



Santa Maria

WATER DISTRICT

MINUTES OF THE PRE-BID CONFERENCE

PROJECT: "SUPPLY AND DELIVERY OF CLASS "B" WATER METER ½ FOR ADDITIONAL REQUIREMENTS 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: October 16, 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 ✕
Mr. MARK LACKIE DJ. PORCIUNCULA-END USER

2. BAC SECRETARIAT:

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

3. PROSPECTIVE BIDDER:

Ms. DHANG VILLARUEL-ALUMINATES METERING SUPPLY CO., INC.
Mr. VINCENT INTES-ALUMINATES METERING SUPPLY CO., INC.
Mr. JUSTINE GEDANG-ENVIROKONSULT
Mr. ED BATARA-ENVIROKONSULT

The Pre-bid opening started at 2:00 in the afternoon. In the absence of the BAC-Chairman, Engr. Emmanuel Enrico A. De Vera and BAC-Admin Ms. Leonora S. Romarate who are currently attending the Phil. Water Convention at Boracay, Ms. Mary Diana S. Dela Cruz, BAC Member-Legal presided the Pre-bid conference. Before the meeting starts, Ms. Dela Cruz started the conference by mentioning the name of the project which is "Supply and Delivery of Class "B" Water Meter ½ for Additional requirements of the SMWD for the year 2019". The meeting started by acknowledging the presence of the BAC members, BAC secretariat and the prospective bidders.

QUERIES AND CLARIFICATIONS:

Ma'am Dela Cruz proceeded with the meeting by asking the bidders for any clarifications about the bidding documents, assuming that bidders have read and checked what was posted on the site already. Mr. Ed Endrada of Envirokonsult first asked about the delivery period, his concern was about the length of time given for the delivery period of 1,370 quantities of water meter for only 15 days where it requires logo which appear as customized and he thought that the preparation time was very short. Ma'am Dela Cruz answered that the turn over inventory is fast approaching and the number of stocks are limited now. BAC-Technical, Engr.Gerson added that the stocks are limited and they are worried of shortage anytime soon. Engr. Gerson also mentioned that the replacement of water meter is

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continuous, in fact they need to replace 500 water meter this December and they still need to install those meters so they cannot delay the scheduled date anymore. Ma'am Dela Cruz also added that they cannot prolong the deadline date until 2020 because it will no longer be part of the 2019 budget. Due to the reactions from the two prospective bidders regarding the delivery period, Ma'am Dela Cruz then asked the bidders the most earliest possible time that they could give, and the bidders answered that normally its 30 days.

Mr. Justin Gedang of Envirokonsult asked if it is possible to deliver in staggered way the 1,370 quantities of Water Meter 1/2. Engr. Gerson answered that they can do that but still within 15 days because the water meters are not just for installation but for replacement, too. Ma'am Dela Cruz mentioned that sometimes in one day they need 100 meters for replacement and installation, so they cannot compromise the number of stocks that they need to prepare because of a wider service area nowadays. It was mentioned by Engr. Gerson that what they are using now are stocks already so they really need the supply as soon as possible. The prospective bidders said that they will see what they can do to meet the deadline.

Ma'am Dela Cruz confirmed that water meter class "B" is required. Ms. Dhang Villaruel of Aluminates Metering Supply Co. Inc. asked if they still need to submit PhilGEPS certification. Ma'am Dela Cruz answered that if ever they cannot provide the certificate, they could still present it during the post qualification because it is required to still include certification during this time otherwise they will be subject for disqualification.

Ma'am Dela Cruz reminded the prospective bidders about the sealing of documents. Ma'am further explained that for Submission of bidding documents, the bidder shall follow the instruction in the bid data sheet, there should be a mother envelope or a box with two envelopes for "original" and "copy 1" of the bidding documents. Then the "original" documents shall have another two envelopes for original-technical & original-financial, same procedure will be applied to the financial envelope.

Ma'am Dela Cruz also mentioned about the SLCC (Single Largest Completed Contract) should have completed within One (1) year 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. Justin Gedang of Envirokonsult also asked if they accept China made water meter and the BAC representatives answered that it doesn't matter what brand they are going to submit as long as it meets the specification of the class "B" water meter and it should meet the length of time they are expected to be used. The bidders said that the material used is usually made of polymer where it is not easily destroyed, environment-friendly and with 5 years' life expectancy.

Ma'am Dela Cruz 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 28, 2019.

The Presider 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 2:35 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".

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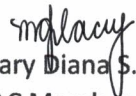
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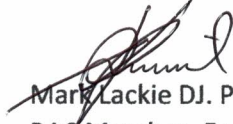
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Marichu Y. Ferrer & Charito S. Fernando
BAC Secretariat

Attested by:


Engr. Gerson L. Francisco
BAC Member-Technical

at the convention
Maria Leonora S. Romarate
BAC Member-Admin


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


Mark Lackie DJ. Porciuncula
BAC Member- End User

at the convention
Engr. Emmanuel Enrico A. De Vera
BAC Chairman