

**MINUTES OF PRE-BID CONFERENCE**

Catering Services for the 30th South East Asian Games-For the Opening Ceremony Catering Services (Lot 1)

August 09, 2019, 10:00 AM

Conference Room

PHILIPPINE SPORTS COMMISSION

RMSC, P. Ocampo Sr. Street, Malate, Manila

Present were:

**A. Prospective Bidders / Visitors**

	<b>Name</b>	<b>Company/Address</b>
1.	Christine Lascaro	Juan Carlo the Caterer - Soro Soro Karsada, Batangas City
2.	Heney Tawat	Macroasia Sats Food Ind. Corp. - MAPCD Bldg., East Service Rd., Sucat, Muntinlupa
3.	Audrey Oliva	Max's Kitchen, Inc. - 11th Flr Eco Plaza Bldg., Chino Roces Ext., Makati City
4.	Laurence Tan and Jojo Avancenica	Annovative Star Recipes, Inc. - Brgy. San Miguel Pasig City
5.	Percival Balon, Jr.	Miriabelle Foodservices - Sto. Tomas, Batangas
6.	Giusepine Policarpio	Bliss Events Management - 302 Gov A Pascual St., San Jose, Navotas City
7.	Jiego Paulino	Ibarras Catering - 17 Coral Way, Pasay, Metro Manila
8.	Jeric Baylen	Repsima Baylen Catering Services - 1498 Villa Eusebio, San Miguel, Pasig City
9.	Kariene Mariano	Hizon's Catering - 22 Renowned Lane, Sunville Subdivision Proj. 6, Quezon City
10.	Shanen Nogus	Royale Parc Hotel Tagaytay - Emelio Aguinaldo H-way, Silang Junction West, Tagaytay
11.	Vincent Paolo Conti	Masuma Food Inverntory Corp. - Lot 92 B Bagsakan Road, SEZ Compound, Taguig City
12.	Nareem Qazi	Qilla Restaurant - Rimando Rd., Baguio City
13.	Ana Angeles	Micai Food Specialist Inc. - PAMCOR Compound, PASCOR Drive, Parañaque
14.	Ana Napao	Manela Catering Corporation - 170 Fort Am Bldg., Pasig Blvd., Pasig

**B. BAC Members and Staff**

	<b>Names</b>	<b>Position</b>
1.	Atty. Guillermo B. Iroy, Jr.	BAC Chairman
2.	Dir. Simeon Gabriel M. Rivera	BAC Vice Chairman
3.	Manuel G. Bitog	BAC Member
4.	Anna Christine S. Abellana	BAC Member Alternate
5.	Atty. Michelle Labajanan	BAC Secretary
6.	Jun Michael T. Unzo	Assistant BAC Secretary
7.	Ma. Luisa Carmela D. Berguia	BAC Secretariat Support Staff
8.	Oscar Papelera, Jr.	BAC Secretariat Support Staff
9.	Ariel Flores	BAC Secretariat Support Staff

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**C. TWG**

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	<b>Names</b>	<b>Position</b>
1.	Atty. Maribel Rodriguez	TWG Member
2.	Caroline Tobias	TWG Member
3.	Erwin Guillermo	TWG Member

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**D. Others**

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	<b>Names</b>	<b>Position</b>
1.	Ethel M. Goh	Procurement Head
2.	Angelito Comia	PHISGOC
3.	Cesar Cariaca	PHISGOC
4.	Datu Shaiffudin Kiram	PHISGOC-HALAL
5.	Ed Clariza	PHISGOC
6.	Katty Caper	PHISGOC

The BAC Chairman, who is presiding, called to order the Pre-Bid Conference for the project: **Catering Services for the 30th South East Asian Games-For the Opening Ceremony Catering Services (Lot 1)**, with an Approved Budget for Contract of **Eleven Million Four Hundred Twenty-Five Thousand Pesos (Php 11, 425, 000.00)**. The Invitation to Apply for Eligibility and to Bid was posted on PSC Website, Manila Times and PhilGEPS on July 21, 2019.

