

BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

**Pre-Bidding Conference for the Supply, Delivery, and Installation of
Various Air Conditioning Unit**

November 18, 2019 at 9:00 A.M.

Minutes of the Pre-Bidding Conference for the Supply, Delivery, and Installation
of Various Air Conditioning Unit

Present:

Atty. Dante A. Arcangeles - BAC Chairperson
Engr. Lizalyn B. Baylon - BAC Vice-Chairperson
Engr. Zaldy A. Lacson - BAC Member
Jesserie O. Clorion - BAC Member
Shalmahr B. Vito - BAC Member
Engr. Riann Brillo - Head, BAC TWG
Marjorie A. Dela Cruz - Head, BAC Secretariat
Anna Rhea Basonia - Asst., BAC Secretariat
Criselda D. Fonte - BAC Secretariat
Francis John Roldan - BAC Secretariat

Other Present:

Engr. Jose Ferdinand Dublas - Vice- President - PSME
Engr. Joecel B. Belvis - General Services Division
Mr. Roy Andrew Bermudez - Representative, RV Empire

Declaration of Quorum:

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

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

Upon determination of the Head of the BAC Secretariat that all members were 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, Delivery, and Installation of Various Air Conditioning Unit with an Approved Budget for the Contract (ABC) for Fiscal Year 2020 amounting to Six Hundred Eighty Thousand Pesos and 00/100 (P680,000.00). It was recommended to the Board of Directors to conduct public bidding and subsequently approved by the board through BOD Resolution No. 90 dated October 29, 2019.

The requesting unit is General Services Division charged to account Acct. No. 222/ 1 06 07 010.

The goods to be procured will be use for Training Center (2 Units), WTP Control Room (1 unit), Construction and Maintenance Division Room (1 unit), Human Resource Division Manager's Room (1 unit), Laboratory Room (1 unit), Treated

53 Room (1 unit), Production Division Manager's Room (1 unit), Customer Service
54 Division Manager's Room (1 unit), and Archive Room (1 unit).
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56 **Proceedings:**
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- 58 • The Chairman apprised the Committee that the pre-bid conference is for
59 the Contract on the Supply, Delivery and Installation of Various Air
60 Conditioning Unit. Atty. Arcangeles also acknowledged the presence of
61 the MRWD observer, Engr. Jose Ferdinand Dublas and the prospective
62 bidder, Mr. Ray Andrew Bermudez from RV Empire.
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- 64 • Subsequently, Atty. Arcangeles also apprised the Committee that the
65 primordial objective of the pre-bid conference is an avenue of prospective
66 bidders to take a look on technical and financial requirements. He also
67 informed Mr. Bermudez to raise his hands to be recognized if he had any
68 questions.
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- 70 • The Committee proceeded to check the Invitation to Bid 004-2020.
71
- 72 • Regarding the thirty (30) days delivery period of goods, Mr. Bermudez
73 answered Atty. Arcangeles query by confirming that RV Empire can
74 deliver said items within thirty (30) days.
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- 76 • No comment on the ITB, the Committee proceeded to the Checklist of
77 Requirements for Bidders, the preliminaries, Eligibility Requirements Nos.
78 1 to 9.
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- 80 • Mr. Bermudez want to clarify from the Committee if the PhilGEPS
81 Certificate to be submitted is Platinum.
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- 83 • Thereupon, Atty. Arcangeles answered "yes", because that is the required
84 certificate for all procurements through public bidding and the blue
85 certificate was already foregone.
86
- 87 • Miss Dela Cruz apprised that PhilGEPS issued to their registered supplier a
88 Red Membership and Platinum Certificate depending on their choices.
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- 90 • Subsequently, a follow up question raised up by Mr. Bermudez, on the
91 submission of SEC Certificate, if it is okey to submit the first page only of
92 SEC Certificate indicating the name of the company.
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- 94 • After the confirmation from Mr. Bermudez that they have By-Laws and
95 Articles of Incorporation, Atty. Arcangeles told him they should submit a
96 SEC Certificate including Article of Incorporation.
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- 98 • No other questions on eligibility requirements, the Committee proceeded
99 to technical requirements nos. 10 to 21.
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- 101 • On Technical Requirements No. 10, Atty. Arcangeles clarified to Mr.
102 Bermudez in detail that they can submit a bid security in any form, such
103 as Bids Securing Declaration, cash, cashier/manager check, bank
104 draft/guarantee or irrevocable letter of credit, and surety bond with
105 corresponding percentage of ABC.
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[Handwritten signatures and initials in the left margin, including a large signature that appears to be 'Bermudez' and another that appears to be 'Dela Cruz']

