

MINUTES OF THE MEETING  
HELD BY THE BRANCH BIDS AND AWARDS COMMITTEE (BBAC)  
CASINO FILIPINO – TAGAYTAY  
ON OCTOBER 28, 2021 THURSDAY, 10:00 A.M.  
FORMER CHINE RESTAURANT, THIRD (3<sup>RD</sup>) FLOOR,  
CASINO FILIPINO - TAGAYTAY

**AGENDA :** **PRE-BID CONFERENCE**  
Procurement of Services and Materials for the Preventive Maintenance  
of Various Equipment under ITB No. PB21-08-006TAGa-10

**PRESENT :**

ALEJANDRO NICARLO C. CADAVILLO, JR.	Chairman
ELIZA A. DELA CRUZ	Vice Chairperson
ALFREDO P. GALPAO	Member, Sr. Surveillance Officer
MARIUS ALEXANDER AMBION	Member, Sr. Facilities Mgmt. Officer
NIÑO GODFREY S. MELO	Member, A/ Finance Officer II
ESABELINDA G. FERMA	End-user, A/ Facilities Mgmt. Officer 1
SERGIO G. GARDON	End-user, Sr. Facilities Mgmt.Asst.
LIBERTY B. DIOKNO	Procurement Officer 1
RIAN C. RUADO	Procurement Assistant

**PROSPECTIVE BIDDER/S: NO BIDDER**

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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 Chairman, Alejandro Nicarlo C. Cadavillo, Jr., called the meeting to order at 10:00 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




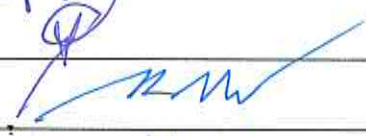


3.2. To answer queries of the bidders who have matters to clarify relative to the documents issued to them.

4. **ADJOURNMENT:**

There being no bidders present, the meeting was adjourned at **10:25 a.m.**

Minutes Prepared by:

*Liberty B. Diokno*  
**LIBERTY B. DIOKNO**  
Procurement Officer 1

ATTESTED BY:	
<b>ALEJANDRO NICARLO C. CADAVILLO, JR.</b> Chairman	
<b>ELIZA A. DELA CRUZ</b> Vice-Chairperson	
<b>ALFREDO P. GALPAO</b> Member, Sr. Surveillance Officer	
<b>MARIUS ALEXANDER N. AMBION</b> Member, Sr. Facilities Mgmt. Officer	
<b>NIÑO GODFREY S. MELO</b> Member, A/ Finance Officer II	
<b>ESABELINDA G. FERMA</b> End-user, A/ Facilities Mgmt. Officer 1	
<b>SERGIO G. GARDON</b> End-user, Sr. Facilities Mgmt. Asst.	