The BAC Chairman acknowledged the presence of the BAC Members, the BAC Secretariat, Technical Working Group (TWG) members and Others. The BAC Chairman also acknowledged the presence of the prospective bidders. *(the company name, its address and representative as listed above was mentioned).*

The Philippine Chambers of Commerce, Inc. (PCCI), Commission on Audit (COA) Representative and Philippine Institute for Supply Management (PISM) were invited, however, the said offices failed to send representatives to attend the Pre-Bid Conference.

**BUSINESS MATTERS TAKEN AND DISCUSSED**

**A. Clarification and discussion of the project:**

The BAC Chairman started with discussing the requirements. Under the rules and regulations of the Procurement Law, bidders should follow the requirements set by the Agency. All instruction to bidders must strictly be adhered to otherwise would be considered ineligible.

Prior to the discussion of the requirements for the competitive bidding, prospective bidders are reminded that the Bids and Awards Committee will evaluate the submitted bids using the pass/fail criteria pursuant to the Revised Implementing Rules and Regulations. In addition, prospective bidders are reminded to ensure that submitted bids are in order and in compliance with the requirements as stated in the Bid Documents.

Copies of the Application Form for Eligibility and Checklist for Goods and Services Eligibility & Technical (first envelop) and Financial Component (second envelope), together with the Technical Specifications are provided to all bidders who attended the Pre-Bid Conference. Copy of the Bid Documents is downloadable in the PhilGEPS and those who paid the Bid Documents are provided with a printed copy. All bidders are reminded to read through and follow the Instruction to Bidders and the Bid Data Sheet (BDS) as provided in the Bid Documents to ensure that all submissions during the Opening of Bids are in order and in accordance with the Bid Documents. The following requirements are included in the checklist and discussed.

**B. Eligibility & Technical (first envelope), Financial Component (second envelope) of the bid, and Instruction to Bidders (ITB), including the explanation of the different documents to be submitted as stipulated on the checklist issued to each participating bidder, were then deliberated and discussed:**

***B.1. As to Eligibility Documentary Requirements (FIRST ENVELOPE):***

1. The Application Form for Eligibility and Checklist for Goods must state the company, the address, telephone number, Fax No., Specialization, Date of Filing, the General Information such as the Name of the bidder, its office address, telephone number, fax no., email address, authorized managing officer, citizenship, position, designation, and type of organization which is either sole proprietorship, partnership or corporation.
2. Platinum PhilGEPs Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR together with the Annex "A". Provided, in case the Registration (DTI, Partnership, Corporation, CDA), Tax Clearance, Mayor's Permit whose validity period had already lapsed / expired before the expiration of the PhilGEPs Certificate, the Bidder/s is required to submit a copy of the above-mentioned documents valid as of the date of opening of bids.
3. Mayor's Permit and Sanitary Permit.
4. Department of Trade and Industry (DTI) Business Name Registration for Sole Proprietorship. Securities and Exchange Commission (SEC) Registration for Corporation/Partnership, CDA Registration for Cooperatives, whichever may be appropriate under existing laws of the Philippines.
5. The Corporation, Cooperative or Partnership's Articles of Incorporation, its Constitution and By-Laws, whichever is applicable to the bidder, including its amendments thereto, if any. **The General Information Sheet for 2019** shall also be submitted in case bidder is a corporation. In case the following document is not applicable, **A SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY** should be submitted.
6. Duly signed and notarized Valid Joint Agreement, in case of Joint Venture. In case bidder does not have Joint Agreement, he must submit a duly **SIGNED AND NOTARIZED STATEMENT OF NON-APPLICABILITY**;
7. Duly signed and notarized statement of completed and ALL its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not in nature and complexity to the contract to be bid for the last five (5) years prior to the deadline for the submission and receipt of bids with copies of contracts.

