

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 CONSTRUCTION OF CAROLINA IV PUMPING**
10 **STATION (INFRA 2020-007)**

11 HELD AT THE MNWD CONFERENCE ROOM ON MARCH 16, 2020

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13 Attendance:

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15 **BIDS AND AWARDS COMMITTEE:**

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

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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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31 **BIDDERS' AUTHORIZED REPRESENTATIVE:**

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33 Engr. Glenda Alejandria - Holy Child Realty & Development, Incorporated
34 Ms. Epiphanie Dagaas - J. Marbella Construction & Supply

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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 2:00 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 Construction of Carolina IV Pumping Station (INFRA 2020-007) with
50 an Approved Budget for the Contract (ABC) of **ONE MILLION NINE HUNDRED THIRTY ONE THOUSAND**
51 **THREE HUNDRED EIGHTY ONE PESOS AND 25/100 (Php 1,931,381.25)** Only. Completion of Work is
52 required within One Hundred Fifty (150) Calendar Days. He further stated that the Invitation to Bid (ITB) was
53 posted in the Philippine Government Electronic Procurement System (PhilGEPS), MNWD Website, and
54 Bulletin Board from March 9 to March 30, 2020. An invitation was also served to the observers, namely:
55 Commission on Audit (COA), Philippine Institute of Civil Engineers (PICE), and Naga City People's Council
56 (NCPC), however, no observers attended said scheduled Pre-Bid Conference.

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58 The BAC Vice-Chairperson thereafter announced to the body that there is no prospective bidder
59 who have purchased bid documents yet as of date. The BAC Vice-Chairperson proceeded and asked Engr.
60 Glenda Alejandria and Ms. Epiphanie Dagaas, authorized representatives of Holy Child Realty &

61 Development, Incorporated and J. Marbella Construction & Supply, respectively, if they are already familiar
62 with the public bidding procedures, including the preparation and submission of the bidding documents,
63 and the bidder's authorized representatives answered in affirmative. Nevertheless, the BAC Vice-
64 Chairperson informed her that the MNWD BAC is following a Two-Envelope System: the first envelope
65 contains the Eligibility requirements in four (4) copies – one original and three extra copies and the Technical
66 Documents containing the same number of copies. The second envelope contains the Financial Documents,
67 also in four (4) copies. The BAC Vice-Chairperson said that these required documents are already stated in
68 the bidding documents.

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

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85 The BAC Vice-Chairperson asked the authorized representatives if there are any clarification they
86 would like to ask, Engr. Alejandria of Holy Child Realty & Development, Incorporated then asked if where
87 she could request for the bidding documents. The BAC Vice-Chairperson said that it may be requested
88 through the BAC Secretariat, after the meeting. Ms. Dagaas from J. Marbella Construction & Supply also
89 asked on where she could request the Certificate of No Pending Project. Ms. Solano said that it is facilitated
90 by the Planning, Design and Construction Division (PDCD). They could submit a request letter addressed to
91 the General Manager, and the same will be forwarded to PDCD for the issuance of said certificate. The BAC
92 Vice-Chairperson again asked the authorized representatives if there are any further clarification they would
93 like to ask, and the same answered in the negative. He then thanked the prospective bidders' authorized
94 representatives for their participation and afterward excused them from the meeting.

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96 With no further changes or modifications in the Technical Specifications of the project, the BAC
97 Vice-Chairperson temporarily adjourned the meeting at exactly 2:15 PM.

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99 Prepared by:

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

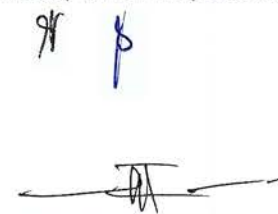
Certified correct:

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

107 Minutes approved by:

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110 **JON LOUIE A. SANCHEZ**
111 Vice-Chairperson

112 (ON-LEAVE)
113 **GILBERT V. ELEAZAR**
114 BAC Chairperson

115 
116 **NOEL A. MARTINEZ, JR.**
117 Regular Member

118 (ON-LEAVE)
119 **SONJUN O. MILLARES**
Regular Member

120 
121 **SAMUEL A. AMORES**
Provisional Member

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123 **ARTURO M. MARCO**
Regular Member