

**MINUTES OF THE MEETING
HELD BY THE BRANCH BIDS AND AWARDS COMMITTEE (BBAC)
on December 16, 2020, Wednesday, 10:30am
Conference Room, Casino Filipino Davao
Lanang, Davao City**

AGENDA : **PRE-BID CONFERENCE**
SUPPLY AND DELIVERY OF SIX (6) LOTS ASSORTED FOOD
ITEMS UNDER ITB NO. PB20-12-005DAV

ABC : THREE MILLION SEVEN HUNDRED FORTY-SEVEN THOUSAND
ONE HUNDRED FIFTY PESOS (PH3,747,150.00), VAT-EXCLUSIVE,
ZERO-RATED TRANSACTION

ABC per Lots are as follows:

LOT No.	DESCRIPTION	ABC, VAT-EXCLUSIVE, ZERO-RATED TRANSACTION
1	Supply and Delivery of Assorted Beers in Can	Nine Hundred Sixty Thousand Pesos (PhP 960,000.00)
2	Supply and Delivery of Assorted Juices in Can	Six Hundred Thirty-Two Thousand Pesos (PhP 632,000.00)
3	Supply and Delivery of Assorted Sodas in Can	Four Hundred Forty-Eight Thousand Seven Hundred Fifty Pesos (PhP 448,750.00)
4	Supply and Delivery of Purified Drinking Water in 350ml Bottle	One Million Fifteen Thousand Pesos (PhP 1,015,000.00)
5	Supply and Delivery of Five Gallons (5Gal) Purified Drinking Water	Two Hundred Eighty-Five Thousand Pesos (PhP 285,000.00)
6	Supply and Delivery of Assorted Wines & Liquor	Four Hundred Six Thousand Four Hundred Pesos (PhP 406,400.00)

PRESENT :

REGINA C. LEMANA	Chairperson
ATTY. DIDITH A. SALAZAR	Vice-Chairperson
FORTUNATO T. GUMERA, JR.	Member
JESUSA H. DUROJA	Member
FORTUNATO E. GOGO	Member
MA. JULIE E. PATRATA	Member
JOSE ERNESTO L. ARGENTE IV	End-user, FMES
DARA AUREA A. VILLALOBOS	PO I, PS

PROSPECTIVE BIDDERS:

VICTORIA B. LLANES	Waterman Davao Inc.
DANILO A. RAMOS JR.	Phil. Spring Water Resources Inc.
RANCEL B. BANUGAN	Felcris Supermarket Inc.
ANNA SOTTO	Vital Purified Drinking Water

1. CALL TO ORDER:

The Branch Bids and Awards Committee (BBAC) Chairperson, Regina C. Lemana, called the meeting to order at 10:30am.

2. PURPOSE OF THE MEETING:

2.1. To explain the following:

- a) Salient procedures of the bidding process;
- b) Important provisions of the Bidding Documents;
- c) Schedule of Requirements; and
- d) Technical Specifications and/or Additional Terms and Conditions

3.2. To answer queries the bidders want to clarify relative to the documents issued to them.

3. INTRODUCTION:

3.1 The Chairperson introduced the members of the Committee, End-users, and the Procurement Section (PS), acting as the BBAC Secretary. She also acknowledged the presence of the representative of the prospective bidders, namely;

- Victoria B. Llanes – Manager, Waterman Davao Inc.
- Danilo A. Ramos Jr. - Area Sales Supervisor of Phil. Spring Water Resources Inc.
- Rancel B. Banugan - Accounting Staff of Felcris Supermarket, Inc.
- Anna Sotto - Sales and Marketing Director of Vital Purified Drinking Water

3.2 She also welcomed any clarifications/queries of the prospective bidders relative to the project, to be able to immediately settle any issues that may arise.

3.3 Clarifications, queries and/or concerns that were not discussed during Pre-Bid Conference should be raised through written communication addressed to BBAC thru the PS within ten (10) calendar days before the deadline for the Submission and Receipt of Bids. In reply to the queries, Supplemental/Bid bulletins will be issued not later than seven (7) calendar days before the Bid Opening.

4. DISCUSSION:

4.1 The queries/clarifications raised and the responses thereto were as follows:

QUERY/CONCERN	RESPONSE
<i>Whether the unit of measurement was in pieces or boxes?</i>	BBAC: For Lots 1-4 UOM is in cases/boxes, refer to technical specifications for the required no. of pieces per case/box. For Lot 5 UOM is in containers, and Lot 6 – per bottle.

4. ADJOURNMENT:

There being no other matters to be discussed, the meeting was adjourned at 12:30pm.

Minutes Prepared by:

SGD
DARA AUREA A. VILLALOBOS
Procurement Officer I

ATTESTED BY:

SGD

REGINA C. LEMANA
Chairperson

SGD

ATTY. DIDITH A. SALAZAR
Vice-Chairperson

SGD

FORTUNATO T. GUMERA, JR.
Member

SGD

FORTUNATO E. GOGO
Member

SGD

JESUSA H. DUROJA
Member

SGD

MA. JULIE E. PATRATA
Member

SGD

JOSE ERNESTO L. ARGENTE IV
End-user, FMES