The list shall state the following for each contract:

- a. Name of clients with contact numbers and addresses;
- b. Date of award of contract;
- c. Total contract cost;
8. **Duly Signed and notarized statement** of completed single largest contract that is similar to the contract to be bid, and whose value must be **at least fifty percent (50%) of the ABC**, completed within three (3) years prior to the deadline for the submission and receipt of bids;
9. Certificate of Commendation of Satisfactory Performance from clients. End user's Certificate of Commendation of Satisfactory Performance issued by the Philippine Sports Commission (PSC) for bidders who have contract/s with the PSC to be issued by the Medical Scientific Athletes Services (MSAS).
10. Income Tax Return (ITR) for 2018, (CTC by the BIR) and Audited Financial Statement (AFS) for 2018, stamped "Received" by the BIR and/or its duly authorized Agency or Banking Institutions. **Income Tax Return for the First Quarter of 2019 only Tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted;**
11. Net Financial Contracting Capacity (NFCC) computations at least equal to the ABC OR Committed line of credit must be at least equal to TEN percent (10%) of the ABC issued by a Commercial or Universal Bank. Provided in case the same is issued by a Foreign Universal / Commercial bank, it shall be authenticated by a local Universal / Commercial Bank. The Bank issued Committed Credit Line must specifically be for Catering Services and must state the name of the Procuring Agency and the Procurement Project;

## **B.2. As to Technical Documentary Requirements:**

### 12. Bid Security

- Required Bid Security Form
- **Duly Signed and Notarized Bid Securing Declaration** or any/either of the following:
  - a) Cash, Check, Cashier's Check, Manager's Check - (2% of the ABC)
  - b) Bank Draft Guarantee or Irrevocable Letter of Credit - (2% of ABC)
  - c) Surety Bond (5% of the ABC), valid 120 days from Opening of Bids, stating therein the Company, its telephone number, Official Receipt Number, Validity period, Callable upon demand and accompanied by an Insurance

Commission Certificate stating that the surety and/or insurance company is authorized to issue such security;

13. Technical Specifications;

**ANNEX "A"**

**CATERER'S RESPONSIBILITIES**

1. A catering service shall be required for Opening Ceremony of the SEA Games.
2. Food service will be provided. 2. Caterer will be responsible for the Delegates hospitality in the Philippine Arena.
3. Catering will consist of day base Catering with cocktail and plated meal provided during specific timings. The range of menus available needs to span from traditional regional specialties through to international dishes and are to be approved by PHISGOC in advance. Ethnic authenticity of the menus is important and the caterer shall ensure that necessary steps are taken to guarantee the authenticity and provenance of the dishes.
4. Caterer shall serve Halal meals.
5. Freshly cooked food must be served at all times.
6. Estimated numbers will be given to the caterer in advance of the SEA Games. Final numbers will be confirmed 48 hours before the time of requirement. However, the caterer must be able to respond flexibly at short notice to changes in the numbers or any special dietary requirements.
7. Caterer Personnel shall be highly experienced in VIP catering, immaculately dressed and
8. discreet in their service style. Catering shall be provided, as required, from 1 hour prior to the event until 1 hour after the event. However, this is only a guideline and a flexible service attitude is required to meet varying demands.
9. Caterer shall be responsible for the purchase and supply of all products necessary to fulfil the food and beverage service.
10. The Caterer will submit detailed utility requirements for all its operations within the Philippine Arena. Utilities include electricity, potable water, drainage, and plumbing. PHISGOC will supply these utilities at a cost to the caterer to temporary facilities located within the Philippine Arena. PHISGOC will manage the distribution and final hook-up of utilities and drainage within the Philippine Arena in accordance with the specifications supplied by the Caterer (subject to final approval and revision by PHISGOC).
11. Caterer will be responsible for cleaning within all kitchen, support and 'non-public' areas under its management during the Opening Ceremony. Caterer may be required to take responsibility for cleaning within dining areas subject to the housekeeping strategy of PHISGOC. At the end of the operations, the Caterer will be required to leave all areas being vacated in a clean and tidy condition, with any deficiencies being remedied at its expense.
12. Caterer will be responsible for waste removal from its areas to skips and receptacles provided by PHISGOC. Caterer will participate in and comply with the PHISGOC environmental waste management and recycling program. Caterer will be responsible that its personnel take care in waste areas and any spillages are cleared. Remedying any failure in this respect may be re-charged to the Caterer by PHISGOC.
13. The Caterer will submit a day cocktail and plated menu for each service period for approval by PHISGOC. Each menu item's description and main ingredients' specifications need to be outlined. At each service point, and in languages required, the Caterer will provide accurate signage describing ingredient lists, allergy alerts and nutritional analysis for all menu items or, as agreed by PHISGOC.
14. Caterer will be required to do a full presentation of all types of meals and beverages to be served during the Opening Ceremony. The presentation will be conducted prior to the Opening Ceremony, for approval by PHISGOC.
15. Caterer agrees that it retains no rights with respect to commercial signage on site (excepting brand signage relating to the Caterer's own brands or franchises, in which case it will be responsible for removal) and that all signage, uniform logos and identification are subject to PHISGOC approval.
16. Caterer will provide personnel and management in numbers sufficient to ensure smooth delivery of all services, of an appropriate calibre and trained to perform their allocated duties. Staffing schedules and numbers must be submitted to PHISGOC for review and approval, including recruitment and training plans.
17. Caterer's must implement Good Manufacturing Practices (GMP) training to their personnel through the food safety manual provided by the food safety officer with proper documentation .
18. Caterer will supply a flow chart of its delivery system detailing its plan from supplier warehousing, deliveries, receiving, storage, preparation, distribution, front of the house service and waste management. All processes have to be coordinated with the relevant departments of PHISGOC, especially the security of goods from their receipt by the CONTRACTOR through the production and distribution process. That should have disposal report.

