

BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

Minutes of the Pre-Bidding Conference for the Contract on the Supply and Delivery of Various Service Connection Materials

November 28, 2019 at 9:00 A.M.

Present:

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

Absent:

Atty. Dante A. Arcangeles - BAC Chairperson

Declaration of Quorum:

The Vice-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 meeting started with a prayer led by Miss Vito.

The BAC, then proceeded to transact its business for the Pre-Bid Conference for the Contract on the Supply and Delivery of Various Service Connection Materials with an approved budget for the contract amounting to Two Million One Hundred Sixty Two Thousand Eight Hundred Four Pesos and 60/100 (P2,162,804.60). The requesting unit is Construction and Maintenance Division. It was recommended for public bidding and was subsequently approved through BOD Resolution No. 96 dated November 6, 2019.

Proceedings:

- The Vice-Chairman announced that the pre-bid conference is for the Contract on the Supply and Delivery of Various Service Connection Materials with an Approved Budget for the Contract of Two Million One Hundred Sixty Two Thousand Eight Hundred Four Pesos and 60/100


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(P2,162,804.60). She also apprised the The purpose of this procurement is intended for new service connection.

- Subsequently requested the Head of the BAC Secretariat to apprised the Committee on the status of the procurement.
- The Head of Secretariat informed the Committee that there were ten (10) prospective bidders in the Opportunity Request List of the Detail Tracking Report in the PhilGEPS website, namely: Moldex Products, Inc., U1Mig Enterprise, Excel Worldwide Marketing Corporation, PhilBon Builders and Supply, Co., Jema Multi Trading Incorporated ,AVK Philippines, Inc. and P.T. Cerna Corporation. Nobody bought the bidding documents. The BAC through its Secretariat had sent a letter of invitation to three (3) prospective observers on October 23, 2019 but none from them attended the said conference. Nobody purchased the bidding documents.
- The Vice-Chairman reminded the Committee that the pre-bid conference is being held in order that the prospective bidders may clarify things about the procurement and to guide them in the preparation of bidding documents; but no prospective bidder attended.
- Consequently, Engr. Baylon requested the Committee to take a second look on the Invitation to Bid No. 006-2020 since it was already deliberated during the pre-procurement conference. She read-out all important details in the ITB.
- Having no comments on the Invitation To Bid, the Committee proceeded to the Checklist of Requirements for Bidders, the preliminaries, Eligibility Requirements Nos. 1 to 9 and Technical Requirements 10 to 19.
- After the Committee carefully checked the Eligibility/Technical Requirements, they proceeded to the Technical Specifications.
- The Committee and the Head of Technical Working Group reviewed the technical specifications per item (1 to 58) and found some corrections on item 42 - to delete "Ball" and be read as "Brass Gate Valve 1", and item 46 to be read as "Thread Sealtape (0.075 mm x 12mm (1/2") x 10 meters).
- Subsequently, Engr. Baylon instructed the Head of the BAC Secretariat to insert the unit of measurement in the Quantity and to spell out the unit of measurement in the Total in Section VI - Schedule of Requirements of the Philippine Bidding Document.
- Engr. Baylon instructed the Head of the BAC Secretariat to issue an addendum for the said corrections on Technical Requirements Nos. 42 and 46, and to spell out the units of measurement in Section VI - Schedule of Requirements.
- Miss Dela Cruz noted Engr. Baylon's instruction.
- There being no other matters to be discussed regarding the pre-bid conference, the meeting was adjourned at 10:25 A.M.

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Prepared by:



MARJORIE A. DELA CRUZ
Head, BAC Secretariat

APPROVED BY:

(On Travel)

ATTY. DANTE ARCANGELES
BAC Chairperson



ENGR. LIZALYN B. BAYLON
Vice-Chairperson



ENGR. ZALDY A. LACSON
Member



SHALMAHR B. VITO
Member



JESSERIE O. CLORION
Member