

**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

March 12, 2021 at 9:00 A.M.

**Present:**

Teresita A. Delotavo - BAC Chairperson  
Engr. Vincent I. Villasis - BAC Vice-Chairperson  
Engr. Zaldy A. Lacson - BAC Member  
Atty. Dante A. Arcangeles - BAC Member  
Shalmahr B. Vito - BAC Member  
Nelin B. Andong - BAC Member  
Engr. Riann B. 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:**

Bobby J. Dela Cruz - BAC TWG - Member

**Declaration of Quorum:**

The 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 Mr. Riann B. Brillo.

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 Three Million Four Hundred Eighty Nine Thousand Two Hundred Ten Pesos and 00/100 (P3,489,210.00). The requesting unit is Construction and Maintenance Division. The Committee recommended for public bidding through BAC Resolution No. 020-2021 and was subsequently approved through BOD Resolution No. 14 dated February 24, 2021.

**Proceedings:**

- The Chairman announced that the pre-bid conference is for the Contract on the Supply and Delivery of Various Service Connection Materials with

51 an Approved Budget for the Contract of Three Million Four Hundred  
52 Eighty Nine Thousand Two Hundred Ten Pesos and 00/100  
53 (P3,489,210.00). She also apprised the Committee that the purpose of  
54 this procurement is intended for new service connection.  
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56 • Subsequently, the Chairman requested the Head of the BAC Secretariat to  
57 apprised the Committee on the status of the procurement.  
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59 • The Head of the BAC Secretariat informed the Committee the following,  
60 to wit:

61 1. There were ten (10) prospective bidders downloaded in the  
62 Opportunity Request List of the Detail Tracking Report in the PhilGEPS  
63 website, namely: U1MIG ENTERPRISES, PHILIPPINE VALVE  
64 MANUFACTURING COMPANY, KEY SYSTEMS TRADING, NEM  
65 CONSTRUCTION SUPPLIES AND SERVICES, MCDEAN TRADING, JEMA  
66 FUTURE BEST ENTERPRISES, AVK PHILIPPINES, INC., AJA NRW SOLUTIONS,  
67 INC., FLOWMETRICS INDUSTRIAL SALES INC. and WATER INDUSTRIES  
68 NETWORK CORP.

69 2. Nobody bought the bidding documents.

70 3. On March 5, 2021, the BAC through its Secretariat had sent a letter of  
71 invitation to three (3) prospective observers: Engr. Jose Ferdinand Dublas,  
72 Engr. Edgar Agana, and Miss Lane Dalisay . None from them attended the  
73 said conference.

74 4. As requested by the prospective bidders, Miss Anna Rhea Basonia  
75 emailed the bidding documents to the following: JEMA FUTURE BEST  
76 ENTERPRISES, PHILIPPINE VALVE MANUFACTURING COMPANY, and WATER  
77 INDUSTRIES NETWORK CORP.  
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79 • Consequently, the Chairperson requested the Committee to take a second  
80 look on the every detail of Invitation to Bid No. 005-2021.  
81

82 • Having no comments on the Invitation To Bid, the Committee proceeded  
83 to the Checklist of Requirements for Bidders, the preliminaries, Eligibility  
84 Requirements and Technical Requirements. The Committee found  
85 everything in detailed.  
86

87 • After the Committee carefully checked the Eligibility/Technical  
88 Requirements, they proceeded to the Technical Specifications.  
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90 • The Committee and the Head of Technical Working Group reviewed the  
91 technical specifications per item (1 to 37).  
92

93 • Engr. Lacson, informed the Committee that the stocks for service  
94 connection materials is running out and suggested that these goods  
95 should be included in the early procurement.  
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97 • Subsequently, Engr. Brillo apprised the Committee that the service  
98 connection materials procured last year has reached to its target month  
99 (January 2020 to February 2021). These service connection materials was  
100 used for repair and maintenance of service connections. He informed that  
101 the Planning and Design Division (PDD) also consumed the materials for  
102 their activities.  
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- 104 • Based from Engr. Brillo's statement, Miss Vito pointed out the reasons of  
105 shortage in the allotted service connection materials by the Construction  
106 and Maintenance Division (CMD) because the PDD also utilized the  
107 materials in which they did not requested.
- 108
- 109 • Miss Vito, told the Committee that the PDD must also make a plan for  
110 their activities, so that the materials that they will be using should be  
111 included in the CMD budget for the year.
- 112
- 113 • Afterwards, Atty. Arcangeles raised concern about the 2021 Annual  
114 Procurement Plan that there was a budget for the Repair and  
115 Maintenance of Water Service Connections (Leakage, Re-Opening,  
116 Change Meter, and Disconnection Materials) in the amount of One Million  
117 Nine Hundred Ninety Two Thousand Six Hundred Fifty Four Pesos and  
118 00/100 (P1,992,654.00), if there has already a Purchase Request. If not,  
119 he advised the end-user to make a PR.
- 120
- 121 • Engr. Brillo, clarified that Mr. Bobby Dela Cruz was the one in-charge in  
122 the preparation of the Purchase Request for the said procurement.
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- 124 • Thereupon, the Chairman noted the advised of Atty. Arcangeles to  
125 prepare the Purchase Request for the Repair and Maintenance of Water  
126 Service Connections.
- 127
- 128 • The meeting was declared adjourned by the Chairman at 10:25 A.M. The  
129 Committee proceeded to other matters.

132 Prepared by:

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

139 APPROVED BY:

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144 **TERESITA A. DELOTAVO**  
145 BAC Chairperson

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148 **ENGR. VINCENT I. VILLASIS**  
149 Vice-Chairperson

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151 **ATTY. DANTE ARCANGELES**  
152 Member

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155 **SHALMAHR B. VITO**

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157 **ENGR. ZALDY A. LACSON**

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Member

  
**NELIN B. ANDONG**  
Member

Member

  
**ENGR. JOECEL B. BELVIS**  
Member