19. All Caterer's personnel must be in uniform when at a venue or being transported to and from a venue. All uniforms must be in a style approved by PHISGOC, including footwear and head covering. Uniforms are to be procured by the Caterer. Sufficient stocks of uniforms must be held so that CATERER'S PERSONNEL wear a freshly laundered uniform each day when on duty and should be changed when soiled. All CONTRACTOR PERSONNEL must adopt the highest standards of dress, hygiene and grooming. PHISGOC reserves the right to have any member of caterer's personnel removed from service for non-compliance to the dress code.
20. Caterer to include their FOOD SAFETY TEAM to monitor food production all throughout the event and be verified by PHISGOC Food Safety team.
21. All Caterer's personnel assigned for the whole duration of the event must submit the following ;
  - 1 month before the start of the contract:
    - a. Employee's resume
    - b. For delivery drivers – a copy of their driver's license
    - c. NBI or police clearance and;
22. Caterer employees assigned for the whole duration of the event should know how to speak basic English and will be subject to background check by PHISGOC Security functional area.
23. Caterers to provide all equipment needed in the back and front of the house including utensils etc.

## ANNEX "B"

### CATERER'S SCOPE OF WORK

1. The Caterer shall provide high quality food and beverage services with diversified menus that shall appeal to and satisfy the nutritional, religious and ethnic requirements of the delegates in the lounge.
    1. The Caterer shall manage the supply chain, logistics, staffing and the risks involved within the lounge.
    2. The caterer must be at the venues 4 hours before the given schedule.
    3. The Caterer shall also be responsible for the following:
      - A. Pre-Opening Ceremony
        - a.1 Prepare various foods for taste session for at least thirty (30) persons on the specified time set by the procuring agency;
        - a.2 Propose 1-day food menu; and,
        - a.3 Propose layout for both Dining Lounges and Back of House (BOH) facilities. Area for consideration is at \_\_\_\_\_ thousand square meters (\_\_\_\_ sqm) for the following areas:
          - I. Dining Lounges
            - a.3.1 Protocol / VIP
            - a.3.2 Technical Officials
            - a.3.3 Media
            - a.3.4 Athletes & Team Officials
            - a.3.5 Workforce
          - II. Back of House
            - a.3.6 Kitchen
            - a.3.7 Business Offices
              - a.3.7.1 F&B Services Manager and Coordinator, and Workforce Coordinator Office
              - a.3.7.2 Meeting Room for the Caterer and Team
              - a.3.7.3 Musalla
            - a.3.8 Loading Bay
- B. Opening Ceremony Proper
  - a.1 Provision of uniformed and well-trained workforce that shall work on two shifts to work on the following areas:
    - a.1.1 Food preparations;
    - a.1.2 Assist in the serving of foods and beverages;
    - a.1.3 Maintain order and cleanliness of the Dining lounges; and
    - a.1.4 Muslim staff to handle halal food station.
  - a.2 Adequately set-up the lounge and ensure the sufficient supply of and quality food and beverages at all times during the duration of the contract.
  - a.3 Provision of wide selection of foods and beverages for the delegates.
  - a.4 Minimum of 750 catering personnel. Assign at least one (1) Head waiter** that shall serve as point person on every lounges.

