

**Republic of the Philippines  
Department of Foreign Affairs  
Bids and Awards Committee (BAC)**

**MINUTES OF THE MEETING**

**Procurement Project:** Catering Service for 121<sup>st</sup> DFA Foundation Day  
**Activity Conducted:** Pre-Bid Conference  
**Date and Time:** 28 May 2019; 4:00 p.m.  
**Venue:** BAC Conference Room, 12<sup>th</sup> Floor, DFA Main Bldg.

**I. ATTENDEES**

**BAC MEMBERS**

<b>Ms. Imelda M. Panolong</b>	Chairperson
<b>Ms. Jhullie Anne A. Beniahan</b>	Alternate BAC Member
<b>Ms. Jeanne April Marie P. Bruneau</b>	Alternate BAC Member
<b>Mr. Mark Anthony G. Articulo</b>	End-user Representative (HRMO- Praise)
<b>Mr. Mark Jason S. Java</b>	End-User Representative (HRMO - Praise)

**TWG MEMBERS**

<b>Ms. Grace C. Fernandez</b>	Member
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**BAC SECRETARIAT**

<b>Mr. Teddy Edmund T. Pavon</b>	Head
<b>Mr. Linoernbar D. Blanco</b>	Member
<b>Ms. Micaella J. Tobias</b>	Member

**BIDDER/S**

<b>Mr. Noel Dennis Burca</b>	The Manna Cuisine Corp.
<b>Ms. Devi May Barangan</b>	Hizon's Catering
<b>Ms. Cynthia Ferrer</b>	Hizon's Catering
<b>Mr. Jonel Vallada</b>	Juan Carlo the Caterer
<b>Ms. May Graton</b>	Juan Carlo the Caterer
<b>Ms. Karren Kaye Dato-On</b>	Illustrado Catering
<b>Ms. Bem Pinedo</b>	Illustrado Catering
<b>Ms. Florentina Daza</b>	The Moment Group
<b>Ms. Cecilia Sarthou</b>	Ibarra's

**II. CALL TO ORDER**

The meeting was called to order at 4:11 p.m. upon confirmation of a quorum by the BAC Secretariat.

### III. POINTS DISCUSSED / ACTIONS TAKEN

- The Chairperson introduced the attendees and six (6) potential bidders namely, The Manna Cuisine Corp. Hizon's Catering, Juan Carlo the Caterer, Illustrado Catering, The Moment Group and Ibarra's.
- The Committee went through the Terms of Reference (ToR) for the Procurement of Catering Service for 121<sup>st</sup> DFA Foundation Day with an Approved Budget for the Contract of one million and five hundred thousand pesos (PhP 1,500,000.00) only.
- On item 3 of the Annex A (Standard Checklist of Eligibility, Technical Documents and Financial Component of the Department's Public Bidding) (For Goods or General Support Services), Statement and Copy of all its ongoing government and private contracts, the bidders asked the Committee if they can limit the ongoing Contracts for year 2019 only and with more than one million pesos (PhP 1,000,000.00).
- The schedule of activities will be as follows:
  - a. Submission and Receipt of Bids – 10 June 2019, 12:00 noon
  - b. Bid Opening – 10 June 2019, 2:00 p.m.
  - c. Post-Qualification – 13 June 2019, 10:00 a.m.

### IV. ADJOURNMENT

There having been no other remaining matters to be discussed, the Chairperson thanked everyone and adjourned the meeting at 4:31 p.m.

Minutes taker: **Ms. Micaella J. Tobias**  
**BAC Secretariat Member**

Noted by: **Mr. Teddy Edmund T. Pavon**  
**BAC Secretariat Head**