

1 Republic of the Philippines
2 **METROPOLITAN NAGA WATER DISTRICT**
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8 **MINUTES OF MEETING OF THE PRE-BID CONFERENCE FOR THE PROJECT**
9 **FURNISHING OF LABOR AND MATERIALS FOR THE INSTALLATION OF TRANSMISSION LINE AT**
10 **BARANGAY STO. TOMAS / BARANGAY SAN FRANCISCO, MAGARAO TO BARANGAY TALIDTID,**
11 **CANAMAN CAMARINES SUR (INFRA 2020-006)**
12 HELD AT THE MNWD CONFERENCE ROOM ON MARCH 16, 2020
13

14 Attendance:

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16 **BIDS AND AWARDS COMMITTEE:**

17 Engr. Gilbert V. Eleazar	-	Chairperson (On-Leave)
18 Mr. Jon Louie A. Sanchez	-	Vice-Chairperson
19 Engr. Noel A. Martinez, Jr.	-	Member
20 Engr. Sonjun O. Millares	-	Member (On-Leave)
21 Mr. Arturo M. Marco	-	Member
22 Mr. Samuel A. Amores	-	Provisional Member

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

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

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32 **BIDDERS' AUTHORIZED REPRESENTATIVE:**

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34 Engr. Glenda Alejandria - Holy Child Realty & Development, Incorporated
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36 **OBSERVERS' AUTHORIZED REPRESENTATIVE:**

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38 None
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41 There being a quorum, the meeting was called to order by the BAC Vice Chairperson, Mr. Jon Louie
42 A. Sanchez, in lieu of the BAC Chairperson, Engr. Gilbert V. Eleazar, at exactly 1:45 PM.
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45 **BUSINESS OF THE MEETING**
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47 The BAC Vice-Chairperson requested the BAC Secretariat to read the attendance and welcomed the
48 Committee Members and bidder's authorized representatives in the Pre-Bid Conference for the project
49 Furnishing of Labor and Materials for the Installation of Transmission Line at Barangay Sto. Tomas/Barangay
50 San Francisco, Magarao to Barangay Talidtid, Canaman, Camarines Sur (INFRA 2020-006) with an Approved
51 Budget for the Contract (ABC) of **SIX MILLION TWO HUNDRED NINETY-ONE THOUSAND FIVE**
52 **HUNDRED THREE PESOS AND 06/100 (Php 6,291,503.06)** Only. Completion of Work is required within
53 One Hundred Ninety-Five (195) Calendar Days. He further stated that the Invitation to Bid (ITB) was posted
54 in the Philippine Government Electronic Procurement System (PhilGEPS), MNWD Website, and Bulletin
55 Board from March 9 to March 30, 2020. An invitation was also served to the observers, namely: Commission
56 on Audit (COA), Philippine Institute of Civil Engineers (PICE), and Naga City People's Council (NCPC),
57 however, no observers attended said scheduled Pre-Bid Conference. A Pre-Procurement Conference was
58 conducted last March 2, 2020.
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60 The BAC Vice-Chairperson thereafter announced to the body that there is one (1) prospective
61 bidder who have purchased bid documents as of date. The BAC Vice-Chairperson proceeded and asked
62 Engr. Glenda Alejandria, authorized representative of Holy Child Realty & Development, Incorporated, if she
63 is already familiar with the public bidding procedures, including the preparation and submission of the
64 bidding documents, and the bidder's authorized representative answered in affirmative. Nevertheless, the
65 BAC Vice-Chairperson informed her that the MNWD BAC is following a Two-Envelope System: the first
66 envelope contains the Eligibility requirements in four (4) copies – one original and three extra copies and
67 the Technical Documents containing the same number of copies. The second envelope contains the
68 Financial Documents, also in four (4) copies. The BAC Vice-Chairperson said that these required documents
69 are already stated in the bidding documents.

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71 The BAC Vice-Chairperson proceeded and gave the table to Mr. Samuel A. Amores, Provisional
72 Member to discuss the Specifications of the project. Mr. Amores explained in detail through a PowerPoint
73 Presentation the specifications for the project Installation of Transmission Line at Carolina II Pumping
74 Station, Sitio Caromatig, Barangay Carolina to Zone 3, Barangay San Isidro, Naga City, including the scope,
75 required completion of work, vicinity map, layout plan, bill of quantities and bar chart, and the eligibility
76 and technical requirements, such as Organizational Chart for the contract to be bid, List of Contractor's
77 Personnel to be assigned for the project, Contractor's Letter-Certificate to the Procuring Entity, List of
78 Contractor's major equipment owned, leased and/or under purchase agreement, supported by proof of
79 ownership, Certificate of Availability of Manpower/Equipment, Certificate of No Pending Project, and the
80 Omnibus Sworn Statement. He also mentioned that Section III. Bid Data Sheet, ITB Clause No. 5.4(a) of the
81 bidding documents stating "*Bidders with a pending project with the MNWD showing a slippage of more
82 than 10% at the time of posting of Invitation to Bid shall not be allowed to bid*" pertains that bidders must
83 secure a Certificate of No Pending Project, with or without existing contract with MNWD. Ms. Venus C.
84 Solano, BAC TWG/Secretariat Head added that all Standard Forms which may be required along with the
85 bidding documents are downloadable at the Philippine Government Electronic Procurement System
86 (PhilGEPS) Website.

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88 The BAC Vice-Chairperson asked the authorized representative if there are any further clarification
89 she would like to ask, and the bidder's authorized representative answered in the negative. He then thanked
90 the prospective bidder's authorized representative for her participation and afterward excused her from the
91 meeting.

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93 With no further changes or modifications in the Technical Specifications of the project, the BAC
94 Vice-Chairperson temporarily adjourned the meeting at exactly 2:00 PM.

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96 Prepared by: Certified correct:

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101 **MARK ANTHONY B. OLIVA**
102 BAC Secretariat

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107 **VENUS C. SOLANO**
108 Head, BAC TWG/Secretariat

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Minutes approved by:

(ON-LEAVE)
GILBERT V. ELEAZAR
BAC Chairperson


JON LOUIE A. SANCHEZ
Vice-Chairperson


NOEL A. MARTINEZ, JR.
Regular Member

(ON-LEAVE)
SONJUN O. MILLARES
Regular Member


ARTURO M. MARCO
Regular Member


SAMUEL A. AMORES
Provisional Member