

MINUTES OF THE MEETING
HELD BY THE BRANCH BIDS AND AWARDS COMMITTEE (BBAC)
on December 17, 2020, Thursday, 11:00am
Conference Room, Casino Filipino Davao
Lanang, Davao City

AGENDA : **PRE-BID CONFERENCE**
PROCUREMENT OF ONE (1) LOT, THREE (3) YEARS VIP BAR
PERSONNEL SERVICES FOR CF-DAVAO AND SATELLITE –
PB20-12-006DAV

ABC : TWO MILLION ONE HUNDRED ELEVEN THOUSAND NINETY-
SEVEN PESOS AND 12/100 (PHP2,111,097.12), VAT
EXCLUSIVE, ZERO-RATED TRANSACTION, OR A TOTAL ABC
FOR THREE (3) YEARS OF SIX MILLION THREE HUNDRED
THIRTY-THREE THOUSAND TWO HUNDRED NINETY-ONE
PESOS AND 36/100 (PHP6,333,291.36), VAT EXCLUSIVE,
ZERO-RATED TRANSACTION

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

PROSPECTIVE BIDDERS:

RICO B. GERA	RLS Manpower & Janitorial Services Inc.
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1. CALL TO ORDER:

The Branch Bids and Awards Committee (BBAC) Chairperson, Regina C. Lemana, called the meeting to order at 11:00am.

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-user, and the Procurement Section (PS), acting as the BBAC Secretariat. She also

acknowledged the presence of the representative of the prospective bidder, from RLS Manpower & Janitorial Services, Mr. Rico B. Gera.

- 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
Clarification on Section VII. Technical Specifications: <i>“Must submit NBI Clearance and health clearance from City Health Service”</i> <i>Whether, in lieu of the health clearance, the submission of a Barangay clearance for covid19 can be accepted?</i>	BBAC: Apart from the NBI Clearance, the health clearance from City Health Service must also be submitted.
<i>“The Service Provider shall provide each personnel with three (3) sets of uniforms for the duration of the contract at its own account :..</i> <i>Whether the uniforms can be reduced to just two (2) sets?</i>	The end-user agreed to decrease the number of uniforms from three (3) to Two (2) sets. A bid bulletin will be issued for the said revision.

4. ADJOURNMENT:

There being no other matters to be discussed, the meeting was adjourned at 12:15.

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

NOT PRESENT

MA. JULIE E. PATRATA
Member

Sgd

JOSE ERNESTO L. ARGENTE IV
End-user, FMES