

MINUTES ON THE PRE-BIDDING CONFERENCE FOR THE UPGRADING OF RRCY WATER SYSTEM (ITB NO: 2019-DSWD-CAR-023)

October 2, 2019

Present:

BIDS AND AWARDS COMMITTEE

Rina Claire L. Reyes	Vice Chairperson
Angel C. Bagayao	Provisional Member (Expert)
Bernardo Cadaon	Provisional Member (End user)
Enrique H. Gascon, Jr.	Chairperson
Michael Angelo P. Gapoy	Provisional Member (Expert)

BAC SECRETARIAT

Lovely B. Genove	BAC Secretariat
Lany Lizel G. Diaz	BAC Secretariat Head

BIDDERS

Robert Bayo	General Manager
Gerald Gaymen	General Manager

CALL TO ORDER:

The Preliminary Bidding Conference for the **Upgrading of RRCY Water System (ITB No: 2019-DSWD-CAR-023)** held at the Office of the BAC Chairperson was called to order at 9:43am of October 2, 2019 with Mr. Enrique H. Gascon, Jr., Chairperson presiding the meeting.

BUSINESS MATTERS:

- Introduction of BAC Members
- Reading of the Invitation to Bid, Bid Data Sheet and Checklist of Requirements
- Clarification on the technical specifications and requirements of the procurement at hand.

QUERIES/CLARIFICATIONS RAISED:

ISSUES RAISED	AGREEMENTS
The meeting started with the introduction of the BAC Members to the bidders. Mr. Gascon started the meeting with the brief background for the procurement at hand.	

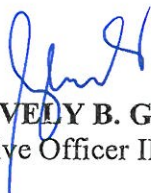
ISSUES RAISED	AGREEMENTS
<p>This was followed by the reading of the Invitation to Bid facilitated by Ms. Diaz, the BAC Secretariat Head.</p> <p>Upon reading of the Bid Data Sheet wherein the Key Personnel was discussed, Mr. Bayo inquired under Safety Officer, if the Construction Occupational Safety and Health (COSH) and Loss Control Management (LCM) will be required. Mr. Lamsis clarified that only Certification where the Safety Officer acted as Safety Officer will be required. In the said Certification, the specific period and project where the said staff acted as Safety Officer should be stated. Mr. Bagayao, on the other hand remarked that both Certification and COSH should be attached for validation on the competency of the assigned Safety Officer. He added that the date of training and experience of the assigned personnel should also be checked. Thus, as agreed, the COSH and Certification of the Safety Office's experience acting as a Safety Officer should be attached as a supporting document to the list of Key Personnel.</p> <p>The reading of the Bid Data Sheet proceeded and under 13.1 (b), Mr. Gascon reiterated that quantities in the Bill of Quantities should match with the quantities indicated in Detailed Estimates, this may also be a ground for disqualification.</p> <p>Having no more clarification to Invitation to Bid and Bid Data Sheet, Ms. Diaz proceeded with the discussion on the Checklist of Requirements.</p>	<p>As agreed, COSH and Certification of the Safety Officer's experience should be attached as a supporting document to verify competency of the personnel being offered by the bidder.</p> <p>It was reiterated that quantities in the Bill of Quantities should match with the quantities indicated Detailed Estimates, this may be a ground for disqualification.</p>

ISSUES RAISED	AGREEMENTS
<p>Under Technical Documents, Mr. Gascon reiterated that the "Certificate of Non-Slippage" should be attached. He mentioned that non-attachment of this document was commonly the reason why some bidders do not pass the eligibility checking.</p> <p>After the discussion on the Checklist of Requirements, Mr. Gascon and Ms. Diaz excused themselves for the emergency meeting. Ms. Reyes, the Vice Chairperson then, took over.</p> <p>The discussion proceeded with the Technical Specifications. Engineer Lamsis explained the Technical Specifications, presenting the Program of Works. Mr. Lamsis explained that the existing pipe made of 1 inch GI will only be pulled to the source. Mr. Bayo inquired if the project has been coordinated with the Municipal Hall. Mr. Bagayao informed that the agency's Regional Director has spoke with the staff from Municipal Hall regarding the matter. However, Mr. Bagayao suggests that staff from Municipal Hall should be invited during the contract implementation for them to lead the service provider and also to explain to the constituents regarding the on-going project.</p> <p>The meeting then proceeded with the discussion of the Bill of Quantities. Mr. Lamsis explained the technical specification included in the Bill of Quantities. After explaining, he then asked the bidder if they have inquiries regarding the BOQ. None of the bidders raised an inquiry.</p>	<p>Reiteration on the attachment of Certificate of Non-Slippage, non-attachment of the said document will be ground for disqualification.</p>

ISSUES RAISED	AGREEMENTS
<p>Ms. Genove then proceeded with the discussion on the sealing of proposal. She reiterated that all bid proposal should be properly labelled, marked, sealed and signed by the bidder. She also asked if there are concerns regarding the sealing of proposals. None of the bidders raised concerns.</p> <p>Ms. Reyes then asked the bidders if there are other concerns or clarification. Mr. Bayo asked if PERT/CPM is required during the submission of bid proposal. Mr. Bagayao answered that only the winning bidder is required to submit the PERT/CPM.</p> <p>Mr. Gaymen also asked if only the DSWD CAR Engineer can sign the Certificate of Site Inspection. Mr. Bagayao explained that previously it was the Center Head or Center Staff that certify however, for this bidding, the DSWD CAR Engineer will be the ones to certify.</p> <p>Ms. Reyes also reminded that as per Checklist, Certificate of Site Inspection should be signed by the DSWD CAR Engineer thus, it should be followed.</p>	<p>Only the winning bidder is required to submit the PERT/CPM.</p> <p>Certificate of Site Inspection should be signed by the DSWD-CAR Engineer.</p>

Having no more issues to discuss the meeting was adjourned at 10:23am.

Prepared by:


LOVELY B. GENOVE
Administrative Officer II/BAC Secretariat

Noted by:


ENRIQUE H. GASCON, JR.
BAC Chairperson/OIC-ARDA