



Santa Maria

WATER DISTRICT

MINUTES OF THE PRE-BID CONFERENCE

PROJECT: SUPPLY AND DELIVERY OF CHRISTMAS GIVE AWAY BAGS OF THE SMWD FOR THE YEAR 2019.

Venue: SMWD Operation Department's Office, Farmacia Emilia, J.P. Rizal St., Poblacion, Santa Maria, Bulacan

Date & Time: August 23, 2019 at 2:00 P.M.

ATTENDEES:

1. BAC MEMBERS:

ENGR. EMMANUEL ENRICO A. DE VERA- CHAIRMAN
ENGR. GERSON L. FRANCISCO-TECHNICAL
Ms. MARY DIANA S. DELA CRUZ-CPA-LEGAL
Ms. MARIA LEONORA S. ROMARATE-ADMIN

2. BAC SECRETARIAT:

Ms. MARICHU Y. FERRER
Ms. CHARITO S. FERNANDO

3. PROSPECTIVE BIDDER:

Mr. ANGELO CHRISTIAN ANG – CPC ADVERTISING TOOLS, INC.
Mr. RICHARD ANG – A.P.A. FORTUNE TRADING

The Pre Bid started at 2:15 in the afternoon. The BAC Chairman started the conference by mentioning the name of the project which is "Supply and Delivery of Christmas Give Away Bags of the SMWD for the year 2019". The BAC Chairman acknowledged the presence of the prospective bidders.

Before the meeting starts, the Chairman introduced himself as well as the Bids and Awards Committee (BAC) Members and BAC Secretariat. The BAC Chairman stated that this Pre-bid conference is more on clarification of matters about the project and bidding documents. The Chairman added that Bidding documents are downloadable from the PhilGEPS and SMWD website and he assumed bidding documents have been read already by the prospective bidders.

QUERIES AND CLARIFICATIONS:

The BAC Chairman showed the sample design bags. The prospective bidders checked the bag which is in three (3) colors; these are black, blue and red. The total quantity of the bag is 32,000 pcs. The Chairman clearly stated the terms of the delivery. First delivery will be on November 2019 and the completion of delivery will be on December 15, 2019. The Chairman also said that the terms of payment is of progress billing. Mr. Richard Ang of A.P.A Fortune trading asked if it is okay to bring some samples of the bag. The BAC said yes, bidders should bring with them a sample of the bag with a logo already during the bid opening. Any deviation from the requirements may subject to rejection.

Mr. Angelo Ang of CPC Corp. asked where to get the logo and the BAC said that it can be found in the technical specifications of the bidding documents, where dimensions and logo of the bag is



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specified there. Mr. Richard Ang also asked about the CLC (Committed Line of Credit). The Chairman answered that the bidder may opt to submit CLC, provided it is at least 10% of the Approved budget of the contract (ABC), the three (3) options are cash, surety bond and Bid Security declaration.

The Chairman then discussed the terms of deliveries. According to the BAC Chairman, 1st delivery must be 15,000 pcs. of bags which shall be delivered within 15 working days upon receipt of Purchase Order. Succeeding deliveries lesser than 15,000 pcs will be accepted provided they will meet the completion of the delivery until December 15, 2019.

Prospective bidders also asked about the SLCC (Single Largest Completed Contract). The Chairman said, the bidders should have completed within two (2) years from the date of submission and receipt of bids, a contract similar to the project with a value of at least 50% of Approved Budget of the Contract (ABC).

Mr. Angelo Ang also asked about the quantity of each color and which color should be delivered first. The BAC stated that 11,000pcs (Blue), 10,500 pcs (Black and Red) are the quantity per color. The BAC mentioned that they do not prefer what color will be delivered first but it would be better if they could deliver 5,000 pcs of bags each color for the first delivery.

The bidder then asked about the submission of bidding documents. The Chairman said that the bidder shall follow the instruction in the bid data sheet. They were also reminded that they should pay the documents prior to submission, official receipts shall be presented to the BAC secretariat upon submission of the bidding documents. Deadline of submission will be on or before 10am of September 4, 2019.

The Chairman asked if there are still other queries they would like to discuss, and there being no other queries, the Pre-bid conference was put to a close at 2:45 PM.

OTHER CONCERN:

Procurement for additional water meters. Ms. Dela Cruz said that she had already approved Purchase Request for two hundred (200) pcs. water meters. However the said quantity was not enough to augment all the requirements of the district for the year 2019. It was mentioned that Ms. Dela Cruz was still finding fund to cover up the whole requirements for the water meters. It was agreed that Public Bidding shall be initiated for the purchase of additional water meters to deviate or to avoid splitting of Contracts

"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 & 
BAC Secretariat

Handwritten signature/initials





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Attested by:


Engr. Gerson L. Francisco
BAC Member-Technical


Mary Diana S. Dela Cruz, CPA
BAC Member-Legal


Maria Leonora S. Romarate
BAC Member-Admin


Engr. Emmanuel Enrico A. De Vera
BAC Chairman

Noted by:

ENGR. CARLOS N. SANTOS, JR.
General Manager