

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 CONSTRUCTION OF MNWD OFFICE LOBBY,  
COMMERCIAL DEPARTMENT OFFICE AND WATER DISTRIBUTION & RESTORATION DIVISION  
OFFICE (INFRA 2020-002)**

HELD AT THE MNWD CONFERENCE ROOM ON FEBRUARY 6, 2020

Attendance:

**BIDS AND AWARDS COMMITTEE:**

Engr. Gilbert V. Eleazar		-	Chairperson
Mr. Jon Louie A. Sanchez		-	Vice-Chairperson (On Official Business)
Engr. Noel A. Martinez, Jr.		-	Member
Engr. Sonjun O. Millares		-	Member
Mr. Arturo M. Marco		-	Member
Mr. Jose Ma. O. Basa		-	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:**

Mr. Manuel Tible, Jr.	-	MDQR Construction & Supply
Ms. Annabel Y. Concepcion	-	Holy Child Realty and Development, Inc.

**OBSERVERS' AUTHORIZED REPRESENTATIVE:**

None

**GUEST/S:**

Ms. Julieta B. Cerillo		-	Engineering/Survey Aide B, PDCD
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There being a quorum, the meeting was called to order by the BAC Chairperson, Engr. Gilbert V. Eleazar, at exactly 1:43 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 Construction of MNWD Office Lobby, Commercial Department Office And Water Distribution & Restoration Division Office (INFRA 2020-002) with an Approved Budget for the Contract (ABC) of **ONE MILLION EIGHT HUNDRED EIGHTY EIGHT THOUSAND FOUR HUNDRED SEVENTY FOUR PESOS & 29/100 (Php 1,888,474.29)** 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

60 January 30 to February 18, 2020. An invitation was also served to the observers, namely: Commission on  
61 Audit (COA), Philippine Institute of Civil Engineers (PICE), and Naga City People's Council (NCPC), however,  
62 no observers attended the said scheduled Pre-Bid Conference.  
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64 The BAC Chairperson thereafter informed the body that there are two (2) prospective bidders who  
65 signified their intention to participate in the scheduled bidding and procured bidding documents, namely:  
66 (1) Holy Child Realty and Development, Incorporated; and (2) MCJ Summit Enterprises. The BAC Chairperson  
67 thereafter acknowledged the presence of prospective bidder's authorized representatives, Ms. Annabel Y.  
68 Concepcion, and Mr. Manuel Tible, Jr. from Holy Child Realty and Development, Incorporated and MDQR  
69 Construction & Supply, respectively.  
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71 The BAC Chairperson then proceeded and asked the bidders' authorized representatives if they are  
72 already familiar with the public bidding procedures, including the preparation and submission of the  
73 bidding documents, and the MNWD Envelope System, and the latter replied in negative. Thus, the BAC  
74 Chairperson informed them that the MNWD BAC is following a Two-Envelope System, the first envelope  
75 contains the Eligibility requirements in four (4) copies – one original and three extra copies; and the  
76 Technical Documents containing the same number of copies. The second envelope contains the Financial  
77 Documents, also in four (4) copies. The Chairperson said that these required documents are already stated  
78 in the bidding documents. After which, the BAC Chairperson gave the table to Ms. Juliet B. Cerillo,  
79 Engineering/Survey Aide B, Person-In-Charge to discuss the technical aspects of the project.  
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81 Ms. Cerillo then discussed in details the scope of the project, and advised the prospective bidder's  
82 representative to carefully read the Bid Data Sheet (BDS), as it contains additional requirements such as  
83 Certificate of No Pending Project, Statement of Availability of Key Personnel & Equipment; and Contractor's  
84 Letter – Certificate to Procuring Entity among others, explaining that each employee involved in the project  
85 must be covered by this requirement.  
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87 The Chairperson asked the bidders' authorized representatives if there are any clarifications they  
88 would like to ask, but the latter answered in the negative. He then thank the prospective bidders' authorized  
89 representatives for their participation and afterwards excused them from the meeting  
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91 With no other matters to be discussed, the BAC Chairperson temporarily adjourned the meeting at  
92 exactly 2:00 PM.  
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94 Prepared by:

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99 **MARK ANTHONY B. OLIVA**  
BAC Secretariat

Certified correct:

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104 **VENUS C. SOLANO**  
105 Head, BAC TWG/Secretariat

106 Minutes approved by:

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110 **GILBERT Y. ELEAZAR**  
111 BAC Chairperson

112 (ON-OFFICIAL BUSINESS)  
113 **JON LOUIE A. SANCHEZ**  
114 Vice-Chairperson

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117 **NOEL A. MARTINEZ, JR.**  
Regular Member

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120 **SONJUN O. MILLARES**  
121 Regular Member

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124 **ARTURO M. MARCO**  
125 Regular Member

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**JOSE MA. O. BASA**  
Provisional Member