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- Since RV Empire is a corporation, Atty. Arcangeles informed Mr. Bermudez that they need to submit a duly notarized Secretary's Certificate.
- Mr. Bermudez noted Atty. Arcangeles instruction.
- Thereafter, Atty. Arcangeles asked Mr. Bermudez if they can comply the two (2) years warranty certificate of the offered goods
- Mr. Bermudez replied that as far as compressor is concern, five (5) years warranty is their offer. He also asked if the labor is included.
- Atty. Arcangeles replied that installation is included in the procurement of the same.
- The Committee discussed technical requirement no. 19
- On Technical Requirement No. 21, Atty Arcangeles told Mr. Bermudez that the certificate of no delinquency will be provided if RV Empire will purchase the bid docs.
- Engr. Baylon requested the Committee to reword technical requirement no. 19. to add the five years warranty for motor compressor.
- The representative from RV Empire said that the parts and service is a different industry.
- Engr. Belvis expressed his concern on the goods under warranty that general cleaning should be done by the supplier or else the warranty will be void.
- Mr. Bermudez suggested to clearly indicate in the requirements the service maintenance with three cleaning so that they can include it in their bid offer
- Engr. Baylon asserted that the service maintenance depends on the warranty period.
- Mr. Bermudez committed to the Committee the eight (8) general cleaning in two (2) years.
- The Committee finalized the changes on Technical Requirement No. 19 and be read as
"Warranty Certificate for the following:
Five (5) years warranty for motor compressor.
Two (2) years for the offered goods including the quarterly general cleaning.
- Regarding the query of Mr. Bermudez, Engr. Belvis told the Committee that the budget for the procurement of air conditioning units is fixed.
- RV Empire representative raised up his query if the cleaning was included by the end-user in the budget because if they tried conduct a survey to the areas where the air condition will be installed, they might not give

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the service for the reason that they cannot met the price of various air conditioning units.

- Atty. Arcangeles has a presumption that Mr. Bermudez has already identified the price of the unit. He then asked the prospective bidder if the two year warranty period with four (4) times in a year general cleaning is within the ABC because we cannot go beyond the ABC. He also asked Mr Bermudez if it is within the profit margin of RV Empire.
- The prospective Bidder from RV Empire confirmed that they are within the profit margin.
- The Chairman gave privilege to the bidder present in the pre- bid conference to have an inspection on where to install the air conditioning unit in Panit-an Water Treatment Plant and MRWD office. He also told Mr. Bermudez to consider the materials.
- The Committee answered that the dismantling of air conditioning unit is not a part of supplier's work.
- The Chairman uttered that we will not put burden to the bidder because their contract is only the installation and beside, the MRWD has a personnel to work for dismantling.
- The Chairman answered Mr. Bermudez on his query that if the bidder cannot submit what was required in the amended technical requirement no. 19, automatically participating bidder will be disqualified.
- The Committee proceeded to financial envelope, then to technical specification.
- The Committee, TWG with Engr. Belvis checked the specification of various air conditioning units.
- Having asked by the Chairman, Mr. Bermudez recommended a Carrier brand because it has been on the market for so long.
- Mr. Bermudez then raised his concern, regarding the possible offer of some other supplier that may join for the said bidding because they might offer other brands that is within the specification of each unit.
- Atty. Arcangeles answered him that in the bidders requirements, there is a technical offer by the bidder wherein they state the brand name of the product.
- The Committee carefully discussed on how the procuring entity can procure a good quality of air conditioning unit which is beneficial and advantageous to the procuring entity.
- After careful discussion, they collectively agreed to add a "Rotary Manual Switch" in floor mounted Air conditioning unit..
- The following addendum to be issued for the said procurement are the following:



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Technical Requirement No. 19 - Warranty Certificate for the following:

Five (5) years warranty for motor compressor.

Two (2) years for the offered goods including the quarterly general cleaning

Airconditioning Unit 3 tons Floor Mounted

Specification:

Cooling Capacity: 37,980 KJ/Hr

System Power Input: 3,920 watts

Energy Efficiency Ratio: 9.7 KJ/W-Hr

Unit Dimensions (WxHxD): 508 x 1,830 x 267mm

Unit Weight: 35.7 kg.

Sound Level (low): 52.0 dB (A)

Rotary Manual Switch

(Including Installation)

- Atty. Arcangeles instructed Engr. Belvis to revisit the specification.
- Since there was no other comments in the technical specification, the conference adjourned at 10:50 AM.

Prepared by:



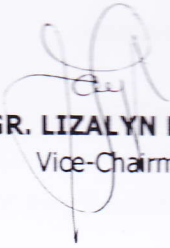
MARJORIE A. DELA CRUZ
Head, BAC Secretariat

APPROVED BY:

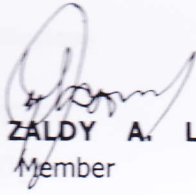


ATTY. DANTE A. ARCANGELES
Chairperson

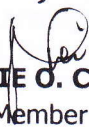
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ENGR. LIZALYN B. BAYLON
Vice-Chairman



ENGR. ZALDY A. LACSON
Member



JESSERIE O. CLORION
Member



SHALMAHR B. VITO
Member