

BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

**Pre-Bidding Conference for the Contract on the Supply and Delivery of
One (1) Unit Distribution Transformer and One (1) Battery-Operated
Flowmeter Including Testing and Commissioning**

February 9, 2018 at 9:00 A.M.

Present:

Engr. Lizalyn B. Baylon - BAC Vice-Chairperson
Engr. Zaldy A. Lacson - BAC Member
Engr. Joecel B. Belvis - BAC Member
Nelin B. Andong - BAC 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

Present:

Geronimo Artates Jr. - Owner/ Manager-Freedom Transformer
Services & Ent., Co.
Josephine Casipe - Owner/General Manager-JMC Power &
Equipment
Caren Joy Dorado - Sales Representative-NLB Enterprises

Absent:

Dante A. Arcangeles - BAC Chairperson
Shalmahr B. Vito - Head, BAC TWG
Engr. Ereneo D. Gregorio - TWG Member

Declaration of Quorum:

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

Upon determination of the BAC Secretariat that majority of 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 One (1) Unit Distribution Transformer and One (1) Battery-Operated Electromagnetic Flowmeter Including Testing and Commissioning with a Total Approved Budget for the Contract (ABC) amounting to One Million Nine Hundred Thousand Pesos (P1,900,000.00). It was divided into two (2) lots, to wit:

ABC for Lot 1 P 1,200,000.00 (One (1) Unit Distribution Transformer)
ABC for Lot 2 P 600,000.00 (One (1) Unit Battery-Operated Flowmeter)

51 It was approved by the Board of Directors for public bidding through BOD
52 Resolution No. 5 dated January 12, 2018.

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54 **Proceedings:**

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56 The purposes of the Pre-Bidding Conference are as follows:

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58 (a) to discuss the different aspects of the procurement at hand with
59 the presence of the Procuring Entity's representatives – the BAC
60 and the prospective bidders;
61 (b) to discuss the legal, technical and financial components of the
62 contract to be bid; and
63 (c) to request for clarifications about the bidding documents by the
64 prospective bidders.

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66 • The Vice-Chairman gave her opening statement and instructed the
67 Secretariat to introduced the Committee to the bidders representative.
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69 • After the Secretariat introduced the Committee, she requested the
70 representatives to say something about themselves.
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72 • The Vice-Chairman requested Secretariat to update the Committee on
73 the procurement at hand.
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75 • The Secretariat then informed the Committee that there were six (6)
76 prospective bidders in the Opportunity Request List of the Detail
77 Tracking Report in the PhiGEPs website, namely: MECHANICAL
78 HANDLING EQUIPMENT COMPANY INC., ENVIROKONSULT
79 EQUIPMENT & SERVICES, INC., LSI LEADING TECHNOLOGIES, INC.,
80 JMC POWER AND EQUIPMENT, BUSIL BUILDERS AND SUPPLY, and
81 FIRST PHILEC INC. Only Freedom Transformer Services & Ent. Co.
82 purchased the bidding documents for Lot 1 on February 7, 2018. She
83 also informed the Committee that the Secretariat sent an invitation
84 letters to three (3) prospective observers on January 18, 2018.
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86 • Afterwards, Engr. Baylon reminded the prospective bidders that they
87 can raise their queries/suggestion concerning the procurement at hand.
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89 • The Vice Chairman read out the Invitation to Bid. Afterwards, she
90 asked her fellow members and prospective bidders if they have any
91 comments on the ITB, hearing none, she started reading out the
92 checklist of requirement for bidders and requested the Head of the
93 BAC Secretariat to continue reading out the Eligibility/Technical
94 Requirements.
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96 • In answer to Engr. Lacson query, the interested bidders for the
97 procurement of one (1) unit distribution transformer affirmed that one
98 hundred twenty (120) days delivery is enough.
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100 • Engr. Baylon reminded Ms. Dela Cruz to re-phrased technical
101 requirements no. 14 as it was agreed by the Committee. The Technical
102 Requirement No. 14 was read as " Duly Notarized Authority of the
103 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; or
- b.) For Corporation, Partnership, Cooperative, or Joint Venture- "Secretary Certificate" accompanied by a Board Resolution issued by the Governing Board granting full power and authority to do, execute and perform any and all acts necessary for the bidding at hand.

- Thereafter, Mr. Geronimo Artates from Freedom Transformer Services and Ent. Co. expressed his concern on Technical Requirement no. 10 which is the "Valid ISO-9001 Certificate Quality Management System Accreditation Certificate". According to him, they don't have an ISO however, they can give an assurance of two (2) years warranty on the distribution transformer. He also added that the certifying body as to the quality standard set by NEA is being followed is the Local Electric Cooperative.
- Consequently, Engr. Lacson called his fellow Electrical Engineer at Capiz Electric Cooperative to confirm the regulating body that can issue a certificate testifying the distribution transformer passed a quality standard.
- Engr. Lacson re-echoed his conversation with Engr. Don Baticados from Capiz Electric Cooperative, that National Electrification Administration (NEA) has given a standard to electric company and the local electric company itself can test if the distribution transformer passed within the prescribed standard. Then, the submitted result of electric company will be the basis for the issuance of certificate that the distribution transformer passed NEA standard.
- Engr. Baylon asked the opinion of Engr. Lacson if the ISO Certificate still be a requirement for lot 1-Distribution Transformer.
- In order that the procurement of lot 1 be more competitive, the Committee agreed that the ISO-9001 Certification will be applicable only to Lot 2 -Battery-Operated Flowmeter.
- Engr. Baylon asserted that a certificate from the Local Electric Cooperative certifying that a certain transformer passed the NEA Standard will be required from the winning bidder which will form part of the Contract.

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- Afterwards, Mr. Artates asked if rewinding is considered as similar to contract to be bid.
- It was affirmed by Engr. Baylon that it is similar because the goods involve are similar in nature to the contract to be bid.
- Afterwards, Engr. Lacson informed the presiding Vice -Chairman that on their meeting with the Acting Department Manager Engr. Manuel Salazar the procurement of one (1) unit battery-operated flowmeter will be rename as "one (1) unit Battery-Operated Electromagnetic Flowmeter to be more specific in the type of flowmeter to be procured.
- The Vice Chairman accepted Engr. Lacson's recommendation.
- Further, the Vice-Chairman Instructed the BAC Secretariat to prepare the Supplemental/Bid Bulletin on the amendments as agreed by the Committee on the Name of Project and Technical Requirements No. 10 and 14. 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.
- Having no comments/suggestions on the conference at hand, the meeting was adjourned at 10.01 AM

Prepared by:



MARJORIE A. DELA CRUZ
Head, BAC Secretariat

APPROVED BY:

(on Travel)

ATTY. DANTE A. ARCANGELES
Chairperson



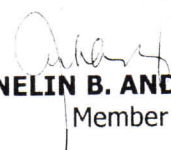
ENGR. LIZALYN B. BAYLON
Vice-Chairperson



ENGR. ZALDY A. LACSON
Member



ENGR. JOECE B. BELVIS
Member



NELIN B. ANDONG
Member