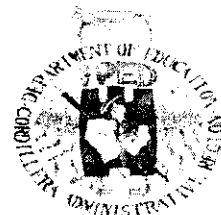




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



**MINUTES OF PRE-BID CONFERENCE**

SNC Hall

September 27, 2019 2:00-2:30PM

**Present:**

1. Atty. Sebastian G. Tayaban- Co-Chairman
2. Aida L. Payang- Vice Chairman
3. Edgardo T. Alos- BAC Member
4. Michelle B. Andaya- 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 Ecolodge
12. Charles Sales- H100 Ecolodge
13. DeeLaurice Lapaan- Thikface Food Service
14. Jonathan Frias- Thikface Food Service
15. Ma. Luisa Alimbuyao- Brentville Catering Service
16. Veronica M. Digmayo- New Rajah Soliman Hotel

**Agenda:**

1. Pre-Bid Conference for the Catering service for the Regional youth for environment in schools organization (YES-O) Summit.

**Meeting Proper:**

- Maam Aida Payang the Vice-Chairman of the BAC presented the Agenda which is the catering service for the Regional youth for environment in schools organization (YES-O)-Summit with ABC of One Million One Hundred Twenty Five pesos (Php 1,225,000.00).
- Acknowledgement of the prospective bidders
- Declaration of quorum.

**Discussions:**

**Technical Specs:**

**1. Venue:**

- The YES-O Camp will be held at Teachers Camp with 500 pax on October 22 to 25, 2019.

**2. Meals:**

- First meal shall be Dinner of day 0 (Oct. 22, 2019)
- Last meal shall be PM Snack of October 25, 2019
- The menu provided by the end-user/procuring entity shall be the menu to be followed for the duration of the summit.

- 51 > There should be free following coffee/evaporated milk, creamer/brown  
52 sugar/potable drinking water in the conference hall.  
53 > One (1) food station for every 50 participants, controlled buffet  
54 > No Styrofoam or plastic utensils  
55

56 **Agreements:**

57 **1. Items to be included in the Bid Bulletin no. 1:**

- 58 > Due to the African Swine Fever (ASF) scare the recipes/viands containing  
59 pork which was included in the menu can be substituted to vege meat,  
60 fish or beef recipes  
61

62 **Adjournment:**

63  
64 There being no matters to discuss, the meeting adjourned at 2:30PM.  
65  
66

67 Prepared by:

68  
69   
70 **ROGELIA A. RIQUE**  
71 BAC Secretariat  
72

73  
74 Noted by:

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76   
77 **ATTY. SEBASTIAN G. TAYABAN**  
78 Co-Chairman-BAC