

MINUTES OF THE MEETING
HELD BY THE BRANCH BIDS AND AWARDS COMMITTEE (BBAC)
CASINO FILIPINO – TAGAYTAY
ON JULY 28, 2021 (WEDNESDAY) 11:00 A.M.
Fine Dining Former Chine Restaurant, 3rd Floor, Casino Filipino – Tagaytay Km 60,
Aguinaldo Highway, Tagaytay City

AGENDA : PRE-BID CONFERENCE
Procurement of Liquefied Petroleum Gas (LPG) for CF-Tagaytay
Under ITB no. PB21-07-005TAG

PRESENT :

ALEJANDRO NICARLO C. CADAVILLO, JR.	Chairman
ALFREDO P. GALPAO	Member, Sr. Surveillance Officer
NIÑO GODFREY S. MELO	Member, Acting Finance Officer II
RODANTE P. MARANAN	Alternate Member, Treasury Division
ESABELINDA G. FERMA	End-user, Facilities Mgmt. Section
REYNALDO ENABE	
LIBERTY B. DIOKNO	Procurement Officer I
MICHAEL RYAN R. EYAYA	Acting Asst. Procurement Officer
RIAN C. RUADO	Procurement Staff

PROSPECTIVE BIDDER/S:

Martin Copon	Masagana Gas Corp.
Jen Morente	
Arnel N. Morales	DC Starr Gasez
Alfonso G. Go, Jr.	Brenton Intl. Ventures MFG Corp.
Albert Labonete	

1. CERTIFICATION OF QUORUM:

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

2. CALL TO ORDER:

The BBAC Chairman, 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. He 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 Chairman announced that taking of pictures and videos as well as voice recording are prohibited during the meeting.
- 4.4. The BBAC shall address any clarifications, queries and/or concerns to be raised.
- 4.5. Clarifications, queries and/or concerns that were not discussed 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">• The representative from Masagana Gas Corp. asked if the winning supplier/contractor will shoulder the cost of repair of any defective equipment to be replaced.	<ul style="list-style-type: none">• The BBAC informed the prospective bidders that a Bid Bulletin will be issued if there are clarifications, supplements, modifications and/or revisions in any particular section in the Bid and Contract Documents as stipulated in the Bidding Documents.

<p>The representative from Masagana Gas Corp. asked if the 15,949 kilos of LPG will only be limited to a maximum of one (1) year contract.</p>	<ul style="list-style-type: none"> The BBAC informed the prospective bidders that a Bid Bulletin will be issued if there are clarifications, supplements, modifications and/or revisions in any particular section in the Bid and Contract Documents as stipulated in the Bidding Documents.
--	---

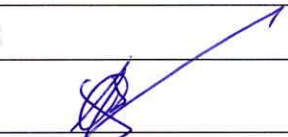




The BBAC informed the prospective bidders that a Bid Bulletin will be issued if there are clarifications, supplements, modifications and/or revisions in any particular section in the Bid and Contract Documents as stipulated in the Bidding Documents.

7. ADJOURNMENT:

There being no further matters to discuss, the meeting was adjourned at 12:10 p.m.

Minutes Prepared by:


MICHAEL RYAN R. EYAYA
 Acting Asst. Procurement Officer

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