

**BIDS AND AWARDS COMMITTEE**  
**Minutes of the Meeting**

**Pre-Bidding Conference for the Supply and Delivery of Four (4) Units  
Motorized Valve Actuator**

October 26, 2018 at 9:00 A.M.

Minutes of the Pre-Bidding Conference for the Contract on the Supply and  
Delivery of Four (4) Units Motorized Valve Actuator

**Present:**

Engr. Zaldy A. Lacson - BAC Vice-Chairperson  
Engr. Joecel B. Belvis - BAC Member  
Jesserie O. Clorion - BAC Member  
Shalmahr B. Vito - Head, BAC TWG  
Marjorie A. Dela Cruz - Head, BAC Secretariat  
John Francis P. Roldan - BAC Secretariat  
Criselda D. Fonte - BAC Secretariat

**Absent:**

Atty. Dante A. Arcangeles - BAC Chairperson  
Bobby J. Dela Cruz - BAC Member  
Engr. Ereneo D. Gregorio - TWG Member

**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 Miss Jesserie Clorion.

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-Bidding Conference for the Contract on the Supply and Delivery of Four (4) Units Motorized Valve Actuator with an Approved Budget for the Contract of One Million Six Hundred Thousand Pesos (P1,600,000.00). This procurement was approved by the Board of Directors for public bidding through BOD Resolution No. 77 dated October 12, 2018. The requesting unit is Water Resource Division. The purposes of the Pre-Bidding Conference are as follows:

- a) to discuss the different aspects of the procurement at hand with the presence of the Procuring Entity's representatives – the BAC and the prospective bidders;

- 51 b) to discuss the legal, technical and financial components of the  
52 contract to be bid; and  
53 c) to request for clarifications about the bidding documents by the  
54 prospective bidders.  
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56 **Proceedings:**

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- 58 • The Vice-Chairman gave his opening statement that the pre-bid  
59 conference is for the Contract on the Supply and Delivery of Four (4)  
60 Units Motorized Valve Actuator with an Approved Budget for the Contract  
61 (ABC) amounting to One Million Six Hundred Thousand Pesos  
62 (P1,600,000.00). Further, he also notified the Committee that it is  
63 mandated by law to conduct a pre-bid conference if the procurement is  
64 more than One Million Pesos (P1,000,000.00).  
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  - 66 • Engr. Lacson asked the Secretariat who are the prospective bidders  
67 downloaded in the PhilGEPS portal and if any, purchase the bidding  
68 documents.  
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  - 70 • Miss Dela Cruz apprised the Committee that based on the Detail Tracking  
71 Report, there were three (3) prospective bidders downloaded in the  
72 PhilGEPS website, namely: Jline Industries, Inc., Cistema Intergrated Sales  
73 Company, and AVK Philippines, Inc. However, nobody purchased the  
74 bidding documents. The Secretariat also manifested that she sent an  
75 invitation letters to three prospective observers on October 18, 2018 and  
76 was accordingly received by the addressee but none from are present  
77 during the said conference.  
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  - 79 • The Secretariat introduced to the Committee the representatives of two  
80 supplier, Ms. Neressa Florentino, sales representative of NLB Enterprises  
81 and Mr. Henry Generato, sales engineer of PT Cerna Corp.  
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  - 83 • The Committee acknowledged the presence of two prospective bidders.  
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  - 85 • The Vice-Chairman encouraged the bidder's representative to raised their  
86 queries or comments/suggestions to the requirements set forth for the  
87 procurement at hand.  
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  - 89 • Ms. Neressa Florentino, representative of NLB Enterprises had a query if  
90 the completed contract shall be a part of Eligibility Requirements No. 4.  
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  - 92 • According to Miss Vito, the completed contract must be stated in the  
93 Single Largest Completed Contract (SLCC) with must be equivalent to or  
94 at least 50% of the Approved Budget Contract (ABC).  
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  - 96 • Thereafter, Mr. Generato, representative of PT Cerna affirmed that one  
97 hundred twenty (120) calendar days delivery period is enough because  
98 the said item is imported.  
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  - 100 • Engr. Lacson apprised that the purpose of this procurement is to shorten  
101 the back washing and to reduce the waste of water.  
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- As instructed the Vice Chairman instructed Miss Vito, TWG Head to read out Eligibility Requirements 1 to 9 and Miss Dela Cruz, Head of the BAC Secretariat to read out the Technical Requirements 10 to 22.
- Thereafter, Engr. Lacson reiterated to the representatives the importance of Technical Requirements No. 10 "Valid ISO-9001 Quality Management System Accreditation Certificate" and In case of Dealer/Distributor, Dealership / Distributorship Certificate issued by the Manufacturer of the Goods being offered with contact number and contact person written in English.
- Engr. Belvis, asked a confirmation from the bidder's representative if they can issue a Two (2) Year Warranty Certificate to the offered goods.
- There was an assurance from the two prospective bidders representative that they can comply the said Two (2) Year Warranty Certificate.
- The Certificate for site visit will be issued by MRWD only after visit. The purpose is to check if the goods offered will fit to the existing EIM valve.
- Engr. Belvis read out the Technical Specification.
- Having asked by the Head of the BAC Secretariat, Engr. Lacson told that the procurement at hand is a replacement because the current operation is done manually.
- The meeting was adjourned at 10:59 AM

Prepared by:

**MARJORIE A. DELA CRUZ**  
Head, BAC Secretariat

**APPROVED BY:**

(Absent)  
**ATTY. DANTE A. ARCANGELES**  
Chairperson

  
**ENGR. ZALDY A. LACSON**  
Vice-Chairperson

  
**ENGR. JOECE B. BELVIS**  
Member



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**(Absent)**  
**BOBBY J. DELA CRUZ**  
Member

  
**JESSERIE O. CLORION**  
Member