



# Santa Maria WATER DISTRICT

## MINUTES OF THE MEETING / PRE-BID CONFERENCE

### PROJECTS:

1. SUPPLY OF LABOR AND MATERIALS FOR THE CONSTRUCTION OF THE SANTA MARIA WATER DISTRICT'S NEW OFFICE BUILDING, 4-STOREY WITH ROOF DECK.
2. SUPPLY OF LABOR AND MATERIALS FOR FIRE PROTECTION SYSTEM OF THE NEW OFFICE BUILDING OF SANTA MARIA WATER DISTRICT'S, 4-STOREY WITH ROOF DECK.
3. SUPPLY OF LABOR AND MATERIALS FOR ELECTRICAL-AUXILIARY SYSTEM OF THE NEW OFFICE BUILDING OF SANTA MARIA WATER DISTRICT, 4-STOREY WITH ROOF DECK.

DATE: MARCH 06, 2019 @ 1:00 PM

VENUE: SHAKEY'S, BY-PASS, SANTA MARIA, BULACAN

### ATTENDEES:

#### HEAD OF THE PROCURING ENTITY:

ENGR. CARLOS N. SANTOS JR. – GENERAL MANAGER

#### BIDS AND AWARDS COMMITTEE

1. ENGR. EMMANUEL ENRICO A. DE VERA-BAC CHAIRMAN
2. ENGR. GERSON L. FRANCISCO-BAC MEMBER-TECHNICAL
3. MARIA LEONORA S. ROMARATE-BAC-MEMBER-ADMIN
4. MARY DIANA S. DELA CRUZ, CPA-BAC-MEMBER-LEGAL
5. JOVITA I. DALMACIO-BAC-MEMBER-END-USER
6. ENGR. EDGARDO E. DELA TORRE, JR.-TWG
7. ENGR. ERMELO R. PEREZ-TWG
8. ENGR. MAC DANIEL ALEJANDRO-TWG
9. JAY FEE DEL ROSARIO-TWG

#### BAC SECRETARIAT

1. CHARITO S. FERNANDO
2. MARICHU Y. FERRER

#### CONSULTANTS:

1. ENGR. BUDDY NICDAO (STRUCTURAL DESIGN)
2. ARCH. JAIME P. OMPOC (ARCHITECTURAL)
3. ENGR. HERMIE C. GARCIA (MECHANICAL)
4. ENGR. NORBERTO N. DE JESUS (ELECTRICAL)

#### PROSPECTIVE BIDDERS:

- |                              |   |                             |
|------------------------------|---|-----------------------------|
| ➤ Engr. Edgar Gomultim       | - | ALFALFA CONSTRUCTION        |
| ➤ Eugenio S. Mateo           | - | REED STEEL CONSTRUCTION     |
| ➤ Jessa Tararo & Karen Reyes | - | PLERM CONST. & DEV'T. CORP. |
| ➤ Garry del Rosario          | - | HEXAMINDZ CORPORATION       |
| ➤ Arman Alonzo               | - | R.D MANDANAS CONSTRUCTION   |
| ➤ Edilberto Rodriguez        | - | CE PADILLA CONSTRUCTION     |

*Handwritten signature*

*Handwritten initials*





## Santa Maria WATER DISTRICT

➤ Dante Cheung	-	VINHAR CONSTRUCTION
➤ Candido L. Santiago	-	NEW CC BARCELONA CONST. CORP..
➤ Maritess Mariano	-	BK SYM CONSTRUCTION
➤ Arch. Arvin Ralph Acedilyo	-	SCP CONSTRUCTION

The BAC Chairman, Engr. Emmanuel Enrico A. De Vera called the meeting to order at exactly 1:00 PM. The Chairman presided the Pre-Bid conference.

### QUERIES AND CLARIFICATIONS:

The Chairman started the conference by acknowledging the presence of the Head of Procuring Entity, General Manager, Engr. Carlos N. Santos, Jr., BAC members, the Technical Working Group (TWG), BAC Secretariat and the prospective bidders.

The Chairman said that the Pre-Bid conference is for the three projects stated above. Prospective bidders were asked to which project they will participate and they all confirmed to participate in the bidding for the construction of the new office building of the SMWD.

He said the Approved Budget for the Contract (ABC) for the construction of the New Office Building is Eighty-One Million Pesos (P81,000,000.00). It has an estimated floor area of 3,400 sq. meters, four storey with roof deck. The funding source is a loan from Land bank of the Phillippines. For mode of payment, the Procuring Entity will pay 10% advance payment to the contractor and balance shall be paid through progress payment. The location of the project is at J.P. Rizal Street (In front of Petron Gasoline Station) Poblacion, Sta. Maria, Bulacan.

