



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

**Pre-Bid Conference for the Contract on the Supply and Delivery of Two
(2) Units Electromagnetic Flow Meter Including Installation, Testing, and
Commissioning**

September 23, 2019 at 9:00 A.M.

Present:

- Atty. Dante A. Arcangeles - BAC Chairperson
- Engr. Zaldy A. Lacson - BAC Vice-Chairperson
- Engr. Joecel B. Belvis - BAC Member
- Jesserie O. Clorion - BAC Member
- Ms. Shalmahr B. Vito - Head, BAC TWG
- Engr. Riann B. Brillo - TWG- Member
- Ms. Marjorie A. Dela Cruz - Head, BAC Secretariat
- Ms. Cresilda D. Fonte - BAC Secretariat
- Ms. Anna Rhea R. Basonia - BAC Secretariat
- Mr. John Francis Roldan - BAC Secretariat

Other Present:

- Engr. Jesus F. Bacuta - End-User, Planning and Design Division
- Engr. Jose Ferdinand Dublas - Observer, Vice-President Philippine Society of Mechanical Engineers
- Wilson Rempillo - Sales Engineer, Leeleng Commercial
- Jessie Concejo - Sales Representative, Arizona Intergrated Technology, Inc.

Absent:

- Bobby J. Dela Cruz - BAC Member
- Engr. Tito Naven B. Bernas - TWG- Member

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 were present, it was announced that there was a quorum.

The meeting started with a prayer led by Atty. Dante A. Arcangeles.

The BAC then proceeded to transact its business for the Pre-Bid Conference for the Contract on the Supply and Delivery of Two (2) Units Electromagnetic Flow Meter Including Installation, Testing, and Commissioning with an Approved Budget for the Contract (ABC) amounting to Eight Hundred Thousand Pesos (PhP800,000.00). The budget was a Realignment from Acct. No. 1 06 03 110 F (Water Supply Systems - Water Treatment Plant Structure and Improvement) with an amount of Two Million Pesos (2,000,000.00) and Supplemental Budget amounting to One Million Two Hundred Forty Thousand Pesos (P1,240,000.00), realigned and

