



BIDS AND AWARDS COMMITTEE
Minutes of the Meeting

**Pre-Bid Conference for the Contract on the Supply and Delivery of
 3,500 Pieces of 1/2"Ø Multi-Jet Water Meter , and Ten(10) Pieces 2"
 Flowmeter**

April 15, 2021 at 9:00 A.M.

Present:

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|----|---------------------------|---|-----------------------|
| 14 | Teresita A. Delotavo | - | BAC Chairperson |
| 15 | Engr. Vincent I. Villasis | - | BAC Vice-Chairperson |
| 16 | Atty. Dante A. Arcangeles | - | BAC Member |
| 17 | Engr. Zaldy A. Lacson | - | BAC Member |
| 18 | Engr. Joecel B. Belvis | - | BAC Member |
| 19 | Nelin B. Andong | - | BAC Member |
| 20 | Shalmahr B. Vito | - | BAC Member |
| 21 | Marjorie A. Dela Cruz | - | Head, BAC Secretariat |
| 22 | Anna Rhea R. Basilonia | - | Asst. BAC Secretariat |
| 23 | Cresilda D. Fonte | - | BAC Secretariat |

Absent:

- | | | | |
|----|-----------------------|---|---------------|
| 26 | Engr. Riann B. Brillo | - | Head, BAC TWG |
| 27 | 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 were present, it was announced that there was a quorum.

The meeting started with a prayer led by the Head of the BAC Secretariat.

The BAC then proceeded to transact its business for the Pre-Bid Conference for the 3,500 Pieces of 1/2"Ø Multi-Jet Water Meter and Ten (10) Pieces 2" Flowmeter with an Approved Budget for the Contract (ABC) amounting to Six Million Nine Hundred One Thousand Pesos (P6,901,000.00). It was approved for public bidding through BOD Resolution No. 13, dated February 4, 2021. The Requesting Unit is Construction and Maintenance Division charged to Account No. 254.1V.F/ 1 06 03 110L. It was divided into two (2) lots:

ABC For Lot 1: Php 6,650,000.00 (3,500 pieces 1/2"Ø Multi Jet Water Meter)

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

Proceedings:

- The Chairperson updated the Committee that the pre-bid conference is for the Contract on the Supply and Delivery of 3,500 Pieces of 1/2"Ø

53 Multi-Jet Water Meter and Ten (10) Pieces 2" Flowmeter with an
54 Approved Budget for the Contract (ABC) amounting to Six Million Nine
55 Hundred One Thousand Pesos (P6,901,000.00)

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- The Chairperson 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.

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- The Head of the BAC Secretariat informed the Committee the following:

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◇ Based from the Detail Tracking Report of the PhilGEPS website, there were ten (10) prospective bidders downloaded in the Opportunity Request List, namely: Uni-Field Enterprises Inc., Philippine Valve Manufacturing Company, EastAsia Solutions Technologies Corporation, EDM I Philippines Inc., HEBEI Light Industrial Products IMF and Exp Group Co., Ltd., AJA NRW Solutions, Inc., TZ-E Trading, Southlake Heavy Industries Inc., Jema Future Best Enterprise, and Water Industries Network Corp.

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◇ Last April 13, 2021, Uni-Field purchased the bidding documents for all lots and deposited the corresponding amount to the account of MRWD in Landbank of the Philippines.

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◇ The invitation letters was sent to prospective observers last March 5, 2021, namely: Ms. Llana A. Dalisay, - State Auditor IV, Commission on Audit, Engr. Jose Ferdinand Dublas- Vice President, Philippine Society of Mechanical Engineers, and Engr. Edgar D. Agana- President, Philippine Institute of Civil Engineers. The letter was accordingly received by the addressee but none from them are present for the said conference.

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- The Chairperson instructed the Committee to review the Invitation to Bid No. 004-2021. She asked the end-user why the delivery is 120 days calendar days.

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- The Head of the BAC Seretariat answered that the delivery period was followed from the previous procurement of water meter.

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- After the Committee reviewed the Invitation to Bid, they proceeded to review the Checklist of Requirements for Bidders.

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- The Committee reviewed the preliminaries, the Eligibility and Technical Requirements

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- In the Technical Requirements No. 18 - Operation Manual (hard and soft copy), Brochure and Shop Drawings of the offered 1/2"Ø Multi-jet Water Meter, and 50mm (2") Flow Meter. Atty. Dante A. Arcangeles suggested to the Committee to delete the statement "(hard and soft copy)" since a hard copy shall be submitted by the bidder because it is required in the bidding documents. The revised Technical Requirements No. 18 will be read as "Operation Manual, Brochure and Shop Drawings of the offered 1/2" Ø Multi Jet Water Meter, and 50mm (2") Flow Meter."

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- The Committee agreed on the suggestion of Atty. Arcangeles.

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- The Committee after judicious deliberation, collectively agreed to delete Technical Requirements No. 26 - "(For Lot 1- 1/2" Ø only) Five (5) units of 1/2" Ø Multi Jet Water Meter sample with the same water meter serial numbers in the submitted calibration certificate in item no. 25 "(For Lot 1 - 1/2"Ø only) Calibration Certificate issued by any of the following: Local Water Utilities Administration (LWUA), MAYNILAD or Manila Water" because the prospective bidder might not be able to send their sample due to the implemented restriction cause by ubrupt incese of infected COVID 19 patient.
- The Committee decided to add the word "Latest" on the Technical Requirements No. 25. The revised Technical Requirements No. 25 was read as "(For Lot 1- 1/2" Ø only) Latest Calibration Certificate issued by any of the following: Local Water Utilities Administration (LWUA), MAYNILAD or Manila Water." In line with the said requirements, the Committee unanimously agreed to consider the submission of 2019 and 2020 Calibration Certificate.
- There being no other suggestions/comments/clarifications, the Head of the BAC Secretariat recapitulated the changes made in the Technical Requirements, to wit:
 - ◊**Technical Requirements No. 18** - Operation Manual, Brochure and Shop Drawings of the offered 1/2" Ø Multi Jet Water Meter, and 50mm (2") Flow Meter.
 - ◊**Technical Requirements No. 25** - (For Lot 1- 1/2" Ø only) Latest Calibration Certificate issued by any of the following: Local Water Utilities Administration (LWUA), MAYNILAD or Manila Water.
 - ◊**To delete Technical Requirements No. 26** - (For Lot 1- 1/2" Ø only) Five (5) units of 1/2" Ø Multi Jet Water Meter sample with the same water meter serial numbers in the submitted calibration certificate in item no. 25.
- Miss Teresita A. Delotavo - BAC Chairperson, instructed Miss Dela Cruz to issue an addendum for the changes in the Checklist of Requirement for Bidders.
- Miss Marjorie A. Dela Cruz, noted the instruction of the Chairperson.
- The Chairman declared the meeting adjourned at 10:58 A.M. The Committee proceeded to the next agenda.

Prepared by:

[Handwritten signature of Marjorie A. Dela Cruz]

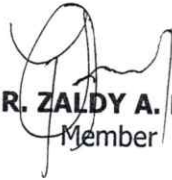
MARJORIE A. DELA CRUZ
Head, BAC Secretariat

Approved by:

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TERESITA A. DELOTAVO
BAC Chairperson


ENGR. VINCENT I. VILLASIS
Vice-Chairman


ENGR. ZALDY A. LACSON
Member


ATTY. DANTE A. ARCANGELES
Member


SHALMAHR B. VITO
Member


ENGR. JOECEL B. BELVIS
Member


NELIN B. ANDONG
Member