The complete schedules of activities are as follows:

- February 11-18,2019 – Posting of Invitation to Bid
- March 6, 2019 @ 1pm– Pre-Bid Conference
- March 18,2019 @ 10am – Deadline of Submission of Bid Documents
- March 18, 2019 @1pm – Opening of Bid Documents
- March 19, 2019 – Bid Evaluation
- March 20, 2019 – Post Qualification
- March 22, 2019 – Issuance of NOA
- March 25, 2019 - Contract preparation and Contract Signing
- March 26, 2019 - Notice to Proceed

It was made mention that bids received in excess of the ABC shall be automatically rejected at bid opening. Bidders should have a completed contract similar to the project. The description of an eligible bidder is contained in the bidding documents, particularly, in Section II. Instructions to Bidders. Bidding will be conducted through open competitive bidding procedures using a non - discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act". Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines. Interested bidders may obtain further information from Santa Maria Water District and inspect the bidding documents at the address given as stated in the invitation to bid. *g*

The Chairman asked the bidders if they already have the designs, specifications, drawings and bill of quantities with them so they may be able to clarify if ever they find out questionable or uncertain

*Emmanuel Enrico A. De Vera*  
*Arvin Ralph Acedilyo*  
*Carlos N. Santos, Jr.*  
*Maritess Mariano*  
*Candido L. Santiago*  
*Dante Cheung*



## Santa Maria WATER DISTRICT

items. He also explained that the designs, specifications and bill quantities were not able to post in PhilGeps due to large content which cannot be uploaded in the PhilGeps website. He said soft copies of the documents are available at BAC Secretariat and can be copied if they wished to.

The Chairman then open the floor for all the questions and clarifications of the prospective bidders. The following are some of the issues being clarified:

- Checklist of an Eligible Bidder - The chairman answered that it was included in the Bidding Documents particularly in the ITB or Instructions to Bidders.
- Clearance to inspect the site of the Project – It was said that the bidders will be assisted to inspect the site of the project. The chairman said to the interested bidders that if there will be enough time after the Pre-Bid Conference they will be accompanied by the representative of the Procuring Entity to visit or inspect the site.
- With regards Drawings, electrical, and structural designs – The consultants which were hired by the SMWD were the ones who explained and discussed the matter.
- Single Largest Completed Contract (SLCC) – Mr. Garry del Rosario of Hexamins Corporation asked how many years will be the basis of SLCC and which of the two will be accepted by the Procuring Entity, Certificate of Completion or the Certificate of Final Inspection and Acceptance. The Chairman said that the Bidder must have an experience or have been completed a single contract that is similar to the project as indicated in section 5.4 and that contract should at least worth forty-two Million Pesos (P42,000,000.00) and up. The bidders were advised to wait for the Supplemental Bid Bulletin for clarifications on issues with regards the years and the basis of SLCC.
- Supplemental Bid Bulletin – This will be prepared after the deliverance of the BAC with regards changes/updates on the Bidding Documents. As stated in RA 9184 it will be posted in PhilGEPS and SMWD's website at least seven (7) calendar days prior to Bid Submission on March 18, 2019.
- BOQ 10.1 – Lighting, Fixtures. This will be clarified on Supplemental Bid Bulletin
- Drawings per Clause 9.1 C Equipment – no quantity is indicated. This will also be clarified in the Supplemental Bid Bulletin.
- For the venue on Bid Opening which falls on Monday, March 18, 2019, the bidders were all advised that it will no longer be held in HAPCHAN as stated in the bidding documents. The venue will be announced in the Supplemental Bid Bulletin.
- Payment for the bidding documents – The Chairman informed the bidders that payment shall be directed to the SMWD's cashier whose office is located at No.3 M. de Leon St. (SMWD's main office) and then submission will be at BAC's Secretariat/Procurement's office located at J.P. Rizal St., Poblacion, Santa Maria, Bulacan. It is stated in the Invitation to Bid that payment shall be prior to bid submission on March 18, 2019 at 10:00 AM.

For final statement, the Chairman gave the floor to Engr. Carlos N. Santos Jr., General Manager of Santa Maria Water District. The GM opened his statements by thanking those who attended the pre-bid and acknowledged the BAC members for a well done Pre-Bid conference. He gave a simple background about the Santa Maria Water District (SMWD). He said that SMWD is a Government Owned and Controlled Corporation (GOCC), it is independent and do not depend on national budget for its fund. He mentioned that he really wants the SMWD to have a building of its own, where all the employees will be in one working place. It's been a long dream of every employees so he really wanted that this building be in good quality and will stand for many years.

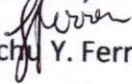
There being no other matters to be discussed, the Pre-Bid Conference adjourned at 2:50 PM.

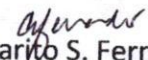


# Santa Maria WATER DISTRICT

"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".

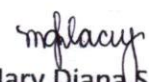
Prepared by:

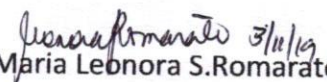
  
Marichu Y. Ferrer

  
Charito S. Fernando  
BAC Secretariat

Attested by:

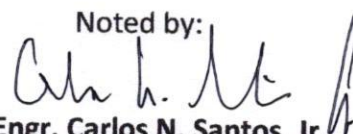
ON LEAVE  
Engr. Gerson L. Francisco  
BAC Member-Technical

  
Mary Diana S. Dela Cruz  
BAC Member-Legal

  
Maria Leonora S. Romarate  
BAC Member-Admin

ON LEAVE  
Jovita I. Dalmacio  
BAC Member- End User

  
Engr. Emmanuel Enrico A. De Vera  
BAC Chairman

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