54 supplemented to Account No. 254.1V.C/ 1 06 03 110 J (Water Supply
55 Systems-Transmission and Distribution Mainlines) pursuant to BOD Resolution
56 No. 53 and 54 respectively. It was approved for Public Bidding through BOD
57 Resolution No. 66, dated August 23, 2019. The Requesting Unit is Planning
58 and Design Division.
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61 **Proceedings:**
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- 63 • The Chairman acknowledged the presence of the invited observer,
64 Engr. Jose Ferdinand Dublas from Philippine Society of Mechanical
65 Engineers.
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67 • As requested by the Chairman, the Head of the BAC Secretariat
68 introduced the prospective bidders to the Committee, namely: Wilson
69 Rempillo a Sales Engineer of Leeleng Commercial and Jessie Concejo a
70 Sales Representative from Arizona Intergrated Technology, Inc
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72 • The Chairman emphasize the primary purpose of the pre bid
73 conference is to clarify, review and to entertain questions coming from
74 prospective bidders. He also instructed the prospective bidders to raise
75 their hands to be recognize if they have any questions as the
76 Committee going along in the discussion. Also, if there will be an
77 amendment on today's meeting , the Committee will issue a Bid
78 Bulletin/Supplemental to be published in PhilGEPS website seven days
79 prior to bid opening.
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81 • Hearing no other question from the Committee, Atty. Arcangeles
82 instructed to proceed in the Invitation to Bid No. 152-2019 and read
83 out the following:
84 ◇Name of the Project: Contract on the Supply and Delivery of
85 Two (2) Units Electromagnetic Flow Meter Including Installation,
86 Testing, and Commissioning
87 ◇Location of Project: Brgy. Bahit, Panit an, Capiz
88 ◇Place of Delivery: MRWD Bldg., Km. 1, Roxas City
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90 • The Chairman clarified the place of delivery whether in the office or in
91 the project site.
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93 • Miss Dela Cruz answered that the delivery place is in the office because
94 the item is small and handy.
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96 • The Chairman continue reading out the details in the ITB.
97 ◇Approved Budget for the Contract (ABC): P800,000.00
98 ◇Source of Fund: MRWD Budget for Fiscal Year 2019
99 ◇Mode of Procurement: Public Bidding
100 ◇Contract Duration: Sixty (60) Calendar Days from receipt of
101 Contract and Notice To Proceed
102 ◇Delivery of Goods: Within Sixty (60) Calendar Days from receipt
103 of Contract, Purchase Order, and Notice To Proceed
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105 • In the Schedule of Activities, the Chairman uttered that the Submission
106 and Opening of Bids will be on October 7, 2019, Monday at 9:00 AM
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- Having no other comments on the Invitation To Bid (ITB) page 1 and 2, the Chairman requested the Committee to proceed in the Checklist of Requirements for Bidders.
- The Committee check the preliminaries, the Eligibility Requirements items 1 to 4, the common requirements such as SLCC, NFCC, and PhilGEPS, and the Additional Eligibility Requirements items 5 to 9, to wit:
 - ◇Valid Registration Certificate from Security and Exchange Commission (SEC) for corporation and partnership, Department of Trade and Industry (DTI) for sole proprietorship; Cooperative Development Authority (CDA) for cooperative
 - ◇Valid Mayor's Permit
 - ◇Valid BIR Registration Certification
 - ◇Valid Tax clearance
 - ◇Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, showing, among others, the prospective bidder's total and current assets and liabilities for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
- After the Committee check the Eligibility Requirement, they proceed to review the Technical Requirements number 10 to 13 and its Additional Requirements 14 and 23.
- The Chairman want to clarify the requirement set in Technical Requirements no. 21 "Calibration Certificate from the Manufacturer".
- The Secretariat told that it was just followed from the previous procurement of meters.
- Engr. Lacson told that the said requirements stated in order to see that the product passed the testing and calibration.
- Atty. Arcangeless inform that in 1/2" diameter of flowmeter, there were calibration certificate issued by the agencies like Manila Water, Maynilad and LWUA. Then he questioned why do we required the Calibration Certificate from the Manufacturer.
- Subsequently, Engr. Lacson told the size of 6"Ø flowmeter is seldom stock by the supplier because only few need the items and most the item is made to order because of its bigger size.
- Atty. Arcangeles verified if the Committee is only asking for a Certificate of Calibration or to set a certain standard for goods for compliance in the issuance of certificate because the manufacturer itself calibrated the flowmeter before it goes out to the market.
- The Chairman asked the representatives of the bidder who are present if they can comply the said requirement.

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- Mr. Concejo representative from Arizona and Mr. Rempillo representative from LeeLeng Commercial confirmed that they can submit a Certificate of Calibration from Manufacturer.
- Thereupon, Engr. Belvis asked the representatives of the bidder if they can submit the said requirements as required upon submission and opening of bids.
- From the representatives of the bidders, both of them told that the said certificate will be issued upon purchase order and each unit has a specific serial number.
- The Committee, Technical Working Group, and End User agreed on what the bidders explained.
- The Chairman asked if there are other documents in lieu of Calibration Certificate.
- Engr. Bacuta answered that the nominal and transitional flow of the meter can be applied in lieu of calibration certificate.
- Thereafter, Engr. Lacson requested to check the technical specification in the purchase request.
- Engr. Lacson informed the end-user, as he notice the specification that the nominal flow of the flowrate was not stated in the purchase request, only the accuracy flow.
- The Chairman reiterate that specification in the purchase request setforth will be a form part in the Technical Requirements No. 11.
- Engr. Lacson told that the flowmeter must have an exact flow.
- Engr. Bacuta explained that the nomimal is only for small meters and for the big unit is the accuracy.
- The Committee adopt the suggestion of Engr. Bacuta to change the Specification of "Supply" from Battery Operates 2 D Cell Flow meter transmitter with one (1) spare part to AC Power, because it often goes low in battery as observed by the end-user and the battery is replaceable unlike the use of AC Power.
- The Committee instructed the Secretariat to have an amendment in Technical Specification under Supply from 2D to AC Power.
- The need of one (1) spare battery is no longer needed because it will be connected to AC Power.
- Engr. Dublas questioned since the power is AC what will happen if there will be a brown out.
- The end-user informed him that there is a standby generator.
- Mr. Rempillo asked if the meter size is 6", it will be also connected to 6" pipe.