The Opening Ceremony Caterer, may at all times, provide additional staff that is deemed necessary in the successful conduct and delivery of kitchen and dining lounges operations

a.5 Hot foods must be served hot and cold foods must be served cold.

a.6 Provision for takeout meals

a.7 Set-up and provision of dining lounges with the following:

Tables and tiffany chairs that can accommodate at one time the following numbers of diners:

- > 600 pax VIP's
- > 1050 pax ITOs/NTOs
- > 100 pax Media
- > 11,000 pax Athletes and Team Officials
- > 1,000 pax Workforce

#### **ANNEX "C"**

##### **COMPLETE CATERING EQUIPMENT (back and front of the house),**

namely;

- > 2 units Rack Oven - 12 pan capacity, gas or electric
- > 2 units 4 Burner Stove with oven-low pressure
- > 2 units VAT Fryers - 17L capacity
- > 2 units High Pressure Burner with stand
- > 1-unit Flat Top Griddle 48" length
- > 1-unit Steaming Cabinet - 12 pan capacity, full tray dimension
- > 1-unit Gas Grill - 5 burner
- > 2 units Steam Jacketed Kettle, minimum 60-gallon capacity tilting
- > 2 units Stainless Steel Counter Top Chiller
- > 3 units 2-Door Hot Holding/Heat Holding Cabinet
- > 6 units Stainless Steel Table with Top Shelf
- > 6 units Stainless Steel Table, 3 tiers
- > 3 units Baking/Cooling Rack, 16 liters, can fit hotel pans
- > 10 stainless steel preparation tables
- > Ice machines, at least 3-4 units, and; Utensils and use of biodegradable eco- friendly packaging. In any case that the caterer will serve halal and non-halal guests, utensils for halal food should be well identified and separated from other utensils. The Opening Ceremony Caterer, may at all times, provide any other kitchenware and equipment that is deemed necessary in the successful conduct and delivery of kitchen operations.

14. Tax Payer's Identification Number/Certificate of Registration;

15. Tax Clearance Certificate per Executive Order 398, series of 2005, ***as finally reviewed and approved by the BIR issued for Bidding Purposes*** valid as of the date of Opening of Bids;

16. Good Manufacturing Practice Certificate (GMP);

17. HALAL Certificate that the raw materials, equipment and process being utilized by the bidder is HALAL acceptable issued by a HALAL Certificate Body;

18. License to Operate issued by the Food and Drug Administration;

19. Company Profile;

20. Duly signed and notarized statement of availability of key personnel that may be used for the Contract, supported with a list (To include Health Certificate);

21. Duly signed and notarized statement of availability of equipment, owned, under lease; or purchase agreement that may be used for the contract supported with a list of said equipment together with a proof of ownership or contract of lease;

