







1 Republic of the Philippines  
2 **METROPOLITAN NAGA WATER DISTRICT**  
3 40 J. Miranda Avenue, Naga City  
4 Tel. No.: (054)472-1685/473-7813  
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

8 **MINUTES OF MEETING OF THE PRE-BID CONFERENCE FOR THE PROJECT**  
9 **SUPPLY AND DELIVERY OF VARIOUS WATER METERS (BRAND NEW) FOR NEW WATER SERVICE**  
10 **CONNECTION INSTALLATION ACTIVITIES (GOODS 2020-006)**  
11 HELD AT THE MNWD MULTI-PURPOSE HALL ON NOVEMBER 6, 2020  
12

13 Attendance:

14  
15 **BIDS AND AWARDS COMMITTEE:**

16  
17 Mr. Jon Louie A. Sanchez  - Chairperson  
18 Engr. Noel A. Martinez, Jr.  - Vice-Chairperson  
19 Engr. Sonjun O. Millares  - Member  
20 Mr. Arturo M. Marco  - Member  
21 Mr. Edgardo A. Ayao  - Member  
22 Mr. Edgar B. Caballero  - Provisional Member  
23

24 **BAC SECRETARIAT/TECHNICAL WORKING GROUP (TWG):**

25  
26 Ms. Venus C. Solano  - TWG Head  
27 Mr. Teejay Altair A. Tormes  - TWG Vice-Head  
28 Ms. Sharmaine E. Bracia  - TWG Member  
29 Ms. Sheila C. Esquejo  - TWG Member  
30 Mr. Mark Anthony B. Oliva  - BAC Secretariat  
31

32 **BIDDERS' AUTHORIZED REPRESENTATIVE:**

33  
34 Mr. Ronald Abelida - EnviroKonsult Equipment & Services, Inc.  
35

36 **OBSERVERS' AUTHORIZED REPRESENTATIVE:**

37  
38 None  
39  
40

41 There being a quorum, the meeting was called to order by the BAC Chairperson, Mr. Jon Louie A.  
42 Sanchez, at exactly 2:00 PM.  
43  
44

45 **BUSINESS OF THE MEETING**

46  
47 The BAC Chairperson requested the BAC Secretariat to read the attendance and welcomed the  
48 Committee Members and bidder's authorized representative in the Pre-Bid Conference for the project  
49 Supply and Delivery of Various Water Meters (Brand New) for New Water Service Connection Installation  
50 Activities (GOODS 2020-006) with an Approved Budget for the Contract (ABC) of **ONE MILLION ONE**  
51 **HUNDRED FIFTEEN THOUSAND PESOS (Php 1,115,000.00)** Only. Delivery of goods is required within  
52 Thirty (30) Calendar Days. He further stated that the Invitation to Bid (ITB) was posted in the Philippine  
53 Government Electronic Procurement System (PhilGEPS), MNWD Website, and Bulletin Board from October  
54 30 to November 18, 2020. An invitation was also served to the observers, namely: Commission on Audit  
55 (COA), Metro Naga Chamber of Commerce and Industry (MNCCI), and Naga City People's Council (NCPC),  
56 however, no observers attended said scheduled Pre-Bid Conference.  
57

58 The BAC Chairperson thereafter informed the body that there was one (1) prospective bidder who  
59 signified its intention to participate in the scheduled bidding and submitted their Letter of Intent (LOI)  
60 through e-mail on November 3, 2020, namely: (1) EnviroKonsult Equipment & Services, Incorporated. The

61 BAC Chairperson thereafter acknowledged the presence of prospective bidder's authorized representatives,  
62 Mr. Ronald Abelida from EnviroKonsult Equipment & Services, Incorporated, who will be attending the Pre-  
63 Bid Conference via Google Meet Video Conference.  
64

65 The BAC Chairperson then proceeded and gave the table to Mr. Edgar B. Caballero, BAC Provisional  
66 Member to discuss the technical aspects of the project. Mr. Caballero then discussed all aspects of the  
67 project, Supply and Delivery of Various Water Meters (Brand New) for New Water Service Connection  
68 Installation Activities (GOODS 2020-006), including technical specifications of various water meters to be  
69 procured, as well as the following additional technical specifications and other requirements:  
70

71 Additional Technical Specification:

- 72 • Supplier shall submit an OIML Certificate for each item.
- 73 • Supplier must submit original copy of brochure and sample of all sizes of water meters being  
74 offered during bid opening.
- 75 • Supplier must submit Certificate of Port of Origin of the meter being offered coming from  
76 Europe countries or USA
- 77 • All defective meters or those that have not passed the test must be replaced within 30 calendar  
78 days from the time the supplier was informed officially
- 79 • Units to be offered and delivered must be same as that of brand and model of the sample  
80 submitted during the bid opening

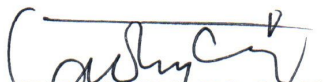
81 Other Requirements:

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

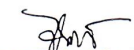
94  
95  
96 The BAC Chairperson asked the bidder's authorized representative if there are any further  
97 clarification they would like to clarify. Mr. Abelida then asked regarding the Certificate of Port of Origin; the  
98 delivery period; the warranty period; and with the 3" Ø, 4" Ø, and 6" Ø Water Meters which should be  
99 retrofitable with up to two (2) electronic pulser wired M-Bus. However, due to technical difficulties on  
100 internet connection, the BAC Chairperson instructed Mr. Abelida to submit in writing his queries for the BAC  
101 to discuss in a separate meeting, and Mr. Abelida concurred.  
102

103 With no further changes or modifications in the Technical Specifications of the project, the BAC  
104 Chairperson temporarily adjourned the meeting at exactly 2:30 PM.  
105

106 Prepared by:

107  
108   
109 **MARK ANTHONY B. OLIVA**  
110 BAC Secretary

Certified correct:

111   
112 **VENUS C. SOLANO**  
113 Head BAC TWG/Secretariat

114 Minutes approved by:

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116  
117   
118 **JON LOUIE A. SANCHEZ**  
119 BAC Chairperson


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**NOEL A. MARTINEZ, JR.**  
Vice-Chairperson

  
**ARTURO M. MARCO**  
Regular Member

  
**SONJUN Q. MILLARES**  
Regular Member

  
**EDGARDO A. AYAO**  
Regular Member

  
**EDGAR B. CABALLERO**  
Provisional Member

