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POLOMOLOK WATER DISTRICT  
Polomolok, South Cotabato

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MINUTES OF THE PRE-BID CONFERENCE  
FOR THE EXPLORATORY/PRODUCTION WELL DRILLING (PEROY AREA, BRGY. PALKAN)  
19 January 2021, Conference Room, 2F Admin Building

I. ATTENDANCE

BAC Members	Position/Designation/Company
1. Engr. Cecil D. Mirasol	- Chairman
2. Engr. Nicasio B. Espesor	- Vice Chairman
3. Marlene C. Cagata	- Member
4. Ana Sorita S. Alovera	- Member
5. Rosalita T. Dohina	- Member
Secretariat	
6. Myrna B. Belgado	
7. Madilyn P. Lapid	
8. Sheila Mae P. Manatad	
Technical Working Group	
9. Ronie G. Valencia	
10. Joeniel S. Asilo	
Observers/End users	
11. Engr. Ricky C. Rañises	- POWDEA/EOD PS
Technical Support	
12. Moises Michael E. Hollite	- OGM - MIS
Bidders/Suppliers/Representatives	
13. Feven Joshua Carpe	- Hanna Via Construction Inc.
14. Romy Carpe	- Hanna Via Construction Inc.

The Chairman objectively remarked that invitations to witness the pre-bid conference for the procurement of the above-mentioned project were sent to POWDEA, Mahintana Foundation, Commission on Audit (COA), Chamber of Commerce and PICE. Despite the absence of some observers, the pre-bid conference went as scheduled via Zoom with Meeting ID: 85387474210 at the Conference Room.

II. CALL TO ORDER

The pre-bid conference started with an opening prayer led by Ms. Marlene C. Cagata. The meeting was called to order at 8:00AM, presided by the BAC - Chairman, Engr. Cecil D. Mirasol.

III. INTENT AND PURPOSE OF PRE-BID CONFERENCE

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

1. The Pre-bid conference is conducted to address the bidder's questions on the technical and financial components of the project. If the bidder / representative fail to attend the

- 48 pre-bid conference, the BAC assume that the bidder / representative fully understand the  
49 technical specifications required by the District.
- 50 2. During the Opening of Bids "Pass or Fail" criteria will be strictly observed.
  - 51 3. All submitted documents should be marked "Certified True Copy" and duly signed.
  - 52 4. Disclose all completed projects supported with Contract, Certificate of Completion,  
53 Certificate of Acceptance.
  - 54 5. Disclose on-going project projects supported with Notice of Award/ Notice to Proceed.  
55 Projects with NOA are already considered on-going project.
  - 56 6. Failure to disclose all completed and on-going projects which may be found out later may  
57 result to the forfeiture of the bidder/s bid security or blacklisting.
  - 58 7. Bidders / representative still have 3 days after the pre-bid to clarify issues. After which,  
59 there should be no contact between the bidder and the procuring entity. The bidders /  
60 representatives were advised not just to email the Secretariat but to call the District.
  - 61 8. Supplemental Bid Bulletin/s if there are any will be posted in the G-EPS.
  - 62 9. The bidders / representatives were reminded to ensure compliance with the Technical  
63 Specifications not just indicate "complied" when not compliant at all.
  - 64 10. The procuring entity prefers the use of A4 size with tabbing in all the documents for the  
65 Opening of Bids.

66  
67 For Bid Bulletin

- 68  
69 1. The Affidavit of Site Inspection is not required as one of the eligibility requirements  
70 however, the bidders are encourage to visit the site.
- 71  
72 2. Corrected Invitation to Bid, Bid Data Sheet and Special Conditions of Contract will be  
73 attached.

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75 IV. ADJOURNMENT

76  
77 There were no other issues/concerns, the meeting adjourned at 9:15am.

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

80  
81 Prepared by:

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85 **SHEILA MAE P. MANATAD**

86 Member - BAC Secretariat

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89 Approved by:

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93 **ENGR. CECIL D. MIRASOL**

94 BAC –Chairman