

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 5 LIBIS, BARANGAY STA. LUCIA TO STO. TOMAS MAGARAO,  
CAMARINES SUR (INFRA 2020-010)  
HELD AT THE MNWD CONFERENCE ROOM ON SEPTEMBER 1, 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. 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      |
| Ms. Sheila C. Esquejo       | - | TWG Member      |
| Mr. Mark Anthony B. Oliva   | - | BAC Secretariat |

**BIDDER'S AUTHORIZED REPRESENTATIVE/S:**

|                           |   |                        |
|---------------------------|---|------------------------|
| Engr. George Gine O. Albo | - | MJ Apin Builders       |
| Ms. Liezl M. Sambo        | - | MCJ Summit Enterprises |

**OBSERVER'S AUTHORIZED REPRESENTATIVE/S:**

None

There being a quorum, the meeting was called to order by the BAC Chairperson, Mr. Jon Louie A. Sanchez, at exactly 1:50 PM.

**BUSINESS OF THE MEETING**

The BAC Chairperson requested the BAC Secretariat to read the attendance and welcomed the Committee Members, and bidder's authorized representatives in the Pre-Bid Conference for the project Furnishing of Labor and Materials for the Installation of Distribution Line at Zone 5 Libis, Barangay Sta. Lucia to Sto. Tomas Magarao, Camarines Sur (INFRA 2020-010) with an Approved Budget for the Contract (ABC) of **TWO MILLION EIGHT HUNDRED SIXTY-FIVE THOUSAND NINE HUNDRED EIGHTY-THREE PESOS AND 73/100 (Php 2,865,983.73)** Only. Completion of Work is required within Two Hundred Twenty-Five (225) 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 August 25 to September 14, 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, namely: (1) MJ Apin Builders; and (2) MCJ Summit Enterprises. The BAC Chairperson thereafter acknowledged the presence of prospective bidder's authorized representatives, Mr. George Gine O. Albo, and Ms. Liezl M. Sambo from MJ Apin Builders and MCJ Summit Enterprises, respectively.

The BAC Chairperson then proceeded and asked the bidder's authorized representatives if they are already familiar with the public bidding procedures, including the sealing and markings of the bidding documents, and the latter replied in affirmative. Nevertheless, the BAC Chairperson informed them that the MNWD BAC is following a Two-Envelope Systems, the first envelope which is the Technical Components contains the Eligibility requirements in four (4) copies – one original and three extra copies; and Technical Documents containing the same number of copies. The second envelope contains the Financial Documents, also in four (4) copies. The Chairperson said that these required documents are already stated in the bidding documents.


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 explained in detail using a PowerPoint Presentation the specifications for the project Installation of Distribution Line at Zone 5 Libis, Barangay Sta. Lucia to Sto. Tomas Magarao, Camarines Sur, including the scope, required completion of work, vicinity map, layout plan, bill of quantities and bar chart, and the eligibility and technical requirements, such as Organizational Chart for the contract to be bid, List of Contractor's Personnel to be assigned for the project, Contractor's Letter-Certificate to the Procuring Entity, List of Contractor's major equipment owned, leased and/or under purchase agreement, supported by proof of ownership, Certificate of Availability of Manpower/Equipment, Certificate of No Pending Project, and the Omnibus Sworn Statement. He emphasized that under Section III. Bid Data Sheet, ITB Clause No. 5.4(a) of the bidding documents stating *"Bidders with a pending project with the MNWD showing a slippage of more than 10% at the time of posting of Invitation to Bid shall not be allowed to bid"* pertains that bidders must secure a Certificate of No Pending Project, with or without existing contract with MNWD. The additional documentary requirement which is the Constructors Performance Evaluation System (CPES) Rating Sheet to be submitted along with the Notice of Award and/or Notice of Proceed and Certificate of Completion and Final Acceptance issued by the owner as an attachment to the Single Largest Completed Contract (SLCC) was also emphasized in the presentation.

The BAC Chairperson asked the bidder's authorized representatives if there are any further clarification they would like to ask, and the bidder's authorized representative answered in the negative. He then thanked the prospective bidder's authorized representative for their participation and afterwards excused them from the meeting.

With no further changes or modifications in the Technical Specifications of the project, the BAC Chairperson temporarily adjourned the meeting at exactly 2:05 PM.

Prepared by:

  
**MARK ANTHONY B. OLIVA**  
BAC Secretariat

Certified correct:


  
**VENUS C. SOLANO**  
Head BAC TWG/Secretariat

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

  
**SAMUEL A. AMORES**  
Provisional Member