

Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
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**MINUTES OF MEETING OF THE PRE-BID CONFERENCE FOR THE PROJECT
SUPPLY AND DELIVERY OF WATER METERS ½" Ø (BRAND NEW – CLASS C) VOLUMETRIC ROTARY-
PISTON METERS WITH CONNECTORS FOR COLD POTABLE WATER (GOODS 2019-008)
HELD AT THE MNWD CONFERENCE ROOM ON SEPTEMBER 3, 2019**

Attendance:

BIDS AND AWARDS COMMITTEE:

Engr. Gilbert V. Eleazar	-	Chairperson
Mr. Roque S. Francisco	-	Vice-Chairperson
Mr. Jon Louie A. Sanchez	-	Member
Engr. Melvin B. Macaraig	-	Member
Mr. Arturo M. Marco	-	Member
Engr. Noel A. Martinez, Jr.	-	Provisional Member

BAC SECRETARIAT/TECHNICAL WORKING GROUP (TWG):

Ms. Venus C. Solano	-	Head
Mr. Teejay Altair A. Tormes	-	Vice-Head
Ms. Sharmaine E. Bracia	-	Member
Ms. Fatima Trisha P. Velasco	-	Member
Mr. Mark Anthony B. Oliva	-	Recording Secretary

BIDDERS' AUTHORIZED REPRESENTATIVE:

Mr. Axell Jay Catapang	-	MHECO, Incorporated
Mr. Ronald Abelida	-	EnviroKonsult Equipment and Services, Inc.
Mr. Bobby Rovero	-	FANM Enterprises
Mr. Carlo De Jesus	-	GHECI
Ms. Kimberly Sabater	-	GHECI
Ms. Stacy Mae Carillo	-	CMCC/EDMI

OBSERVERS' AUTHORIZED REPRESENTATIVE:

None

There being a quorum, the meeting was called to order by the BAC Chairperson, Engr. Gilbert V. Eleazar at precisely 1:43 PM.

BUSINESS OF THE MEETING

The BAC Chairperson read the attendance and welcomed the Committee Members, and bidder's authorized representatives in the Pre-Bid Conference for the project Supply and Delivery of Water Meters ½" Ø (Brand New – Class C) Volumetric Rotary-Piston Meters with Connectors for Cold Potable Water (GOODS 2019-008) with an Approved Budget for the Contract (ABC) of **FIVE MILLION FIVE HUNDRED THOUSAND PESOS (Php 5,500,000.00)** Only. Delivery of goods is required within Sixty (60) Calendar Days. He further stated that the Invitation to Bid (ITB) was posted in the Philippine Government Electronic Procurement System (PhilGEPS), MNWD Bulletin Board, and MNWD Website from August 27 to September 16, 2019. An invitation was also served to the observers, namely: Commission on Audit (COA), Metro Naga

Chamber of Commerce and Industry (MNCCI), and Naga City People's Council (NCPC), however, no observers attended said scheduled Pre-Bid Conference.

The BAC Chairperson asked the BAC Vice-Chairperson to preside the meeting and excused himself due to an urgent call from the General Manager. The BAC Vice-Chairperson proceeded and gave the table to Engr. Noel A. Martinez, Jr., Provisional Member to discuss the technical aspects of the project. Engr. Martinez discussed in details the Technical Specifications of the Water Meters required. He also discussed as regards with compliance to the following: (a) Distributor Certificate w/ Philippine Consul; (b) ISO 4064 w/ Philippine Consul; (c) ISO 9001:2008 w/ Philippine Consul; and, (d) ISO 1404:2004 Certified. Furthermore, he instructed each prospective bidder's authorized representatives that a sample of a water meter to be offered shall be submitted prior to the opening of bids on September 16, 2019, at 1:30 PM.

The BAC Chairperson returned and asked each prospective bidder's authorized representatives, if they are familiar with the public bidding procedures, including the preparation and submission of the bidding documents and the bidder's authorized representatives answered in affirmative. Nevertheless, the BAC Chairperson informed them that MNWD BAC is following a Two-Envelope System, one contains the Eligibility requirements in four (4) copies – one original and three extra copies; and the Technical Documents containing the same number of copies. The second envelope contains the Financial Documents, also in four (4) copies. The BAC Chairperson said that these required documents are already stated in the bidding documents. He then asked if there are any clarifications they would like to ask.

The BAC noted the queries raised by the prospective bidder's authorized representatives for deliberation regarding the listed additional requirements on ISO Compliance, the water meters' width, the supply certification with Philippine Consul. The BAC Chairperson informed them that the result of the deliberation will be issued in writing thru the Supplemental/Bid Bulletin. It will also be posted at the PhilGEPS website once available. Ms. Venus C. Solano, BAC Secretariat/TWG Head added that the issuance of the Supplemental/Bid Bulletin shall be made until seven (7) days prior to the bid opening and bidders who already procured bidding documents will be notified thru e-mail. With regards to the query of Ms. Stacy Mae Carillo of CMCC/EDMI about the attendance in the Bid Opening, the BAC Chairperson said that bidders may or may not attend the bid opening.

The BAC Chairperson asked again whether there are any clarifications they would like to ask, the prospective bidder's authorized representatives answered in the negative. He then thanked them for their participation and afterward excused them from the meeting.

The BAC deliberated the noted queries, to wit:

- a. Mr. Ronald Abelida from EnviroKonsult Equipment and Services, Incorporated raised that there are different sizes of water meters, and asked whether they can offer other sizes aside from 88mm. He also raised that all manufacturers and suppliers have Distributor Certificate and complies with the above-listed ISO Certification, he then asked on the purpose of including "with Philippine Consul" in each ISO Certification.

The BAC Chairperson asked the opinion of the body. For the Width Size, the BAC Chairperson reminded that the purpose of a competitive bidding is to choose between the offers of bidders which will offer goods and services that are beneficial and at the same advantageous to MNWD. Mr. Jon Louie A. Sanchez, BAC Regular Member added that as long as it will have no effect on the efficiency of the water meter, then the BAC agreed. The BAC Chairperson instructed the End-User to review the Technical Specification of the project and submit a duly signed recommendation to the BAC as soon as possible, so that the BAC Secretariat/TWG can include it in the Bidding Documents, and Engr. Martinez concurred. As for the ISO Certification indicating "with Philippine Consul", Engr. Martinez requested the BAC to delete said requirement, and the BAC affirmed.

- b. Mr. Axell Jay Catapang from MHECO, Incorporated raised that ISO 14004:2004 Environmental Management System, has an updated version which is ISO 14001:2015. He asked whether the updated version will not disqualify them since required document is the Certification for ISO 14004:2004.

The BAC Chairperson requested the End-User to distribute copies of ISO 14004:2004 and 14001:2015 to the BAC for review and further deliberation.

The BAC also raised that there is no country of origin indicated in the Technical Specification of the project and agreed to add the requirement on the Country of Origin from the United States of America (USA) and Europe only.

With no other matters to be discussed, the BAC Chairperson temporarily adjourned the meeting at exactly 2:12 PM.

Prepared by:


MARK ANTHONY B. OLIVA
Recording Secretary

Certified correct:


VENUS C. SOLANO
Head BAC TWG – Secretariat

Minutes approved by:


GILBERT V. ELEAZAR
BAC Chairperson


ROQUE S. FRANCISCO
Vice-Chairperson

JON LOUIE A. SANCHEZ
Regular Member


MELVIN B. MACARAIG
Regular Member


ARTURO M. MARCO
Regular Member


NOEL A. MARTINEZ, JR.
Provisional Member