

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

**Pre-Bid Conference for the Contract on the Supply and Delivery of  
7,000 Pieces of 1/2"Ø Multi-Jet Water Meter , Fifty (50) Pieces of 1"Ø  
Water Meter, and Ten(10) Pieces 2" Flowmeter  
November 19, 2019 at 9:00 A.M.**

**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 B. Brillo - Head, BAC TWG  
Marjorie A. Dela Cruz - Head, BAC Secretariat  
Anna Rhea R. Basilonia - Asst. BAC Secretariat  
Cresilda D. Fonte - BAC Secretariat  
John Francis Roldan - BAC Secretariat

**Other Present:**

Mr. Martin Flestado Jr. - Area Manager, Uni-field Enterprises, Inc.  
Engr. Jose Ferdinand Dublas - Observer, PSME

**Absent:**

Bobby J. Dela Cruz - 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 are present, it was announced that a Quorum was present.

The meeting started with a prayer led by Engr. Brillo.

The BAC then proceeded to transact its business for the Pre-Bid Conference for the 7,000 Pieces of 1/2"Ø Multi-Jet Water Meter , Fifty (50) Pieces of 1" Ø Water Meter, and Ten (10) Pieces 2" Flowmeter with an Approved Budget for the Contract (ABC) amounting to Thirteen Million Nine Hundred Seventy-Six Thousand (PhP13,976,000.00). It was approved for public bidding through BOD Resolution No. 100, dated November 6, 2019. The Requesting Unit is Construction and Maintenance Division charged to Account No. 254.1V.F/ 1 06 99 020. It was divided into three (3) lots:

ABC For Lot 1: PhP 13,300,000.00 (7,000 pieces 1/2"Ø Multi Jet Water Meter)

ABC For Lot 2: PhP 425,000.00 ( 50 Pieces 1" Ø Multi Jet Water Meter)

ABC For Lot 3: PhP 251,000.00 ( 10 Pieces 2" Flow Meter)

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**Proceedings:**

- The Chairman updated the Committee that the pre-bid conference is for the Contract on the Supply and Delivery of 7,000 Pieces of 1/2"Ø Multi-Jet Water Meter , Fifty (50) Pieces of 1" Ø Water Meter, Ten (10) Pieces 2" Flowmeter with an Approved Budget for the Contract (ABC) amounting to Thirteen Million Nine Hundred Seventy-Six Thousand (PhP13,976,000.00) broken into three (3) lots:

ABC For Lot 1: PhP 13,300,000.00 (7,000 pieces 1/2"Ø Multi Jet Water  
ABC For Lot 2: PhP 425,000.00 ( 50 Pieces 1" Ø Multi Jet Water  
Meter)  
ABC For Lot 3: PhP 251,000.00 ( 10 Pieces 2" Flow Meter)

- Subsequently, Atty. Arcangeles acknowledged the presence of the observer, Engr. Jose Ferdinand Dublas and the bidder's representative from Uni-Field Enterprise, Inc., Mr. Martin Flestado Jr. He also instructed the Committee to take a look on the requirements and advice Mr. Fesatado that if he has any question, he may raise his hands to be acknowledged.
- The Chairman reminded everybody that the purpose of pre-bid conference is to give time and opportunity to prospective bidders to take a closer look on the requirements of the procuring entity and if Mr. Flestado had some concern later on, he can call the attention of the committee to address his concern.

- The Head of the BAC Secretariat informed the Committee that based on the Detail Tracking Report of the PhilGEPS website, there were fourteen (14) prospective bidders downloaded in the Opportunity Request List, namely: Uni-Field Enterprises Inc., Constech Asia Corp., U1Mig Enterprise, Philippine Valve Manufacturing Company, Environkonsult Equipment & Services, Inc., Mechanical Handling Equipment Company, Inc., Aluminates Metering Supply, Inc., EastAsia Solutions Technologies Corporation, EDM I Philippines Inc., Excel Worldwide Marketing Corporation, Equilibrium Engineering, AJA New Solutions, Inc., Modern Tech. Co. LTD., and Acistern Marketing. However, only Uni-Field purchased the bidding documents for all lots on November 11, 2019. The invitation letters to prospective observers was sent on November 11, 2019 and was accordingly received by the addressee but only Engr. Dublas is present for the said conference.

- The Chairman instructed the Committee to proceed in the Invitation to Bid No. 002-2020. He asked the end-user why the delivery is 120 days calendar days.
- Miss Vito answered that the delivery period was followed from the previous procurement.
- Engr. Baylon raised up her concern that the said items must be delivered by May because the planning and design now is changing water meters every weekend, and the consumption of water meter will increase. She also apprised that the change of water meter by Planning and Design Division has a minimum 30 to maximum of 40 water

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meters per week and the Construction and Maintenance Division is changing meter with an average of 120/week or 480 per month and 200 units water meter for installation per month. Engr. Baylon assumed to have more or less 700 water meter used for change meter, new installation, and alteration.

