

MINUTES OF THE MEETING / PRE-BID CONFERENCE

**PROJECT:**

SUPPLY AND DELIVERY OF CLASS B WATER METERS AND FLOW METERS FOR REPLENISHMENT OF STOCKS OF THE SMWD FOR THE YEAR 2020.

DATE: AUGUST 12, 2020 @ 1:30 PM

VENUE: SMWD OPERATION DEPARTMENT OFFICE, J.P RIZAL STREET, POBLACION, SANTA MARIA, BULACAN

**ATTENDEES:**

**BIDS AND AWARDS COMMITTEE**

1. ENGR.EMMANUEL ENRICO A. DE VERA-BAC CHAIRMAN
2. MARIA LEONORA S. ROMARATE-BAC-MEMBER-ADMIN
3. MARY DIANA S. DELA CRUZ,CPA-BAC-MEMBER-LEGAL
4. MARK LACKIE D.J. PORCIUNCULA – END USER

**BAC SECRETARIAT**  
**CHARITO S. FERNANDO**

**PROSPECTIVE BIDDERS:**

- |                             |                                       |
|-----------------------------|---------------------------------------|
| ➤ MR. RICARDO ANTONIO CINCO | - ENVIROKONSULT                       |
| ➤ MR. JUSTINE GEDANG        | - ENVIROKONSULT                       |
| ➤ MR. RYAN ASTRERO          | - ALUMINATES METERING SUPP. CO., INC. |

The BAC Chairman, Engr. Emmanuel Enrico A. De Vera called the meeting to order at exactly 1:20 PM. The Chairman presided the Pre-Bid conference.

**INTRODUCTION:**

The Chairman started the meeting by introducing himself as the BAC chairman, he also introduced the BAC members and the BAC Secretariat. He said it was the first time for the BAC members to hold Pre-bid Conference thru Zoom application and not yet familiar in using it. He requested the participants or the prospective bidders to introduce themselves and the company they represented. Two (2) participants came from **Envirokonsult** and one (1) from **Aluminates Metering Supply Co. Inc.**

**QUERIES AND CLARIFICATIONS:**

Engr. De Vera said he presumed that the bidders have already read and reviewed the content of the bidding documents since it was already posted in Philgeps and SMWD website. The following are the clarifications being discussed:

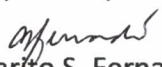
1. Mr. Justine Gedang of **Envirokonsult** asked if the delivery period of fifteen (15) days stated in the bidding documents – Schedule of delivery can be extended to thirty (30) to forty five (45) days. He said that with the problems in the pandemic we are facing right now, deliveries and shipping of materials and other products are frequently delayed. The Chairman said that the management agreed for the 15 days delivery schedule because SMWD was already facing shortage of water meters now. According to the chairman, the

bidding process which is more or less 30 days and the 15 days delivery schedule from the receipt of Purchase Order (PO) is equivalent to 45 days and that SMWD will take a risk if bidding will fail of not if ever bidders cannot comply with the 15 days delivery schedule. Mr. Cinco also of **EnviroKonsult** asked if partial delivery will be accepted since they have stocks of the items. Then the chairman answered that delivery schedule is staggered base on the Purchase Order that will be issued, but with the needs for new installations applications, the SMWD will might be requesting for 60% delivery of water meters for the first Purchase Order that will be issued.

2. Mr. Ryan Astrero, of Aluminates Metering Supply, Co., Inc., inquired if it is fine that instead of 75mm Flow meters, they will be offering or delivering 80mm Flow meters. Engr. De Vera said that it might not fit the flanges, however, Mr. Astrero insisted that it will definitely fit the flanges and the pipes. Mr. Astrero also mentioned that they also deliver the same Flow meters to other clients/other water districts and so far there's no problem arises. Engr. De Vera said they will study or examine on the technical side the difference between 75mm and 80mm Flow meters and if the difference in flow is very minimal then the bidders will be notified if acceptable or not. Here Mr. Astrero repeated if the SMWD will stick to the 15 days delivery schedule. And again, the Chairman explained the risk that the SMWD will be facing since there's already a shortage of stocks, but the chairman reassured the prospective bidders that if ever there will be a change in the 15 days delivery schedule they will be notified thru the issuance of a Supplemental/Bid. Bulletin.
3. With the present situation while MECQ is being implemented, Engr. De Vera, inquired if they are implementing the skeletal work force in their company. Mr. Astrero, answered that their company is practicing the skeletal work force but right now they regularly reported for work 3 to 4 times a week. Mr. Gedang said they are also implementing the skeletal work force but they made themselves available thru phone calls or email for work related jobs.
4. Mr. Gedang asked the chairman if the SMWD is open for a product demo. Engr. De Vera said Product demo is welcome but with the MECQ being implemented they might encountered problem in going to Bulacan due to strict compliance of the government. Mr. Gedang said it will be after the lifting of MECQ and after the bidding process for the water meter is completed, this is to follow the "No Contact Rule" while bidding activity is in progress.
5. Mr. Astrero verified if the bid opening will still be on August 24 as stated in the Schedule of the bidding process. The chairman said that presently there is no adjustment yet in the schedule of bid opening but if ever MECQ will be extended then bid opening will likewise be adjusted. With regards payment of the bidding documents, the prospective bidders will pay directly to the SMWD cashier and for a certification or pass to enter Santa Maria, Mr. Astrero was advised to make a request for the certification that they have transaction with the SMWD.

The chairman asked if there are other topics they would want to clarify, the bidders said that everything was cleared and understood. And there being no other matters to be discussed, the Pre-Bid conference adjourned at 1:47 PM.

Prepared by:

  
Charito S. Fernando  
BAC Secretariat





# Santa Maria


WATER DISTRICT

Attested by:

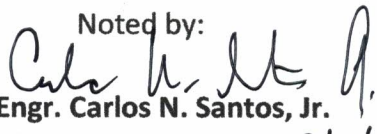
Engr. Gerson L. Francisco  
BAC Member-Technical

  
Maria Leonora S. Romarate  
BAC Member-Admin

  
Mary Diana S. Dela Cruz  
BAC Member-Legal

  
Mark Lackie D.J. Porciuncula  
BAC Member- End User

  
Engr. Emmanuel Enrico A. De Vera  
BAC Chairman

Noted by:  
  
Engr. Carlos N. Santos, Jr.  
General Manager 8/17/2020

*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".*