



## MINUTES OF THE MEETING /PRE-BID CONFERENCE

### PROJECT:

1. SUPPLY AND DELIVERY OF CALCIUM HYPOCHLORITE REQUIREMENTS OF THE SANTA MARIA WATER DISTRICT FOR CY 2019

DATE: February 15, 2019 @ 2:00P.M

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. Engr. Edgardo E. dela Torre Jr.  | - | Member-End-user    |
| 5. Engr. Emmanuel Enrico A. de Vera | - | Chairman           |

#### BAC SECRETARIAT

1. Charito S. Fernando

#### PROSPECTIVE BIDDERS:

- |                                |   |                               |
|--------------------------------|---|-------------------------------|
| Anna Pamela M. Ruiz            | - | Chemical Research, Inc.       |
| Christia Angeline C. de Torres | - |                               |
| Marissa Directo                | - |                               |
| Junnie Debigay                 | - | E.G.A Atkimson Imp/Exp., Inc. |
| Daisy E. Perolina              | - | Up-town Chemicals, Inc.       |

The Chairman, Engr. Emmanuel Enrico A. de Vera, together with another BAC members, Maria Leonora S. Romarate and Engr. Gerson L. Francisco were not able to make it on time due to arrival of a visitor from Japan. The Chairman instructed Mary Diana S. dela Cruz to preside the meeting and answer all the queries regarding the documents and Engr. Edgardo dela Torre on the technical side.

### QUERIES AND CLARIFICATIONS:

The Presider started the Pre-Bid Conference by greeting and acknowledging the presence of all the prospective bidders. She introduced herself and the other BAC member as well as the BAC secretariat. She explained why the other members were not around that time.

Since the Approved Budget for the Project is 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, one of the prospective bidders asked what relevant test will be applied to the calcium hypochlorite that will be offered by the bidders. It was explained that during post qualification stage, a portion of the product will be brought to the PIPAC laboratory in Quezon City to identify the chlorine content of the calcium hypochlorite they offered. It was stated in Section VII – Technical Specifications that the grade is 70% which mean that the chlorine content shall be 70% or more but not be below 70%.

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Ms. Perolina of Uptown Chemicals, Inc. also verified how many copies of the documents shall be submitted. Ms. Dela Cruz 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.

Mr. Junnie Debigay asked where will be the site of delivery or if there are other sites other than the warehouse. It was explained that the goods will be delivered in one site only that was in General Services Division of the SMWD where the goods will be inspected and checked by the storekeeper before it will be accepted.

It was also made clear that the requirement of the SMWD based on Section VI – Schedule of Requirement is Two Hundred (200) drums calcium hypochlorite for the year 2019 but the quantity will be delivered based on the necessity of the district which will be reflected in the Purchase Order to be issued prior to delivery. A, "No P.O No Delivery" policy will be properly implemented. Ms. Dela Cruz said that the two hundred (200) drums will be requested within the year.

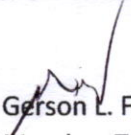
The fee for the bidding documents and how it will be paid was also discussed. The fee for the bidding documents was three thousand pesos (P 3, 000.00) pursuant to the latest guidelines of the GPPB and shall be paid to the SMWD cashier not later than the submission of bids.

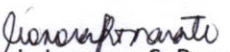
Ask if there are still other matters to be clarified, the prospective bidders said that everything was made clear. Again they were all reminded that the submission and opening of bid is on February 27, 2019.

There being no other matters to be discussed, the Pre bid conference adjourned at 2:30 PM. Take note that Engr. De Vera, Ms. Romarate, and Engr. Francisco came right before the meeting was adjourned, they were being updated on the matters discussed during the pre-bid conference.

Prepared By:

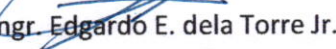
  
Charito S. Fernando

  
Engr. Gerson L. Francisco  
BAC Member-Technical

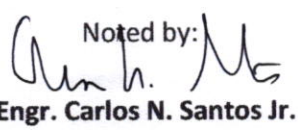
  
Maria Leonora S. Romarate  
BAC Member-Admin

Attested by:

  
Mary Diana S. Dela Cruz  
BAC Member-Legal

  
Engr. Edgardo E. dela Torre Jr.  
BAC Member-End User

  
Engr. Emmanuel Enrico A. de Vera  
BAC Chairman

Noted by:   
Engr. Carlos N. Santos Jr.  
General Manager