



# Santa Maria WATER DISTRICT

## MINUTES OF THE PRE-BID CONFERENCE

PROJECT: "PROCUREMENT OF CLASS "B" WATER METERS REQUIREMENT OF THE SMWD FOR CY 2021".

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

Date & Time: March 3, 2021 at 10:00 A.M.

### ATTENDEES:

#### 1. BAC MEMBERS:

Ms. MARIA LEONORA S. ROMARATE - CHAIRMAN  
ENGR. GERSON L. FRANCISCO- ADMIN  
Ms. MARY DIANA S. DELA CRUZ-CPA-LEGAL  
ENGR. EDGARDO E. DELA TORRE, JR.-TECHNICAL  
Mr. MARK LACKIE D.J. PORCIUNCULA

#### 2. BAC SECRETARIAT:

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

#### 3. PROSPECTIVE BIDDERS:

Mr. RYAN ASERO-ALUMINATES METERING SUPPLY CO., INC.  
Ms. RONA SURETA-CONSTECH ASIA CORPORATION

The Pre-Bid started at 10:15 in the morning. The BAC Chairman started the conference by mentioning the name of the project which is "Procurement of Class "B" Water Meters Requirement of the SMWD for CY 2021". Before the meeting starts, Ma'am Maria Leonora Romarate, BAC Chairman introduced herself as well as the Bids and Awards Committee (BAC) Members and BAC Secretariat. The Chairman also acknowledged the presence of the prospective bidders namely Mr. Ryan Asero of Aluminates Metering Supply who attended personally while Ms. Rona Sureta attended via Zoom.

The BAC Chairman stated that this Pre-bid conference is more on clarifying matters about the project and bidding documents. The Chairman assumed bidding documents have already been read by the prospective bidders.

### QUERIES AND CLARIFICATIONS:

The Chairman asked the prospective bidders if they have any queries or clarifications about the bidding documents. Mr. Ryan Asero of Aluminates Metering Supply Co., Inc. asked if the 15 days' delivery period will be based upon the receipt of the Purchase Order (PO)? The Chairman said yes, but the delivery should remain staggered delivery and it should be done as per purchase order (PO).

Ms. Rona Sureta of Constech Asia Corporation asked if the materials to be used in the testing should be accredited by the Department of Science and Technology (DOST) and if the 58% brass copper is the minimum content? The BAC answered that they prefer the test result should be accredited by the testing center, Department of Science and Technology (DOST). The Chairman said that they will just



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release a supplemental bid bulletin regarding this matter since it was not indicated in the bidding documents and the BAC agreed on the 58% brass copper minimum content.

Ms. Rona also asked if they should bring a sample during the bid opening. BAC Member, Engr. Gerson answered yes and it should be one (1) set per size and they should follow the performance and dimension indicated in the technical specifications and all the samples will be subjected to calibration testing of SWMD. This matter will be included in the supplemental bid bulletin also as mentioned by Engr. Gerson.

Ms. Rona also clarified if the Single Largest Completed Contract (SLCC) which is at least twenty five percent (25%) from the approved budget of the contract (ABC) and if they could prepare two (2) similar contracts? The BAC Chairman answered 'No'; it should be a single contract.

BAC member, Engr.Gerson also added that the logo of the SMWD in Water Meters shall be colored, laser print and the color is blue.

The BAC Chairman said that the bid price of the bidding documents amounting of Ten Thousand Pesos (P10,000.00) shall be paid prior to submission at SMWD headquarters' office, and that copy of the official receipt shall be presented to the BAC secretariat upon submission of the bidding documents at the Farmacia Emilia.

The BAC 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 10:45AM.

### Others Matters:

The BAC reviewed the bidding documents for the project of "Procurement of Class "B" Water Meters in order to include any additional changes to be released in supplemental bid bulletin.

The BAC came up with the following to be added in the supplemental bid bulletin:

- Revised shop drawing performance and dimension. Each water meter should include two (2) tailpieces and rubber gaskets. The tailpiece shall be brass and conforming to the following dimension:

	Unit	DN15 (1/2")	DN20 (3/4")	DN25 (1")
Length	mm	45	50	58

- **SPECIAL CONDITIONS OF CONTRACT:**

From: Clause 5.2	<i>The period for correction of defects in the warranty period is within ninety (90) days upon receipt of the items to be replaced.</i>
To: Clause 5.2	<i>The period for correction of defects in the warranty period is within ninety (90) days upon receipt of the items to be replaced. If the supplier failed to replace the items (water meter) the Procuring Entity will charged/billed the total amount to the supplier, the amount of replacement shall be the amount of the water meter as bought.</i>

*Handwritten signatures and initials on the right margin.*



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"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:**

*ff* 03/08/21  
Marichu Y. Ferrer  
BAC Secretariat-Assistant

**Attested by:**

*[Signature]*  
Engr. Gerson L. Francisco  
BAC Member-Admin

*[Signature]*  
Engr. Edgardo E. Dela Torre, Jr.  
BAC Member-Technical

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

*[Signature]*  
Mark Lackie D.J. Porciuncula  
BAC Member-End User

*[Signature]*  
Maria Leonora S. Romarate  
BAC Chairman