

1 POLOMOLOK WATER DISTRICT
2 Polomolok, South Cotabato

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4 MINUTES OF THE PRE-BID CONFERENCE
5 FOR THE SUPPLY AND DELIVERY OF ASSORTED SERVICE CONNECTION MATERIALS
6 26 January 2021, Conference Room, 2F Admin Building
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8 I. ATTENDANCE

BAC Members		Position/Designation
1. Engr. Cecil D. Mirasol	-	Chairman
2. Engr. Nicasio B. Espesor	-	Vice Chairman
3. Ana Sorita S. Alovera	-	Member
4. Rosalita T. Dohina	-	Member
5. Marlene C. Cagata	-	Member
Secretariat		
6. Myrna B. Belgado		
7. Sheila Mae P. Manatad		
Technical Working Group		
8. Joeniel S. Asilo		
9. Ronie G. Valencia		
Observer		
10. Engr. Ricky C. Rañises		
End user		
11. Engr. James E. Ecube		
Technical Support		
12. Moises Michael E. Hollite		
Bidders/Suppliers/Representatives		
13. Jestone Dadios	-	Drona Marketing Inc.
14. Joseph P. Tubayan	-	Water Insudtries Network Corp.
15. Rona Sureta	-	Constech Asia Corp. (Via Zoom)
16. Alan P. Andama	-	Phil Valve Mfg. Co. (Via Zoom)

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40 The Chairman objectively remarked that invitations to witness the pre-bid conference
41 for the procurement of the above-mentioned project were sent to POWDEA, Mahintana
42 Foundation, Commission on Audit (COA) and Chamber of Commerce. Despite the absence of
43 some observers, the pre-bid conference went as scheduled via Zoom with Meeting ID:
44 84467096093 at the Conference Room.

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46 II. CALL TO ORDER

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48 The meeting was called to order at 1:30pm, presided by the BAC - Chairman, Engr. Cecil D.
49 Mirasol.

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51 III. INTENT AND PURPOSE OF PRE-BID CONFERENCE

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53 Should bidder/s have been present, BAC Chair Mirasol would have reiterated the following:

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55 1. The Pre-bid conference is conducted to address the bidder's questions on the technical
56 and financial components of the project. If the bidder / representative fail to attend the pre-
57 bid conference, the BAC assume that the bidder / representative fully understand the
58 technical specifications required by the District.

59 2. During the Opening of Bids "Pass or Fail" criteria will be strictly observed.

60 3. All submitted documents should be marked "Certified True Copy" and duly signed.

61 4. Disclose all completed projects supported with Contract, Certificate of Completion,
62 Certificate of Acceptance.

63 5. Disclose on-going project projects supported with Notice of Award/ Notice to Proceed.
64 Projects with NOA are already considered on-going project.

65 6. Failure to disclose all completed and on-going projects which may be found out later may
66 result to the forfeiture of the bidder/s bid security or blacklisting.

67 7. Bidders / representative still have 3 days after the pre-bid to clarify issues. After which,
68 there should be no contact between the bidder and the procuring entity. The bidders /
69 representatives were advised not just to email the Secretariat but to call the District.

70 8. Supplemental Bid Bulletin/s if there are any will be posted in the G-EPS.

71 9. The bidders / representatives were reminded to ensure compliance with the Technical
72 Specifications not just indicate "complied" when not compliant at all.

73 10. The procuring entity prefers the use of A4 size with tabbing in all the documents for the
74 Opening of Bids.

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76 For Bid Bulletin

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78 1. Section I. Invitation to Bid

79 5. change "A complete set of Bidding Documents may be acquired by interested
80 Bidders from the address below starting **18 January 2021** from 8:00 AM to 4:00
81 PM except Saturdays, Sundays and Holidays, upon payment of a non-refundable fee of
82 **One Thousand Pesos (PHP 1,000.00)**" to "A complete set of Bidding Documents may
83 be acquired by interested Bidders from the address below starting **18 January 2021**
84 from 8:00 AM to 4:00 PM except Saturdays, Sundays and Holidays, upon payment of a
85 non-refundable fee of **Five Thousand Pesos (PHP 5,000.00)**. " The corrected Section I.
86 Invitation to Bid will be attached.

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88 2. Section VI. Schedule of Requirements

89 Delivered, Weeks/Months – change "45 days upon receipt of Notice to Proceed" to
90 "60 days upon receipt of Notice to Proceed.

91 Within 45 days upon receipt of Notice to Proceed, for item nos. **1, 7-10, 13, 20 and 28,**
92 at least 50% of the total quantity per item." The corrected Section VI. Schedule of
93 Requirements.

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95 3. Section VII. Technical Specifications

96 All Bidders shall submit shop drawings for all items during the Opening of Bids.

97 Winning Bidder shall submit sample for item nos. 1, 5 - 22 & 27 – **28 two weeks before**
98 **the scheduled delivery.** The corrected Section VII. Technical Specifications will be
99 attached.

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101 IV. ADJOURNMENT

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103 There were no other issues/concerns, the meeting adjourned at 2:15pm upon motion of
104 Engr. Nicasion B. Espesor duly seconded by Ms. Ana Sorita S. Alovera.

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106 I hereby certify to the correctness of the foregoing minutes.

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108 Prepared by:

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SHEILA MAE P. MANATAD

113 Member - BAC Secretariat

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116 Approved by:

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ENGR. CECIL D. MIRASOL

121 BAC –Chairman