

Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
40 J. Miranda Avenue, Naga City
Tel. No.: (054)472-1685/473-7813
Fax No.: (054) 473-9288
E-Mail Add.: mnwdbac@yahoo.com

**MINUTES OF MEETING OF THE PRE-BID CONFERENCE FOR THE PROJECT
SUPPLY AND DELIVERY OF WATER METERS 1/2" Ø (BRAND NEW, CLASS C) VOLUMETRIC ROTARY-
PISTON TYPE CONNECTORS FOR REPLACEMENT OF AGEING WATER METERS (GOODS 2020-007)**
HELD AT THE MNWD MULTI-PURPOSE HALL ON NOVEMBER 6, 2020

Attendance:

BIDS AND AWARDS COMMITTEE:

Mr. Jon Louie A. Sanchez	-	Chairperson
Engr. Noel A. Martinez, Jr.	-	Vice-Chairperson
Engr. Sonjun O. Millares	-	Member
Mr. Arturo M. Marco	-	Member
Mr. Edgardo A. Ayao	-	Member
Mr. Bernard C. Francisco, Jr.	-	Provisional Member

BAC SECRETARIAT/TECHNICAL WORKING GROUP (TWG):

Ms. Venus C. Solano	-	TWG Head
Mr. Teejay Altair A. Tormes	-	TWG Vice-Head
Ms. Sharmaine E. Bracia	-	TWG Member
Ms. Sheila C. Esquejo	-	TWG Member
Mr. Mark Anthony B. Oliva	-	BAC Secretariat

BIDDERS' AUTHORIZED REPRESENTATIVE:

Mr. Ronald Abelida	-	EnviroKonsult Equipment & Services, Inc.
Mr. Axell Jay Catapang	-	Mechanical Handling Equipment Company, Inc.

OBSERVERS' AUTHORIZED REPRESENTATIVE:

None

There being a quorum, the meeting was called to order by the BAC Chairperson, Mr. Jon Louie A. Sanchez, at exactly 2:30 PM.

BUSINESS OF THE MEETING

The BAC Chairperson requested the BAC Secretariat to read the attendance and welcomed the Committee Members and bidders' authorized representatives in the Pre-Bid Conference for the project Supply and Delivery of Water Meters 1/2" Ø (Brand New, Class C) Volumetric Rotary-Piston Type Connectors for Replacement of Ageing Water Meters (GOODS 2020-007) with an Approved Budget for the Contract (ABC) of **ONE MILLION TWO HUNDRED TEN THOUSAND PESOS (Php 1,210,000.00)** Only. Delivery of goods is required within Thirty (30) Calendar Days. He further stated that the Invitation to Bid (ITB) was posted in the Philippine Government Electronic Procurement System (PhilGEPS), MNWD Website, and Bulletin Board from October 30 to November 18, 2020. 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 thereafter informed the body that there were two (2) prospective bidders who signified their intention to participate in the scheduled bidding and submitted their Letter of Intent (LOI) through e-mail on November 3, 2020 and November 6, 2020, namely: (1) EnviroKonsult Equipment & Services, Incorporated; and (2) Mechanical Handling Equipment Company (MHECO), Incorporated. The BAC Chairperson thereafter acknowledged the presence of prospective bidders' authorized representatives, Mr. Ronald Abelida and Mr. Axell Jay Catapang from EnviroKonsult Equipment & Services, Incorporated, and Mechanical Handling Equipment Company, Incorporated, respectively who will be attending the Pre-Bid Conference via Google Meet Video Conference.

The BAC Chairperson then proceeded and gave the table to Mr. Bernard C. Francisco, Jr., BAC Provisional Member to discuss the technical aspects of the project. Mr. Francisco then discussed all aspects of the project, Supply and Delivery of Water Meters 1/2" Ø (Brand New, Class C) Volumetric Rotary-Piston Type Connectors for Replacement of Ageing Water Meters (GOODS 2020-007), including technical specifications of water meters 1/2" Ø to be procured, as well as the following additional technical specifications and other requirements:

Additional Technical Specification:

- Supplier must submit original copy of brochure and sample of all sizes of water meters being offered during bid opening.
- All defective meters or those that have not passed the test must be replaced within 30 calendar days from the time the supplier was informed officially
- Units to be offered and delivered must be same as that of brand and model of the sample submitted during the bid opening

Other Requirements:

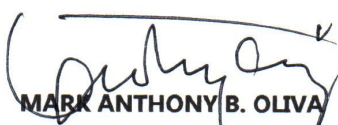
- Packaging of water meters shall be independently boxed and secured inside a non-returnable durable carton box
- The meter shall be boxed in-group with stacking symbol placed on the conspicuous part of the package. One copy of the summary list of the water meter serial numbers must be posted on the box. The packaging shall be compact in such a way that the meter and accessories shall not be damaged during transportation
- Threaded meters shall be supplied complete with a set of connectors that are made of copper alloy or equivalent material resistant to corrosion, rust and damage due to shock or vibration
- The connectors shall be threaded to the correct male size, comprising cap nuts, linings and fibber/rubber sealing washers. The meter linings shall have adequate provisions to safeguard against tampering

The BAC Chairperson asked the bidder's authorized representative if there are any further clarification they would like to clarify. Mr. Abelida then asked regarding the delivery, and warranty period. However, the same technical difficulties on internet connection had been experienced, as such, Mr. Abelida was instructed to submit in writing his queries for the project, and Mr. Abelida concurred.

The BAC Chairperson asked Mr. Catapang if he has any clarification he would like to ask, Mr. Catapang answered in the negative. He was then asked whether MHECO, Incorporated can comply with the delivery period of thirty (30) calendar days, Mr. Catapang said that they will comply with the same, and the BAC noted.

With no further changes or modifications in the Technical Specifications of the project, the BAC Chairperson temporarily adjourned the meeting at exactly 2:45 PM.

Prepared by:


MARK ANTHONY B. OLIVA
BAC Secretary

Certified correct:


VENUS C. SOLANO
Head BAC TWG/Secretariat

117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137


Minutes approved by:



JON LOUIE A. SANCHEZ
BAC Chairperson


NOEL A. MARTINEZ, JR.
Vice-Chairperson


SONJUN O. MILLARES
Regular Member


ARTURO M. MARCO
Regular Member


EDGARDO A. AYAO
Regular Member


BERNARDO C. FRANCISCO, JR.
Provisional Member

7 L f p 4