



**BIDS AND AWARDS COMMITTEE (BAC)**

**Minutes of the Meeting**

**23 September 2020**

**via Google meet**

**ATTENDANCE:**

**BAC:**

DA Evelyn B. Agustin – Chairperson

DA Lee Robert M. Britanico

DM Joel A. Dominguez

DM Victor John G. Dizon

DM Carlito E. Espallardo – Provisional End-user Member for Meter Test Bench

Felix Francis B. Ople – Provisional End-user Member for Alternative Methods of Procurement

*Technical Working Group (TWG) – Meter Test Bench*

Noel D. Gappi – Head

Charmaine Shiela R. Abia

Ronald G. Valdez

Vincent A. Ruelos

Christine Agatha Villanueva

*Secretariat:*

Ranjev M. Garcia

Justine Irish C. Ignacio

Sir Gil P. Maravilla

Ma. Carla N. Benito

Lorna C. Medina

*Prospective Bidders:*

RayAn Alcantara – East Asia Solutions Technologies Corporation

*Observer:*

Kristian Earl Montejo – COA

Camilla Borja – OGCC

Jun Espejo – MWSS CO

**AGENDA**

1. Pre-bid Conference for the Procurement, Installation and Commissioning of Water Testing Facility/Laboratory (Contract No. RO-PG2020-006);
2. Documents on Alternative Methods of Procurement Requiring Action;
3. Other Matters.



## **I. CALL TO ORDER**

The meeting was called to order at 3:07 P.M. by the Chairperson.

## **II. CERTIFICATION OF QUORUM**

The Secretariat confirmed the presence of a quorum for Item 1 & 2 with five out of the five members of the BAC present.

## **III. APPROVAL OF THE AGENDA**

The Chairperson enumerated the Agenda, as contained in the Notice of Meeting dated 17 September 2020.

The Chairperson asked whether there were documents to be discussed for Item 2. Mr. Ignacio responded in the affirmative. The Chairperson asked the BAC Members and Secretariat whether there were any other matters that need to be discussed. No other matter was brought up to the BAC. DM Espallardo moved to approve the Agenda, which was seconded by DM Dominguez.

## **IV. DISCUSSIONS**

### **A. Pre-bid Conference for Contract No. RO-PG2020-006**

1. The Chairperson asked the Secretariat whether Observers have been invited. Mr. Ignacio answered that the Observers were invited via email at least five (5) days before the meeting as prescribed in the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184. Mr. Ignacio introduced the observers who joined thru videoconferencing.
2. The Chairperson asked the Secretariat whether there are participants from prospective bidders joining the meeting. Mr. Ignacio answered in the affirmative. The Chairperson instructed the prospective bidders who joined via Google Meet to state their name and the company they represent. The representative was Mr. RayAn Alcantara from East Asia Solutions Technologies Corporation.
3. The Chairperson emphasized that the Pre-bid Conference is open to all prospective bidders and the minutes of meeting shall be prepared not less than five (5) calendar days after this Pre-bid Conference and shall be made available to the prospective bidders upon written request. The Chairperson also stressed that the purpose of this Pre-bid Conference is to clarify and

explain the requirements, the terms and conditions and specifications stipulated in the Bidding Documents relative to the subject procurement.

4. The Chairperson instructed the TWG to present and discuss the salient features of the bidding documents.
5. Engr. Ruelos presented the Invitation to Bid (ITB) first and advised the prospective bidders to refer to the BAC Advisory on Conduct of Procurement in line with the Community Quarantine being implemented by the government and the MWSS RO Office Order No. 55 regarding the Interim Quarantine and Social Distancing Protocols for the steps on buying and submission of the bidding document. He stressed that the deadline of submission of bid is on October 5, 2020 at 11:30 AM and it will be opened on the same day at 1:30 PM.
6. After presenting the ITB, the Chairperson asked the prospective bidder if they have any questions regarding the subject procurement. Mr. Alcantara said that he has no question but requested the TWG if they can discuss the Technical Specifications because they cannot access the bidding documents online. He is trying to access the bidding documents to PhilGEPS website but the system is down. The Chairperson instructed the TWG to discuss the technical specifications.
7. DM Espallardo discussed the Technical Specifications of the contract. Because of the connectivity issues, Engr. Ruelos continued the discussion. DM Dominguez reminded the bidders that they may raise any questions at any point of time. The chairperson agreed and said to the bidders that they may send their queries and/or clarifications but there is a timeline prescribed in the IRR of RA 9184. The Chairperson also reminded the bidders to review the bidding documents the soonest possible time.
8. DM Espallardo requested the TWG Head to communicate with the bidders and provide them the bidding documents. The Chairperson said that it was already discussed by Engr. Ruelos on where the bidders can get a copy of bidding documents and that the bidding documents are already available starting September 15, 2020. The Chairperson emphasized that the TWG are prohibited to communicate with the bidders and the only authorize to communicate with them are the BAC Secretariat. DA Britanico reminded the bidders that there will be no problem in the procurement process as long as the bidders provide what are stipulated in the Technical Specifications because the BAC will be stringent in checking the bids vis-à-vis what is required in the bidding documents.
9. DM Espallardo asked the prospective bidder if they want to visit the site to check where the meter test will be installed. Mr. Alcantara said that the height of their equipment is 4.5 meters and asked the TWG if it will fit the

location where the meter test will be installed. DM Espallardo answered that the bidders are highly encouraged to visit the site so they will be familiarized where the tank will be installed. DM Espallardo also said that they are available every Friday because they have site inspections on the new building.

10. The Chairperson asked if the bidders have any question regarding the subject procurement. Being no other question, the Chairperson requested the TWG, End-user, Observers and the prospective bidders to leave the online meeting.

#### **B. Documents on Alternative Methods of Procurement Requiring Action**

Discussion on documents on alternative method of procurement requiring action.

#### **C. Other Matters**

No Other Matters to be discussed.

#### **V. ADJOURNMENT**

There being no other matters to discuss, the meeting was adjourned at 4:30 PM.

**PREPARED BY:**

**RANJEV M. GARCIA**  
(Sgd.) Secretariat

**APPROVED BY:**

  
for:

**EVELYN B. AGUSTIN**  
Chairperson