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- Engr. Bacuta answered that it will be connected to 8" pipe and the reducer will connect to 6" flowmeter.
- The end-user draw in the whiteboard the placement of flowmeter and the reducer.
- Engr. Lacson suggested to install the flowmeter near Bahit Treatment Plant for easy monitoring of MRWD personnel.
- The end-user agree to Engr. Lacson suggestion.
- Afterwards, Miss Clorion asked the end-user how much will be the amount needed to procure the fittings and the reducer.
- Engr. Bacuta has no idea in the amount.
- The Committee suggest that the fittings and reducer must be purchase earlier than flowmeter.
- Engr. Brillo clarified to the bidder's representative that the fittings will be installed by the winning bidder and the MRWD personnel will only supervise the installation.
- After deliberation by the Committee, they instructed the Secretariat to delete the calibration certificate, however, Miss Dela Cruz informed that there was an instruction from ISO certifying body that a Certificate of Calibration is a requirement for any use of measuring gauge.
- The Chairman instructed the Secretariat to have the Calibration Certificate from the Manufacturer upon Delivery as a form part of the provision in the Contract.
- On Technical Requirements No. 19 "Operation Manual (hard and soft copy) or Brochures and /or Shop Drawings of all the items stipulated under Section VI (Schedule of Requirements) of the bidding documents", the Committee discussed the importance of Operation Manual, Brochures and Shop Drawings.
- According to Engr. Brillo Shop drawings shows the dimension.
- Subsequently, Engr Lacson informed that it is also better to have an operation manual
- Since the documents in technical requirements no.19 are all important, Atty. Arcangeles instructed Ms. Dela Cruz to delete the conjunction "or" and read as "Operation Manual (hard and soft copy), Brochures, and Shop Drawings of all the items stipulated under Section VI (Schedule of Requirements) of the bidding documents".
- To make clear of the Technical Requirement No. 22, the Committee amend the said requirements and read as "Certificate of after-sales service and availability of spare parts within five (5) Years from the Date of Final Acceptance of the Contract issued by the Bidder.

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- The Head of the BAC Secretariat recapitulate the amendment in the Checklist of Requirements for Bidder and read as, to wit:
 1. Additional Technical Requirements No. 19 - Operation Manual (Hard and Soft Copy), Brochures, and Shop Drawings of all the items stipulated under Section VI (Schedule of Requirements) of the bidding documents;
 2. To delete Additional Technical Requirements No. 21 - Calibration Certificate from the Manufacturer;
 3. Additional Technical Requirements No. 22 - Certificate of after-sales service and availability of spare parts within five (5) Years from the Date of Final Acceptance of the Contract issued by the bidder.

Amended Technical Specification:

Technical Specification on Supply : AC Power

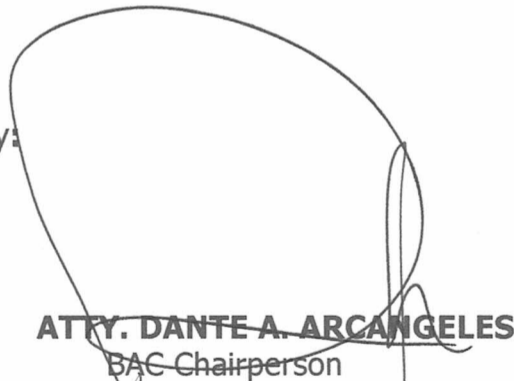
- In answer to Mr. Rempillo query on Technical Requirements No. 23, Atty. Arcangeles informed the bidder's representative that the said certification will be provided by the BAC to those supplier that will buy the bidding document, and the Supervising Procurement Officer will certify the said certification that the bidder has no pending delivery with MRWD.
- There being no other suggestion/comment/clarification, the meeting adjourned at 10:48 a.m.

Prepared by:



MARJORIE A. DELA CRUZ
Head, BAC Secretariat

Approved by:



ATTY. DANTE A. ARCANGELES
BAC Chairperson



ENGR. ZALDY A. LACSON
Vice-Chairman



ENGR. JOECEL B. BELVIS
Member



JESSERIE O. CLORION
Member

(Absent)
BOBBY J. DELA CRUZ
Member