





Republic of the Philippines
METROPOLITAN NAGA WATER DISTRICT
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**MINUTES OF MEETING OF THE PRE-BID CONFERENCE FOR THE PROJECT
FURNISHING OF LABOR AND MATERIALS FOR THE INSTALLATION OF DISTRIBUTION LINE AT
ZONE 6, COPRADIA, BARANGAY SAN FELIPE, NAGA CITY (INFRA 2020-001)
HELD AT THE MNWD CONFERENCE ROOM ON JANUARY 31, 2020**

Attendance:

BIDS AND AWARDS COMMITTEE:

Engr. Gilbert V. Eleazar		-	Chairperson
Mr. Jon Louie A. Sanchez		-	Vice-Chairperson
Engr. Noel A. Martinez, Jr.		-	Member (Absent)
Engr. Sonjun O. Millares		-	Member
Mr. Arturo M. Marco		-	Member
Mr. Samuel A. Amores		-	Provisional Member

BAC TECHNICAL WORKING GROUP (TWG) / SECRETARIAT:

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

BIDDERS' AUTHORIZED REPRESENTATIVE:

Ms. Raquel I. Candelaria	-	MCJ Summit Enterprises
Ms. Annabel Y. Concepcion	-	Holy Child Realty and Development, Inc.

OBSERVERS' AUTHORIZED REPRESENTATIVE:

None

There being a quorum, the meeting was called to order by the BAC Chairperson, Engr. Gilbert V. Eleazar, at exactly 1:46 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 Furnishing of Labor and Materials for the Installation of Distribution Line at Zone 6, Copradia, Barangay San Felipe, Naga City (INFRA 2020-001) with an Approved Budget for the Contract (ABC) of **FOUR HUNDRED TWELVE THOUSAND NINE HUNDRED SEVEN PESOS AND 21/100 (Php 412,907.21)** Only. Completion of Work is required within One Hundred Twenty (120) 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 January 24 to February 12, 2020. An invitation was also served to the observers, namely: Commission on Audit (COA), Philippine Institute of Civil Engineers (PICE), 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 are two (2) prospective bidders who signified their intention to participate in the scheduled bidding and procured bidding documents, namely: (1) Holy Child Realty and Development, Incorporated; and (2) MCJ Summit Enterprises. The BAC Chairperson

thereafter acknowledged the presence of prospective bidder's authorized representatives, Ms. Annabel Y. Concepcion, and Ms. Raquel I. Candelaria, from Holy Child Realty and Development, Incorporated and MCJ Summit Enterprises, respectively.

The BAC Chairperson then proceeded and asked the bidders' authorized representatives if they are already familiar with the public bidding procedures, including the preparation and submission of the bidding documents, and the MNWD Envelope System, and the latter replied in affirmative. With that, the BAC Chairperson gave the table to Mr. Samuel A. Amores, BAC Provisional Member to discuss the technical aspects of the project.

Mr. Amores then discussed in details the scope of the project, and advised the prospective bidder's representative to read the Bid Data Sheet (BDS), as it contains additional requirements such as Certificate of No Pending Project, Statement of Availability of Key Personnel & Equipment; and Contractor's Letter – Certificate to Procuring Entity among others, explaining that each employee involved in the project must be covered by this requirement.

The BAC Chairperson asked the bidders' authorized representatives if there are any clarification they would like to raise in the pre-bid conference. Ms. Candelaria then asked if there is a specific brand preferred for the pipes, while Ms. Concepcion asked if in the Bid Forms, Detailed Estimates and Bill of Quantities are required to be submitted, since in the Bidding Documents, the aforementioned documents are not included. For the query of Ms. Candelaria, Mr. Amores answered that there is no specific brand required for the pipes, as long as it is Fixed Seal, Schedule 40, Class 150, and Series 8. For the query of Ms. Concepcion, Ms. Venus C. Solano, BAC TWG Head, informed the bidders' authorized representatives that the (1) Bid prices in the Bill of Quantities; (2) Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and (3) Cash flow by quarter or payment schedule are stated under Section III. Bid Data Sheet, Clause 13.1(b) of the project's bidding documents, and the bidders' authorized representatives conformed.

The Chairperson again asked the bidders' authorized representatives if there are any clarifications they would like to ask, but the latter answered in the negative.

With no other matters to be discussed, the BAC Chairperson temporarily adjourned the meeting at exactly 2:00 PM.

Prepared by:


MARK ANTHONY B. OLIVA
BAC Secretariat

Certified correct:


VENUS C. SOLANO
Head, BAC TWG/Secretariat

Minutes approved by:


GILBERT V. ELEAZAR
BAC Chairperson


JON LOUIE A. SANCHEZ
Vice-Chairperson

(ABSENT)
NOEL A. MARTINEZ, JR.
Regular Member


SONJUN O. MILLARES
Regular Member


ARTURO M. MARCO
Regular Member


SAMUEL A. AMORES
Provisional Member