

MINUTES OF THE MEETING
HELD BY THE BRANCH BIDS AND AWARDS COMMITTEE (BBAC)
CASINO FILIPINO DAVAO
on September 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 JANITORIAL SERVICES FOR CF-DAVAO AND APO VIEW SATELLITE
- ITB NO.** : PB20-09-004DAV
- ABC** : The annual ABC is Eight Million Two Hundred Sixty-Two Thousand Three Hundred Twelve Pesos (PhP 8,262,312.00), VAT Exclusive, Zero-Rated Transaction, OR a total ABC for three (3) years of Twenty-Four Million Seven Hundred Eighty-Six Thousand Nine Hundred Thirty-Six Pesos (PhP 24,786,936.00), VAT Exclusive, Zero-Rated Transaction.
- PRESENT** : 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:

- | | |
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| RICO B. GERA | RLS Manpower &
Janitorial Services Inc. |
| ARTHUR D. SABADO | RLS Manpower &
Janitorial Services Inc. |

1. CALL TO ORDER:

The Branch Bids and Awards Committee (BBAC) Vice-Chairperson, Atty. Didith A. Salazar, 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 Vice-Chairperson introduced the members of the Committee, representative from the End-user, and the Procurement Section (PS), acting as the BBAC Secretariat. She also acknowledged the presence of the representatives of the prospective bidder, RLS Manpower & Janitorial Services Inc., namely: Mr. Rico B. Gera (Supervisor) and Arthur B. Sabado (Admin Officer)
- 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
None.	

4. ADJOURNMENT:

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

Minutes Prepared by:

Sgd
DARA AUREA A. VILLALOBOS
 Procurement Officer I

ATTESTED BY:

Not Present

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

