



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

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1 **MINUTES OF THE PRE-BID CONFERENCE FOR CATERING SERVICES**

2 Conference Room 1, Agricultural Training Institute

3 Elliptical Road, Diliman, Quezon City

4 December 19, 2018

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7 **I. ATTENDEES**

8 Present

9 **BAC Members & Secretariat:**

10 Milagros Urbano	BAC Chairperson
11 Leonila Caiz	BAC Vice Chairperson
12 Joeven Calasagsag	BAC Member
13 Edena Sayson	BAC Member
14 Pamela Mappala	Head, BAC Secretariat
15 Marianne Antonio	Member, BAC Secretariat
16 Mary Ann Jay Somyden	Member, BAC Secretariat
17 Filsan G. Akut	AFU-OD Property Office

18 **BAC TWG:**

19 Christine U. Suay TWG Member for Goods and Services

20 **Observers:**

21 Michael Brosas ATIEA President

22
23 Absent

24 Auditor Annabelle Bumatay	COA Resident Auditor
25 Marlene Pintac	TWG Chair for Goods and Services
26 Yovina-Claire A. Pauig	TWG Member for Goods and Services
27 Josephine Aben	TWG Member for Goods and Services
28 Engr. Rumelia Dela Cruz	ATIMPCI, BOD Chair

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30 **II. CALL TO ORDER**

31 After obtaining quorum at 9:00 AM, Ms. Milagros Urbano, BAC Chairperson, presided over the
32 Pre-Bid Conference. She acknowledged the presence of the BAC Members and Secretariat, BAC
33 TWG and observers.



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1 **III. DISCUSSIONS, CLARIFICATIONS, QUESTIONS REGARDING THE BIDDING**
2 **DOCUMENTS**

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4 No prospective bidders came to attend the Pre-bid Conference. The BAC agreed to wait for the
5 submission of bids until January 4, 2018. Bid Opening for Catering Services during the Conduct
6 of JAEC Monitoring Visit, Pre-Departure Orientation Course of the YFFLTPJ Batch 2019 and Post
7 Evaluation of the YFFLTPJ Batch 2018 at the Central Office is scheduled on the same date.

8 There being no other matters to discuss, Ms. Urbano thanked the BAC Members and Secretariat,
9 BAC TWG and observers for attending the meeting.

10 **IV. ADJOURNMENT**

11 The Pre-Bid Conference for Catering Services was adjourned at 9:05 AM.

PREPARED BY:

Marianne B. Antonio
MARIANNE B. ANTONIO
Member, BAC Secretariat

APPROVED BY:

Milagros C. Urbano
MILAGROS C. URBANO
BAC Chairperson

NOTED BY:

Pamela M.G. Mappala
PAMELA M.G. MAPPALA
Head, BAC Secretariat

Minutes of the Prebid Conference No. 2018-12-06
Catering Services