



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: September 20, 2019 at 2:30 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:

Ms. Grace Oraa- Cristanelle International Inc.
Ms. Lian Alvarez- Cristanelle International Inc.
Ms. Emily Collado-Mitsui Trading Phils. Ltd. Co.
Mr. Willy Irocio-Geronimo Sports Wear

The Pre Bid started at 2:30 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 clarifying 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 already been read by the prospective bidders.

QUERIES AND CLARIFICATIONS:

Ms. Lian Alvarez of Cristanelle Int'l Inc. cleared things about the documentation, she was aware of the process regarding this because she attended some bidding in other agencies or companies before. The purpose of attending the conference was to check the material of ^{sample} bags and clarify some details for the project. The prospective bidders checked the ^{requirement} bag which is in three (3) colors; black, blue and red. She clarifies the 50% quantity as an initial delivery, printing of the logo and the slider of the bag that will be used. The Chairman said that the 1st delivery must be 15,000 pcs. of bags, succeeding deliveries lesser than 15,000 pcs will be accepted provided they will meet the completion of ~~the~~ delivery until December 15, 2019. Regarding the logo, it would be ~~in~~ silk screen and the slider of the bag is ^{the minimum required} design of the slider and it meets the required budget. Ms. Emily Collado of Mitsui trading Phils. Ltd. Co.



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asked if they really need to deliver the three color bags on the scheduled date but below 15,000 pieces on the first delivery. The BAC clearly stated that they need to deliver the three (3) colors of the bag, and it would be better if they could deliver 5,000 pcs of bags each color for the first delivery and shall deliver the exact or minimum quantity for the first delivery because the distribution of the bag will be on the 1st day of December 2019.

Another prospective bidder came during our pre-bid conference, Mr. Willy Irocio from Geronimo Sports Wear. The BAC Chairman acknowledged his presence, by introducing himself as well as the BAC members and other prospective bidders.

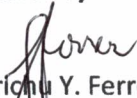
Ms. Alvarez asked if they have specific color of the folder for the bidding documents and she asked about the Single Largest Completed Contracts (SLCC), if it is specific for the bags only. The BAC said yes, SLCC will be very specific for completed contracts of the bag. Ms. Lian Alvarez, asked that if in case the BAC release the notice of award and they provide the performance bond, is it consider as a purchase order so they can start the production or after the issuance of the notice to proceed? She also asked if there is a possibility that Notice of Award will be cancelled and how many days will it take to know the result of the bidding as well as the winning bidder? The Bac mentioned, that there's no case for that. Mostly, the issuance of the notice of award, contracts and notice to proceed is simultaneously done. The only chance that their contract will be cancelled or terminated is when the supplier does not provide a performance bond. As a result, the bidder will be notified within 2 to 3 days after the post qualification thru their email address, because when you are the lowest bidder, it does not mean that you are the one who will win the bidding. 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 October 4, 2019. They will release a bid bulletin for the changes in the schedule of bidding activities esp. in bid submission and opening which was previously scheduled on October 2, 2019.

Ms. Collado asks for a copy of the high resolution logo. The Chairman said that they can just leave us an email address and we will send them thru their email address. The Chairman clearly mentioned that they have to make sure of the eligibility needs to comply on the specifications and documents. He also informed that the financial documents will not be opened as long as the bidders did not qualify to be an eligible bidders based on the eligibility and technical documents submitted. They also need to properly seal the bidding documents. Cristanella Int'l Inc. suggested some possible give aways for the next coming years. And the BAC said that they can submit their ideas or suggestions so they can consider it maybe next year because SMWD is planning for it.

The Chairman asked if there are still other queries they would like to discuss, and there are no other queries, the Pre-bid conference was put to a close at 3:00 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 a prospective bidder not later than five (5) days upon written request of the bidder".

Prepared by:


Marichu Y. Ferrer
BAC Secretariat

"YOUR WATER. OUR OBLIGATION
YOUR CONVENIENCE. OUR SERVICE"



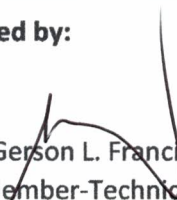
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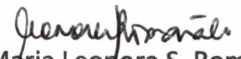


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Attested by:


Engr. Gerson L. Francisco
BAC Member-Technical


Maria Leorlor S. Romarate
BAC Member-Admin


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


Engr. Emmanuel A. De Vera
BAC Chairman