- Engr. Baylon requested the Committee to change the delivery period from 120 to 90 calendar days.
- Atty. Arcangeles asked Mr. Flestado if he can deliver the water meter within 90 days.
- Mr. Flestado assured the Committee that he can deliver the units within 90 calendar days because the units are available.
- There was a collective motion from the Committee to change the delivery of goods, to wit:  
Delivery of Goods : Within 90 calendar days from receipt of Contract, Purchase Order and Notice to Proceed
- Miss Dela Cruz noted the instruction of the Chairman to amend the period of delivery.
- After the Committee reviewed the Invitation to Bid, they proceeded to review the Checklist of Requirements for Bidders.
- The Chairman asserted that the bidders have an option to join per lot or all lots
- The Committee reviewed the preliminaries, the Eligibility Requirements No. 1 to 9. There was no questions from the prospective bidder, Committee, TWG and Observer, the Committee proceeded to Technical Requirements Nos. 10 to 26
- The Committee carefully checked every details of technical requirements and it was known from the prospective bidder that the "Operation Manual (hard and soft)" is not applicable for 50mm (2") flow meter.
- Mr. Flestado answered Engr. Baylon query that there is a Blown - away/exploded drawing for 50mm flow meter and they can submit the said requirement.
- As the Committee go along reviewing the technical requirements, they have changes in the technical requirements nos. 15, 17, 20 and 23 to make it more clearer for the bidders.
- The Committee replied Engr. Brillo's query on technical requirement no. 22 that the principal will be the one to submit the ISO certificates, such as "ISO 9001-2015- Quality Management System and the ISO 4064-Product License Certificate".
- Atty. Arcangeles asked a confirmation from Mr. Flestado if Uni-Field Enterprise can issue the ISO Certificates.

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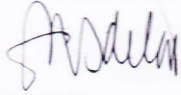
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- In response to Atty. Arcangeles query, the representative fro Uni-Field answered that they have no ISO Certificate because they are not the manufacturer. The ISO Certificate was issued by their manufacturer/principal.
- Atty. Arcangeles asked Mr. Flestado the purpose of Metrological Approval Test Certificates.
- According Mr. Flestado the OIML is the third party that run a test if the water meter passed the standard. The certificate is issued once but can be change if there are changes in the specifications.
- The Committee collectively agreed the the following in technical requirements, to wit:
  - Technical Requirement No. 15- Duly signed Production/ Delivery schedule indicating its commitment to deliver the Goods within 90 calendar days from receipt of Contract, Purchase Order and Notice to Proceed;
  - Technical Requirement No. 17 - Brochure and Shop Drawings of the offered 1/2"Ø and 1"Ø Multi-jet Water Meter, and 50mm (2") Flow Meter;
  - Technical Requirement No. 20 - Blown-away/exploded drawing of the multi-jet water meter and flowmeter with corresponding part number and price list for each part;
  - Technical Requirement No. 23 - Valid Metrological Approval Test Certificates - OIML R49/2006 -International Organization of Legal Metrology.
- Having no other comments on technical requirements, the Committee proceeded to Financial Requirements and Technical Specification.
- The Committee and TWG found it in order.
- The Chairman asked the end-user the use of water meter for new service connections and for change meters activity.
- Engr. Baylon replied that out of 7,000 units, 5,000 for change meter and 2,000 for new connection.
- The Vice Chairman asked Mr. Flestado on the Flow rate accuracy of 50 mm (2" ) flow meter, if can be adjusted to 98% to 102% efficiency because as she remembered before the standard is 95% to 105% and the MRWD is not capable to adjust it.
- Mr. Flestado answered that he will ask their technician and the Maynilad that perform the calibration, then he will write the BAC the response of Engr. Baylon's query.
- There being no other suggestion/comment/clarification, the meeting adjourned at 10:58 A.M.

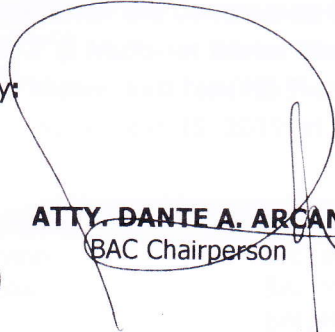
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Prepared by:



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

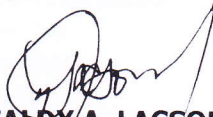
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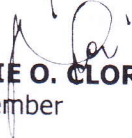
**ATTY. DANTE A. ARCANGELES**  
BAC Chairperson



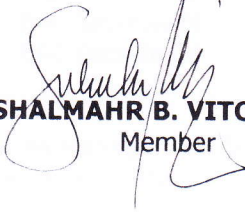
**ENGR. LIZALYN B. BAYLON**  
Vice-Chairman



**ENGR. ZALDY A. LACSON**  
Member



**JESSERIE O. CLORION**  
Member



**SHALMAHR B. VITO**  
Member