

BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

**Pre-Bid Conference for the Contract on the Supply and Delivery of
4,500 Pieces of Multi-Jet Water Meter 1/2"Ø**

April 30, 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
Engr. Joecel B. Belvis - BAC Member
Ms. Shalmahr B. Vito - Head, BAC TWG
Engr. Riann B. Brillo - TWG-Member
Ms. Marjorie A. Dela Cruz - Head, BAC Secretariat
Ms. Anna Rhea R. Basilonia - BAC Secretariat
Ms. Cresilda D. Fonte - BAC Secretariat
Mr. John Francis Roldan - BAC Secretariat

Other Present:

Mr. Martin Flestado Jr. - Area Manager, Uni-field Enterprises, Inc.

Absent:

Engr. Lizalyn B. Baylon - BAC Vice-Chairperson

Declaration of Quorum:

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

Upon determination of the BAC Secretariat that majority of the members are present, it was announced that a Quorum was present.

The meeting started with a prayer led by the Head of the BAC Secretariat.

The BAC then proceeded to transact its business for the Pre-Bid Conference for the Contract on the Supply and Delivery of 4,500 pieces Multi-Jet Water Meter 1/2"Ø with an Approved Budget for the Contract (ABC) amounting to Eight Million Five Hundred Fifty Thousand Pesos (PhP8,550,000.00). It was approved for public bidding through BOD Resolution No. 33, dated April 12, 2018. The Requesting Unit is Construction and Maintenance Division charged to Account No. 254.1V.F.

Proceedings:

- Atty. Dante A. Arcangeles, the BAC Chairman, started by emphasizing that "the pre-bid conference is being held to review, discuss, among other things, the eligibility requirements and the technical and financial components of the Contract on the Supply and Delivery of 4,500 units Multi-Jet Water Meter". He then announced that there is one

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prospective bidder present and requested the representative from Uni-Field Enterprises, Inc. to introduce himself.

- The Head of the BAC Secretariat informed the Committee that based on the Detail Tracking Report of the PhilGEPS website, there were seven (7) prospective bidders in the Opportunity Request List, namely: Nation Manufacturing and Industrial Products Corp., Mechanical Handling Equipment Company, Inc., Aluminates Metering Supply, Inc., XD Ever Transformer Service Corporation, Excel Worldwide Marketing Corporation, Karl-Gelson Industrial Sales Corporation and Jedaric Chemicals Co., Inc. However, only Uni-Field purchased the bidding documents on April 18, 2018.
- The Chairman then requested the BAC members to re-visit and read every details of "Invitation to Bid", since there was no comments/suggestions they proceeded to the "Checklist of Requirements for Bidders".
- Afterwards, Uni-field's representative asked some clarification regarding the submission of water meter samples to be calibrated and tested if it can be submitted during bid submission.
- In response to the query of Mr. Flestado, Engr. Brillo told him that the activity is within the specified date as required because water meter calibration will only take one (1) day.
- Engr. Flestado informed that they had a hard time in securing a calibration certificate issued by the third party. The water meter calibration itself took time because there is a lot of water meter lined up for the same purpose, aside from that, the calibration certificate will be issued in two weeks time or more.
- Atty. Arcangeles suggested to extend the date of Calibration Testing of water meter samples from May 1-5, 2018 to May 2-8, 2018 since the opening is on the 15th of May.
- The Committee collectively agreed to his suggestion.
- Since there was no other comments they proceed to Checklist of Requirements for Bidders.
- The Chairman asked the representative of Uni-Field if they can deliver the goods within 60 calendar days.
- Mr. Flestado answered that they can deliver the water meter within the prescribed period. He also had a query to the Chairman, in case the winning bidder will deliver in staggered basis or if the supplier cannot fully deliver the goods within the prescribed period, are they allow to write a letter.

Handwritten notes and signatures:
- A vertical signature on the left margin, possibly "Mr. Brillo".
- A large circular scribble or signature overlapping lines 78-84.
- A vertical signature on the left margin, possibly "Atty. Arcangeles".

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- In response to Mr. Flestado queries, Atty. Arcangeles told him that they may write a letter of extension, however, the decision would depend on the Head of the Procuring Entity.
- The Committee proceeded to the eligibility requirements 1 to 9.
- Thereafter, the Chairman read out Technical requirements 10 to 26.
- In answer to Mr. Flestado query, Atty. Arcangeles told him that there is no standard form for technical requirement no. 26, however, Certificate of bidder's non -delinquency certification format can be provided by BAC or they can draft such certificate by simply copying the wordings stated in the requirements.
- Consequently, Mr. Flestado clarified that ISO 4064 came from the origin of water meter and their company will submit Israeli Standard equivalent to ISO 4064. He also apprised that ISO 4064 -Product Licence Certificate is for fully mechanical type water meter. He also added that Technical Requirements No. 22 OIML R49/2006 is an updated version of ISO 4064 which includes electronic water meter. The European Group will be the one to issue the certificate to manufacturer of water meter.
- The Committee proceeded to Financial Requirements and Technical Specification particularly to the corrected specification made during pre procurement conference.
- The Secretariat reminded the Committee regarding the instruction to her during pre-procurement conference to take up the electronic resetting device for water meter on the pre-bid conference..
- The Committee decided that the resetting device requirement will not be applicable to the procurement at hand.
- On technical specification item no. 6, Mr. Flestado clarified regarding the markings of MRWD name and serial number.
- The Chairman answered that in the body of water meter, the MRWD name and serial number must be engraved. Subsequently, Atty. Arcangeles asked Mr. Flestado if they can deliver the goods indicating the name of MRWD and serial number. Mr. Flestado affirmed the queries of the Chairman.
- The Committee deliberate and discussed the importance of "Calibration Certificate issued by any of the following: Local Water Utilities Administration (LWUA), MAYNILAD or Manila Water".
- Engr. Brillo informed that calibration done by LWUA, MAYNILAD or Manila Water is important in order to make sure that the sample to be submitted by the bidder to the procuring entity had passed the calibration and the same time it serves as confirmation to the procuring entity upon its actual calibration and testing of water meter."

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- Afterwards, the Chairman apprised that the calibration of third party will just serve as a support to MRWD's calibration.
- Miss Andong also informed the Committee that water meter send out for concessionaire's consumption has been calibrated by Mr. Cesar Begalan.
- After thorough discussion, the Committee agreed to delete technical requirements no. 23 and be reflected to post qualification. The Post-qualification was extended from two (2) to seven (7) days dated May 17-24, 2017.
- Technical Requirements no. 24 was also amended and read as " Five (5) units of ½"Ø multi-jet water meter sample with water meter serial numbers".
- The Chairman instructed the Secretariat to take note on the agreed suggestion and to issue an addendum to be posted and be made available to all prospective bidder.
- There being no other suggestion/comment/clarification, the meeting adjourned at 12:08 p.m.

Prepared by:



MARJORIE A. DELA CRUZ
Head, BAC Secretariat

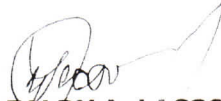
Approved by:



ATTY. DANTE A. ARCANGELES
BAC Chairperson

(on leave)

ENGR. LIZALYN B. BAYLON
Vice-Chairman



ENGR. ZALDY A. LACSON
Member



ENGR. JOECE B. BELVIS
Member



MS. NELIN B. ANDONG
Member