



MINUTES OF THE MEETING /PRE-BID CONFERENCE

PROJECTS:

1. SUPPLY AND DELIVERY OF BRASS AND GALVANIZED IRON (GI) FITTINGS OF THE SMWD FOR THE YEAR 2019.
2. SUPPLY AND DELIVERY OF HDPE TUBING AND PLASTIC FITTINGS OF THE SMWD FOR THE YEAR 2019.
3. SUPPLY AND DELIVERY OF CAST IRON (CI) AND DUCTILE IRON (DI) FITTINGS OF THE SMWD FOR THE YEAR 2019.

DATE: JANUARY 25,2019 @ 2:00 PM

VENUE: SMWD Operation Department Office (Farmacia Emilia), J. P. Rizal St., Poblacion, Santa Maria, Bulacan

ATTENDEES:

BIDS AND AWARDS COMMITTEE

- | | | |
|--------------------------------|---|--------------------|
| 1. Maria Leonora S. Romarate | - | Member – Admin |
| 2. Engr. Gerson L. Francisco | - | Member – Technical |
| 3. Mary Diana S. Dela Cruz | - | Member - Legal |
| 4. Mark Lackie D.J Porciuncula | - | Member-End-user |

BAC SECRETARIAT

1. Charito S. Fernando
2. Marichu Y. Ferrer

PROSPECTIVE BIDDER:

- | | | |
|---------------------|---|--------------------------|
| Albert Joseph Ungco | - | JEMA MULTI TRADING, INC. |
| Neil Vincent Lovin | - | HYDRO PHIL ASIA, INC. |

In the absence of the BAC Chairman, Engr. Emmanuel Enrico A. De Vera, BAC Member-Admin, Maria Leonora S. Romarate, presided the Pre-bid conference which starts at exactly 2:00 PM.

QUERIES AND CLARIFICATIONS:

The Presider started the conference by acknowledging the presence of the BAC members including representative of the prospective bidder, Mr. Albert Joseph Ungco and Mr. Neil Vincent Lovin. No representative for the third (3rd) above stated project attended the pre-bid conference.

She said the Pre-Bid Conference is for the three (3) projects stated above, supply and delivery of GI and Brass, HDPE and Plastic Fittings, and Cast Iron (CI) and Ductile Iron (DI) fittings.

Since the Approved Budget for the above stated Projects are all more than one (1) million pesos, a pre-bid conference is required or mandatory to clarify and explain queries of the prospective bidders with regards the bidding documents and the project itself.

The Presider asked the bidders if there are any clarifications about the bidding documents, Mr. Ungco of Jema Multi Trading, Inc. asked about the copy of bid documents. Ms. Romarate said that the documents were all posted in PhilGEPS and SMWD website. A copy of Bid Data sheet and Special Condition



of the contract for brass and Galvanized Iron (GI) Fittings was provided to Mr. Ungco for his reference. The presider explained that there are no further changes regarding contract conditions except for the schedule of requirements and dates of activities. It was clarified that if there are documents that were already expired or need to be renewed, the BAC will consider or accept proof of renewal or payment for the processing of renewal as long as copies of the renewed documents will be submitted to the Procuring Entity during Post Qualification or before the contract will be awarded.

The Bidders asked again about the preparation of the folders regarding technical, eligibility and financial components. Ms. Romarate explained that as instructed in BDS Clause 20, two (2) sets of documents shall be provided, the Original Copy and Copy 1. She further explained that Original Copy of the Eligibility and Technical Component shall be placed in one (1) envelope, then the Original Financial Copy will also be placed in one (1) envelope. The two envelopes shall be sealed in another envelope properly marked as "Original Copies of the Eligibility and Technical, and Financial Component. Same thing shall be done to "Copy 1" of the bidding documents. The two (2) envelopes, marked "Original and Copy 1" copies will then be sealed in a Mother Envelope, with proper and correct labels.

The date of bid submission and opening is on February 6, 2019, a day before the town fiesta of Santa Maria. Ms. Romarate again reminded the prospective bidders to come earlier or ahead of time since heavy traffic is expected due to fiesta activities. She also reminded Mr. Albert Ungco about the GI fittings which was due for delivery, the said fittings were purchased thru Emergency case from their company.

Ask if there are still matters to be clarified, the prospective bidders said that everything was made clear.

There being no other matters to be discussed, the Pre bid conference adjourned at 2:30 PM.

"The minutes of the pre-bid conference shall be prepared not later than five (5) calendar days after the pre-bid conference, and shall be made available to prospective bidder not later than five (5) days upon written request of the bidder."

Prepared By:

01/31/19
Manchu Y. Ferrer

1/31/19
Engr. Gerson L. Francisco
BAC Member-Technical

Manchu Y. Ferrer
Maria Leonora S. Romarate
BAC Member-Admin

Attested by:

01/31/19
Mary Diana S. Dela Cruz
BAC Member-Legal

1/31/19
Mark Lackie D.J. Porciuncula
BAC Member-End User

on leave
Engr. Emmanuel Enrico A. de Vera
BAC Chairman

Noted by:

2/1/19
Engr. Carlos N. Santos Jr.
General Manager