

MINUTES OF THE MEETING
HELD BY THE BRANCH BIDS AND AWARDS COMMITTEE (BBAC)
CASINO FILIPINO – TAGAYTAY
ON November 25, 2021 (THURSDAY), 11:00 A.M.
FINE DINING (FORMER CHINE RESTAURANT), THIRD (3RD) FLOOR, CASINO FILIPINO-
TAGAYTAY

AGENDA : PRE-BID CONFERENCE
PROCUREMENT OF THREE (3) YEARS HOTEL ROOMS
ACCOMMODATIONS, ALL OTHER HOTEL AMENITIES AND F&B
SERVICES FOR CUSTOMERS/GUESTS (VVIP) OF CASINO
FILIPINO-TAGAYTAY under ITB no. PB21-11-011TAG

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
ALFREDO P. GALPAO	Member, Sr. Surveillance Officer II
RODANTE P. MARANAN	Alternate Member, Treasury Division
ROEHL VINCENT P. JAVIER	End-user, Acting
LIBERTY B. DIOKNO	Procurement Officer I
MICHAEL RYAN R. EYAYA	Acting Asst. Procurement Officer
RIAN C. RUADO	Procurement Assistant
RAYMON B. MAGBANUA	Acting Procurement Staff

PROSPECTIVE BIDDER/S:

Ella May Moral	Taal Vista Hotel
Trisha Mae Miranda Bryan Carlo G. Guison	Hotel Casiana

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:
- Salient procedures of the bidding process;
 - 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, Customer Relations 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 BBAC shall address any clarifications, queries and/or concerns to be raised.

4.4. 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 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 11:36 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	
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	
NIÑO GODFREY S. MELO Member, Acting Finance Officer II	
RODANTE P. MARANAN Alternate Member, Sr. Treasury Officer	
ROEHL VINCENT P. JAVIER End-user, Customer Relations Section	