

BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

Pre-Bidding Conference for the Contract on the Supply and Delivery of Two (2) sets Assembly Motor Control Soft Starter (300Hp Continuous Duty) and Two (2) sets 300HP Vertical Hollow Shaft (VHS) Electric Motor Including Installation, Testing and Commissioning

March 13, 2018 at 9:00 A.M.

Present:

Engr. Lizalyn Baylon - Vice-Chairperson
Engr. Zaldy A. Lacson - BAC Member
Engr. Joecel B. Belvis - BAC Member
Nelin B. Andong - BAC Member
Engr. Ereneo Gregorio - Member TWG- Electro -Mechanical
Marjorie A. Dela Cruz - Head-BAC Secretariat
Anna Rhea Basilonia - BAC Secretariat
Cresilda D. Fonte - BAC Secretariat
Jonh. Francis P. Roldan - BAC Secretariat

Absent:

Atty. Dante A. Arcangeles - BAC Chairperson
Shalmahr. B. Vito - Head, BAC TWG

Other Present:

Elvie Macalinao - Sales Representative, Aqua Haus
Arvin Precioso - Sales Manager, Triumph Machinery Corp.
Jonah Perez - Sales Manager, Triumph Machinery Corp
Nap Beltran - General Manager, NLB Enterprises
Joseph Gener - Project Coordinator, Ultrde Phil. Serv. Corp.
Juven Adorador - Sales Engineer, Metro Davao Supreme Pumps

Declaration of Quorum:

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

The meeting started with a prayer led by the Vice-Chairman.

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

49 The BAC, then proceeded to transact its business for the Pre-Bid Conference
50 for the Contract on the Supply and Delivery of Two (2) sets Assembly Motor
51 Control Soft Starter (300Hp Continuous Duty) and Two (2) sets 300HP
52 Vertical Hollow Shaft (VHS) Electric Motor Including Installation, Testing and
53 Commissioning with an Approved Budget for the Contract (ABC) of Four
54 Million Eight Hundred Thousand Pesos (Php4,800,000.00). It was divided into
55 two (2) lots:

56 ABC for Lot 1 - P1,000,000.00 {Two (2) sets Assembly Motor Control
57 Soft Starter (300Hp Continuous
58 Duty)}

59 ABC for Lot 2 - P3,800,000.00 {Two (2) sets 300HP Vertical Hollow
60 Shaft (VHS) Electric Motor}

61 The requesting unit is Water Resource Division. It was approved by the Board
62 of Directors for public bidding through BOD Resolution No. 14 dated February
63 27, 2018.

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65 **Proceedings:**

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67 • The Vice-Chairman gave her opening statement and informed the
68 Committee and the bidders who are present that she will preside the
69 said pre-bid conference since Atty. Arcangeles, the Chairman is on
70 travel.
- 71
72 • As instructed by the Vice Chairman, Miss Dela Cruz introduced the
73 Committee to the bidders' representatives and requested the
74 representatives to introduced themselves.
- 75
76 • The Head of the Secretariat apprised the Committee regarding the
77 status of the procurement. According to her, there were four (4)
78 prospective bidders in the Opportunity Request List of the Detail
79 Tracking Report in the PhiGEPs website, namely: MECHANICAL
80 HANDLING EQUIPMENT COMPANY, INC., AQUA HAUS, INC., GLOBAL
81 SUPPLY SOLUTIONS, CORPORATION, and BUSIL BUILDERS AND
82 SUPPLY. Only NLB Enterprises purchased the bidding document. She
83 also sent an invitation to three (3) prospective observers but none
84 from them responded to attend the conference.
- 85
86 • Accordingly, Engr. Baylon apprised that the purpose of pre-bid
87 conference is to discuss the different aspects of the procurement at
88 hand and to guide the prospective bidders in the preparation of
89 Technical/Financial Requirements set forth in the bidding documents.
90 She also advised the bidders representative that they can interrupt the
91 discussion if they have any clarifications/queries about the bidding at
92 hand.
- 93
94 • The Committee proceeded to Invitation to Bid.
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96 • Engr. Baylon read out the Invitation to Bid and subsequently advised
97 the Secretariat to continue reading the schedule of activities.
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99 • The Vice-Chairman asked the bidders if they have any question on the
100 invitation to Bid.

