

**MINUTES OF THE MEETING**  
**HELD BY THE BRANCH BIDS AND AWARDS COMMITTEE (BBAC)**  
**CASINO FILIPINO – TAGAYTAY**  
**ON JULY 16, 2021 (FRIDAY), 11:00 A.M.**  
**Fine Dining (Former Chine Restaurant), Third Floor Casino Filipino Tagaytay**

**AGENDA : PRE-BID CONFERENCE**  
SUPPLY AND DELIVERY OF PURIFIED BOTTLED WATER under ITB  
no. PB21-06-004TAG

**PRESENT :**

ALEJANDRO NICARLO C. CADAVILLO, JR.	Chairman
ELIZA A. DELA CRUZ	Vice-Chairperson
ARNEL P. DIMAPILIS	Member, Acting Sr. Security Officer
MARIUS ALEXANDER AMBION	Member, Sr. Facilities Mgmt. Officer
NIÑO GODFREY S. MELO	Member, Acting Finance Officer II
RODANTE P. MARANAN	Member, Treasury Division
ESABELINDA G. FERMA	End-user, Facilities Mgmt. Section
ORLANDO CABRAL	
LIBERTY B. DIOKNO	Procurement Officer I
MICHAEL RYAN R. EYAYA	Acting Asst. Procurement Officer
RIAN C. RUADO	Procurement Staff

**PROSPECTIVE BIDDER/S:**

Donalyn T. Gonzales	Super Metro Tagaytay
Jay Cristobal	Philippines Spring water Resources Inc.
Alberto Gonzales	

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**1. CERTIFICATION OF QUORUM:**

The Branch Bids and Awards Committee (BBAC) certified that there is a quorum.

**2. CALL TO ORDER:**

The BBAC Chairperson, Mr. Alejandro Nicarlo C. Cadavillo. Jr., called the meeting to order at 11:00 a.m.

**3. PURPOSE OF THE MEETING:**

3.1. 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
- e) Warranty and other Special Conditions for the Contract

3.2. To answer queries of the bidders who have matters to clarify relative to the documents issued to them.

**4. INTRODUCTION:**

- 4.1. The Chairman introduced the members of the Committee, the representatives from the end-user, Facilities Management Section and the BBAC Secretary. She also acknowledged the presence of the representatives from the prospective bidders.
- 4.2. The Chairman also asked the prospective bidders if none of the officers, directors, and controlling stockholders of the bidders are related to the Head of the Procuring Entity, members of the Branch Bids and Awards Committee (BBAC), the BBAC Secretariat and the end-user unit by consanguinity or affinity up to the third civil degree.
- 4.3. The BBAC shall address any clarifications, queries and/or concerns to be raised.
- 4.4. Clarifications, queries and/or concerns that were not discuss during Pre-Bid Conference should be raised through written communication addressed to the BBAC thru Branch Procurement Section within ten (10) calendar days before the deadline for the Submission and Receipt of Bids.

**5. DISCUSSION:**

The Branch Bids and Awards Committee (BBAC), with the assistance of the BBAC Secretariat and the end-user, discussed the salient provisions of the Bidding Documents, the eligibility documents, technical component and financial component required to be submitted by the prospective bidders, the conduct of the bidding process, Technical Specifications, Schedule of Requirements, Warranty and Special Conditions of the Contract for the project. Attached hereto as Annexes "A," "B" and "C" are copies of the slide presentation, Section VI (Schedule of Requirements) and Section VII (Technical Specifications) of the project.

**6. OPEN FORUM:**

- 6.1 During the open forum the following queries were raised and the responses of the committee and end-user are as follows:

QUERIES	REPLY/ANSWER
<ul style="list-style-type: none"><li>• The bidders asked for some changes on the Technical Specification for the packaging of 48 bottled water per case to 40 bottled water per case.</li></ul>	<ul style="list-style-type: none"><li>• The BBAC informed the prospective bidders that a Bid Bulletin will be issued if there are clarification, supplement, modification and/or revision in any particular sections in the Bid and Contract Documents as stipulated in the Bidding Documents.</li></ul>



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**7. ADJOURNMENT:**

There being no further matters to discuss, the meeting was adjourned at 12:35 p.m.

Minutes Prepared by:

**MICHAEL RYAN R. EYAYA**  
Acting Asst. Procurement Officer

<b>ATTESTED BY:</b>	
<b>ALEJANDRO NICARLO C. CADAVILLO JR.</b> Chairman	
<b>ELIZA A. DELA CRUZ</b> Vice-Chairperson	
<b>ARNEL P. DIMAPILIS</b> Member, Acting Sr. Security Officer	
<b>ALFREDO P. GALPAO</b> Member, Sr. Surveillance Officer	
<b>MARIUS ALEXANDER AMBION</b> Member, Sr. Facilities Mgmt. Officer	
<b>NIÑO GODFREY S. MELO</b> Member, Acting Finance Officer II	Not Present
<b>RODANTE P. MARANAN</b> Alternate Member, Sr. Treasury Officer	
<b>ORLANDO B. CABRAL</b> End-user, Facilities Management Section	