Republic of the Philippines
METRO ROXAS WATER DISTRICT
MRWD Bldg., Km. 1, Roxas City 5800, Philippines

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:

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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.

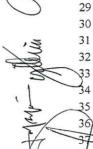
Proceedings:

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

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an Approved Budget for the Contract of Three Million Four Hundred Eighty Nine Thousand Two Hundred Ten Pesos and 00/100 (P3,489,210.00). She also apprised the Committee that the purpose of this procurement is intended for new service connection.

- Subsequently, the Chairman requested the Head of the BAC Secretariat to apprised the Committee on the status of the procurement.
- The Head of the BAC Secretariat informed the Committee the following, to wit:
- 1. There were ten (10) prospective bidders downloaded in the Opportunity Request List of the Detail Tracking Report in the PhilGEPS website, namely: U1MIG ENTERPRISES, **PHILIPPINE** VALVE MANUFACTURING COMPANY, **KEY SYSTEMS** TRADING, NEM CONSTRUCTION SUPPLIES AND SERVICES, MCDEAN TRADING, **JEMA** FUTURE BEST ENTERPRISES, AVK PHILIPPINES, INC., AJA NRW SOLUTIONS, INC., FLOWMETRICS INDUSTRIAL SALES INC. and WATER INDUSTRIES NETWORK CORP.
 - Nobody bought the bidding documents.
- 3. On March 5, 2021, the BAC through its Secretariat had sent a letter of invitation to three (3) prospective observers: Engr. Jose Ferdinand Dublas, Engr. Edgar Agana, and Miss Llane Dalisay . None from them attended the said conference.
- 4. As requested by the prospective bidders, Miss Anna Rhea Basilonia emailed the bidding documents to the following: JEMA FUTURE BEST ENTERPRISES, PHILIPPINE VALVE MANUFACTURING COMPANY, and WATER INDUSTRIES NETWORK CORP.
- Consequently, the Chairperson requested the Committee to take a second look on the every detail of Invitation to Bid No. 005-2021.
- Having no comments on the Invitation To Bid, the Committee proceeded to the Checklist of Requirements for Bidders, the preliminaries, Eligibility Requirements and Technical Requirements. The Committee found everything in detailed.
- 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 37).
- Engr. Lacson, informed the Committee that the stocks for service connection materials is running out and suggested that these goods should be included in the early procurement.
- Subsequently, Engr. Brillo apprised the Committee that the service connection materials procured last year has reached to its target month (January 2020 to February 2021). These service connection materials was used for repair and maintenance of service connections. He informed that the Planning and Design Division (PDD) also consumed the materials for their activities.

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 Based from Engr. Brillo's statement, Miss Vito pointed out the reasons of shortage in the allotted service connection materials by the Construction and Maintenance Division (CMD) because the PDD also utilized the materials in which they did not requested.

 Miss Vito, told the Committee that the PDD must also make a plan for their activities, so that the materials that they will be using should be included in the CMD budget for the year.

 Afterwards, Atty. Arcangeles raised concern about the 2021 Annual Procurement Plan that there was a budget for the Repair and Maintenance of Water Service Connections (Leakage, Re-Opening, Change Meter, and Disconnection Materials) in the amount of One Million Nine Hundred Ninety Two Thousand Six Hundred Fifty Four Pesos and 00/100 (P1,992,654.00), if there has already a Purchase Request. If not, he advised the end-user to make a PR.

- Engr. Brillo, clarified that Mr. Bobby Dela Cruz was the one in-charge in the preparation of the Purchase Request for the said procurement.
- Thereupon, the Chairman noted the advised of Atty. Arcangeles to prepare the Purchase Request for the Repair and Maintenance of Water Service Connections.
- The meeting was declared adjourned by the Chairman at 10:25 A.M. The Committee proceeded to other matters.

Prepared by:

MARJORIE A. DELA CRUZ Head, BAC Secretariat

APPROVED BY:

TERESITA A. DELOTAVO

BAC Chairperson

ENGR. WINCENT I. VILLASIS

Vice-Chairperson

SHALMAHR B. VITO

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MRWD Bids and Awards Committee

ENGR. ZALOY A. LACSON

ATTY. DANTE ARCANGELES

Member

Minister of the Pre-Bid Conference for the Contract on the Supply and Delivery of Various Service Connection Materials

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163	Member	ENGR. JOECEL'B. BELVIS
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