22. Omnibus Sworn Statement stating the following: (refer to format in BDS, must be signed and notarized).

a. That the bidder is not "blacklisted" or barred from bidding by the National Government or any of its agencies, offices, corporations and LGU's, including foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB;

b. That each of the documents were submitted in satisfaction of the bidding requirements with an authentic copy of the original complete documents, and that all statements and information provided therein are true and correct;

c. That it is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all submitted documents;

d. That the signatory is the duly authorized representative of the prospective bidder which was granted full authority to do, execute and perform any and all acts necessary and /or to represent the prospective bidder during the bidding; with the duly notarized Secretary's Certificate attesting to such fact if the prospective bidder is a corporation, partnership or Joint Venture;

e. That it complies with the disclosure provision under Section 47 of R.A. 9184 in relation to other provisions of R.A. 3019 (*that the bidder is not related to the Head of the Procuring Entity,*

members of the BAC, the TWG, the BAC Secretariat, the Head of the PMO or the end user unit and the project consultants by consanguinity or affinity up to the third civil degree);

- f. That it complies with the responsibilities of a prospective or eligible bidder provided in the PBD's;
  - g. That it complies with existing labor laws and standards;
  - h. That the bidder has no contract terminated by reason of default;
  - i. **That the bidder did not give or pay, directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, of personnel or representative, of the government in relation to any procurement project or activity.**
23. Other documents as stated in the BDS such as Pre-Bid Minutes and Bid Bulletin, including Supplemental Bid Bulletin that may be issued prior to the Opening of Bids, if any.
- If the Bid qualifies and submitted all documents bidders shall be marked as eligible and hence shall be eligible for the opening of its financial envelope.

### ***B.3. As to the Financial Envelope Requirements (SECOND ENVELOPE)***

1. The financial envelope shall contain the following information/documents and be opened only if the bidder has complied with the requirements in the Eligibility or Technical Envelope:
  - a. **Duly signed and notarized** Bid Prices in the Bill of Quantities;
  - b. **Duly signed and notarized** Proposal/Bid Form;
  - c. Recurring Maintenance Costs, if applicable (signed and notarized statement if not applicable)
2. Please note that any missing document in the checklist is a ground for outright rejection of the bid.

### ***B.4. Instruction to Bidders/Open Forum and Miscellaneous***

- A. Bids should be submitted in chronological order as indicated in the checklist of requirements.
- B. All pages of the bid should be signed by the authorized representative of the company in order to avoid unauthorized insertions and as stated in the Instruction to Bidders in the Bid Documents.
- C. All original documents should be presented during the Opening of the Bids.
- D. All prospective bidders are reminded that the three (3) envelopes to be submitted should be **brown in color** and shall be labeled properly, as shown in the sample.
  - First envelope (with the original copies of the documents) and two (2) copies (Copy 1 and Copy 2) which will be placed in a mother envelope (*as demonstrated*).
  - Prospective bidders are free to improvise but reminded to strictly comply with the color.
  - Envelopes should be properly signed, sealed and labeled.
  - Bidders shall put the word "complied" in each of the technical specification and its parameter, to manifest that the technical specification has been complied with.
  - Reiteration of the submission of Certificate of Non-Applicability for certain items where it is appropriate.
  - The above-mentioned requirements shall be submitted before the Opening of Bids scheduled on August 19, 2019 at 10:00 AM at the same venue. Late submission of bid documents will not be accepted. The bidders must come on or before 10:00 AM to the venue where the opening of bids will take place.
- E. The Duly signed and notarized statement or completed single largest contract that is similar to the contract to be bid, and whose value must be at least fifty percent (50%) of the ABC should be included/declared in the (No. 6 of the Eligibility Documentary Requirements) Duly signed and notarized statement of completed similar government and private contracts for at least three (3) years or more with copies of the contract.
- F. A bid supplemental bulletin will be issued to reflect the changes in the technical specifications and delivery schedule, if warranted;
- G. All queries by the prospective bidders relative to the aforementioned project should be expressed in writing and addressed to the BAC Chairman.

There having no other questions raised, the pre-bid conference adjourned at 10:35 AM.

Prepared by:

Reviewed by:

Noted by:

**MA. LUISA CARMELA D. BERGUIA**  
*BAC Support Staff*

**ATTY. MICHELLE C. LABAJANAN**  
*BAC Secretary*

**ATTY. GUILLERMO B. IROY, JR.**  
*BAC Chairman*