

BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

**Pre-Bid Conference for the Contract on the Supply, and Delivery of
Three (3) Units Vertical Turbine Pump (To be driven by 300Hp Electric
Motor) Including Installation, Testing, and Commissioning**

March 20, 2018 at 9:00 A.M.

Present:

Atty. Dante A. Arcangeles - BAC Chairperson
Engr. Lizalyn B. Baylon - BAC Vice-Chairperson
Engr. Zaldy A. Lacson - BAC Member and End User
Engr. Joecel B. Belvis - BAC Member
Nelin B. Andong - BAC Member
Shalmahr B. Vito - Head, BAC TWG
Engr. Ereneo D. Gregorio - TWG Member
Marjorie A. Dela Cruz - Head, BAC Secretariat
John Francis P. Roldan - BAC Secretariat
Criselda D. Fonte - BAC Secretariat
Anna Rhea R. Basilonia - BAC Secretariat

Other Present:

Engr. Manuel B. Salazar - Department Manager D -Engineering
and Operation
Arvin Precioso - Branch Manager, Triumph Machinery Corp.
Lovelyn Gallardo - Account Executiver, NLB Enterprises
Joseph Gener - Project Coordinator, Ultrde Phil. Serv. Corp.
Edilberto Alegato - Sales Representative, Ultrde Phil. Serv. Corp.

Declaration of Quorum:

The Chairman called the Meeting to Order at 9:00 A.M.

Upon determination of the BAC Secretariat that all the members are present,
she announced that there was a Quorum.

The BAC, then proceeded to transact its business for the Pre-Bid Conference
for the Contract on the Supply and Delivery of Three (3) Units Vertical
Turbine Pump (To be driven by 300Hp Electric Motor) Including Installation,
Testing, and Commissioning with an ABC of Six Million Nine Hundred
Thousand Pesos (PhP6,900,000.00) . It was approved by the Board of

48 Directors for public bidding through BOD Resolution No. 13 dated February 27,
49 2018. The requesting unit is Water Resource Division.
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51 **Proceedings:**

- 52 • The Chairman gave his opening statement. According to him, the
53 objective of pre-bid conference is to review, evaluate, ascertain the
54 underlying eligibility/technical and financial aspect of the procurement
55 activity. All suggestion from the Committee, Technical Working Group
56 and guest are welcome.
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- 58 • As requested by the Chairman, the Head of the BAC Secretariat
59 introduced the members of the Committee to the guest and requested
60 the bidders representative to introduce themselves.
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- 62 • Subsequently, Atty. Arcangeles requested the Secretariat to apprise
63 the Committee those prospective bidders downloaded in the PhilGEPS
64 website, if any purchase the bidding documents.
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- 66 • The Secretariat then informed the Committee that there were three (3)
67 prospective bidders in the Opportunity Request List of the Detail
68 Tracking Report in the PhilGEPS website, namely: LEELENG
69 COMMERCIAL, INC., JESSEL AND JOJO TRADING, and FLOW
70 HARMONIC COMMERCIAL, INC. Only NLB ENTERPRISES purchased the
71 bidding documents on the day of pre bid conference.
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- 73 • The Secretariat informed that she had sent an invitation to three
74 prospective observers on March 1, 2018, but none from them are
75 present
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- 77 • The Committee proceeded to Invitation to Bid.
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- 79 • The Chairman read out the delivery period of goods which is one
80 hundred fifty (150) calendar days from receipt of contract, purchase
81 order, and notice to proceed; the schedule of activities.
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- 83 • Having no comments on the invitation to bid, the Chairman instructed
84 the Committee to proceed in the Eligibility requirements 1 to 9 and
85 Technical Requirements no. 10 to 21
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- 87 • Atty Arcangeles reminded the guest if they have anything to clarify,
88 they'll just raise their hands to be acknowledge.
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- 90 • The Chairman reminded the Secretariat to follow the previous
91 amendments on Eligibility Requirements No. 6 and Technical
92 Requirements no. 14, 16, 17 and was read as:
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94 Technical Requirements No. 14- Duly Notarized Authority of the
95 Signatory:
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a.) For Sole Proprietorship- "Special Power of Attorney" issued by the proprietor granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand;

b.) For Corporation, Cooperative, or Joint Venture- "Secretary's Certificate" issued by the Corporate Secretary granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand; or

c.) For Partnership – a "Joint Special Power of Attorney (SPA)" issued by concerned Partners granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand.