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- The Aqua Haus , Inc. representative requested for an extension of five to six months delivery period because according to her the item is imported.
- Thereafter, the representative of Triumph Machinery Corp. asked for a drawing of the existing pumps so that the motor they are going to supply will fit to pumps.
- Engr. Lacson suggested to have a site visit at Water Treatment Plant so that they will see personally the actual existence of motors.
- The Vice Chairman asked the decision of the Committee regarding the delivery period. It was then agreed by the Committee to extend the delivery from One Hundred Twenty (120) to One Hundred Fifty (150) Calendar Days from receipt of the Contract, Purchase Order, and Notice to Proceed.
- Afterwards, Mr. Nap Beltran from NLB asked the preference of motor.
- According to Engr. Gregorio -TWG Member, the procuring entity preferred US.
- Thereafter, Engr. Baylon advised the Committee to proceed in the Checklist of Requirements for Bidders. On Eligibility Requirements No. 1 to 9.
- As instructed the Secretariat read out the eligibility/technical requirements
- In respond to Mr. Beltran queries, the Vice-Chairman informed that the ISO 9001 will be issued by the manufacturer.
- Subsequently, Engr. Baylon had a directive to the Secretariat to issue an addendum on the revised eligibility requirements no. 6 and technical requirements nos. 14,15,16, and 17. She also instructed the Secretariat to read out the Second Envelope (Financial Proposal).
- Engr. Baylon emphasized the following:
 1. The Checklist of Requirements for Bidders shall form part of the bidding documents. Any discrepancy among the list of requirements indicated in Section II of the bidding documents and the Checklist of Requirements for Bidder's, the latter shall prevail.
 2. Participating bidders are required to use/follow the prescribed forms issued upon purchase of the bidding documents.
 3. Bidders must submit one (1) original copy and three (3) signed copies by the bidder or its duly authorized representative/s for each of the required documents.
 4. The submitted bid financial proposal shall be on a per lot basis. Each lot is required to have separate financial bid proposal.

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- In answer to the query of Miss Elvie Macalinao of Aqua Haus, the Vice Chairman told her that the technical proposal will be sealed in one envelope and the financial proposal will be sealed in separate envelopes.
- The Vice Chairman also responded to the concern of Joseph Gener from Ultrade Philippine Service Corp. regarding the submittal of bidding documents. The Vice Chairman told him that they must submit one (1) original copy and three (3) copies signed by the bidders or its duly authorized representative.
- Having no other question on technical/eligibility requirements, the Committee proceeded to technical specification.
- Mr. Arvin Precioso of Triump Machinery Corp. asked the Vice Chairman if the BAC will open the Technical Specification offer if in case the financial offer exceeds the ABC. The Vice Chairman explained that "the Eligibility and Technical proposal will be evaluated first; if the bidders passed all the requirements, the financial proposal will be opened, however, if the financial offer exceeds the ABC, the bid will automatically be disqualified."
- The Committee together with the Technical Working Group checked the technical specifications and found everything in order.
- The meeting adjourned at 11:25 A.M.

Prepared by:

[Signature of Marjorie A. De la Cruz]

MARJORIE A. DELA CRUZ
Head, BAC Secretariat

APPROVED BY:


(On Travel)

ATTY. DANTE A. ARCANGELES
Chairperson

[Signature of Engr. Lizalyn B. Baylon]
ENGR. LIZALYN B. BAYLON
Vice-Chairperson

[Signature of Engr. Zaldy A. Lacson]
ENGR. ZALDY A. LACSON
Member

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ENGR. JOECEL B. BELVIS
Member


NELIN B. ANDONG
Member