Technical Requirements No. 16- Duly signed Technical Offer with the following complete data: item number, unit, item description, quantity, remarks (Complying or non-complying), reference/brand/manufacturer's name of the Goods offered, printed name and signature of the authorized signatory and its designation;

Technical Requirements No. 17- Permit to operate as manufacturer of the Goods being offered or in case of Dealer/Distributor, Dealership/Distributorship Certificate issued by the Manufacturer of the Goods being offered with contact number and contact person writer in English.

- On Eligibility Requirements No. 6, Engr. Baylon suggested to reword the requirements.
- Thereafter, Atty. Arcangeles checked the provisions as mandated by Implementing Rules and Regulation of R.A. 9184 and the Philippine Bidding Documents.
- After the Chairman judiciously reviewed the provision, Atty. Arcangeles agreed to re-phrase the requirements and to be read as Eligibility Requirement 6 - "Net Financial Contracting Capacity (NFCC) computation which must be at least equal to the Approved Budget for the Contract (ABC) in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank which must be at least equal to the ten (10%) of the Approved Budget for the Contract (ABC)
- Atty. Arcangeles asked the Committee if they have any suggestions/comments on technical requirement, hearing none they proceeded to second envelope (Financial Proposal).

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- The Committee together with the Technical Working Group check every detail of technical specification.
- The Chairman asked the Secretariat regarding the end-user's suggested additional requirements.
- From the end user's remarks, Engr. Salazar asked a pump performance curve to the bidders' representative and be evaluated by the End-Users if the goods offered is within the requirements as specified in the purchase request.
- Thereafter, Atty. Arcangeles informed Engr. Salazar that the pump performance curve was already stated in the Checklist of Requirements for Bidders. Then, the BAC will evaluate the submitted requirements upon bid opening.
- Subsequently, Engr. Manuel Salazar had a changes and additional requirements in the Technical Specifications, such as:

Technical Specification	Description	Amended and Additional Description
Pump Assembly	Not more than 5 feet	Not more than 6 feet
Column size :	10.00 inches	10 inches Ø
No. Of Stages		4

- The End-User suggested to add another requirements in the Technical Requirements.
- Thereafter, Engr, Baylon asked Engr. Salazar how to reword the requirements.
- The End -user suggested that the requirements shall be written as " Each pump assembly should be provided with two (2) pieces five (5) feet and one (1) piece seven (7) feet column pipe, two (2) units spider guide, two (2) units coupling and rubber bushing for spider guide.
- Then Atty. Arcangeles had a query to Engr. Salazar if the Approved Budget for the Contract (ABC) is enough for pumps and to the requirements added.
- Engr. Salazar replied that the ABC is enough for three (3) vertical turbine pumps and to the additional technical requirements.
- Consequently, Engr.Salazar told that he will provide a pump column pipe dimension drawings to be made available to the prospective bidder for their guidance.
- The Vice Chairman reminded the bidders to coordinate with the Secretariat in the preparation of bidding documents

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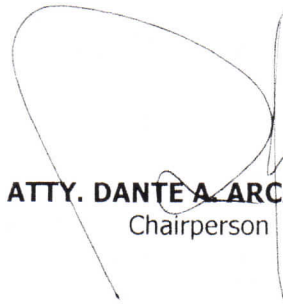
- Miss Vito suggested that the bidders should use the prescribed bidding forms more specifically on the Bid Financial.
- The Secretariat told the Chairman that she will coordinate to Engr, Salazar for any changes to be made in the technical specification.
- Atty. Arcangeles reminded the suppliers to send immediately the pump assembly drawings through BAC email address.
- Further, the Chairman instructed the BAC Secretariat to prepare the Supplemental/Bid Bulletin on the amendments made by the Committee and TWG as agreed upon. The BAC should issue a supplemental/bid bulletin, to be made available to all those who have properly secured the bidding documents at least seven (7) calendar days before the deadline for the submission and receipt of bids.
- The meeting was adjourned at 11:45 A.M

Prepared by:

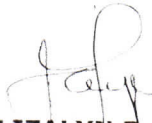


MARJORIE A. DELA CRUZ
Head, BAC Secretariat

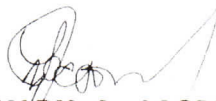
APPROVED BY:



ATTY. DANTE A. ARCANGELES
Chairperson



ENGR. LIZALYN B. BAYLON
Vice-Chairperson



ENGR. ZALDY A. LACSON
Member



ENGR. JOECEL B. BELVIS
Member



NELIN B. ANDONG
Member