



Republic of the Philippines
National Irrigation Administration
Central Office

Minutes of Meeting
Pre-Bidding Conference

BS-002-2020-R: Supply, Delivery and Installation of Materials for Modular Workstation Including Electrical Works and Furniture for the Renovation of the Financial Management Department Offices

November 16, 2020, 2:00 PM

Classroom A, 3rd Floor, IEC Building, NiA Complex, EDSA, Diliman, Quezon City

Present:

BAC-B

Ailyne C. Agtuca-Selda (via Google Meet) - Chairperson
Marty P. Cachapero - Vice-Chairperson
Rogelia C. Dela Torre - Member

Technical Working Group

Ruthgen M. Abdula - Member
Artemio S. Dabuet - Member
Romeo C. Balutan - Member

Observers

Ma. Crizza Joy R. Chavez (via Google Meet)- COA Representative

Bidders' Representatives

Jenelyn David (via Google Meet) - Filcraters, Inc.

BAC

Delsy J. Revellame - Member
Lydia S. Esguerra - Member

TWG

Wilhelm S. Tiangco - Chairperson
Elvira S. Calanday - Member
Nastassja Nicole J. Flores - Member
Sally S. Palencia - Member

Matters discussed:

- I. The BAC-B Vice-Chairperson formally presided the Pre-Bidding Conference for BS-016-2020. He acknowledged the presence of the BAC-B members, TWG, Secretariat, observer and prospective bidders' representatives.
- II. The BAC-B established that only LGC Design Option Office Furnitures bought the bidding documents as of the time being. The BAC-B then explained that the purpose of having a pre-bid conference is for the official and prospective bidders to ask their queries and clarify the technical and financial parameters regarding the project for a good procurement process.



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- III. The Secretariat presented the details of the project.
- IV. Subsequently, the BAC-B asked the prospective bidders if they have any questions or clarifications:

BIDDER'S CONCERN	BAC's / TWG's / Secretariat's Response
Ms. Jenelyn David from Filcrafters, Inc.:	
1. Do you have any pictures for the chairs required?	1. The winning bidder shall submit proposals for the chairs prior to delivery and subject to approval by NIA.
2. Is there an approved plan for this project?	2. Yes. The approved plan will be issued to bidders who bought the bid documents.
3. Can we have an ocular inspection of the offices?	3. Yes. We allow ocular inspection. You have to coordinate with the General Services Division.
4. Are there requirements for the outlets?	4. Yes. You may check item "H" of the Technical Specifications.
5. Do you require a licensed Electrician?	5. Yes. We require a Licensed Electrician.
6. Can we still inquire regarding the project after this Pre Bid Conference?	6. Yes. you can submit your queries in written form until November 19, 2020.

- V. The BAC-B Vice-Chairperson reminded the bidders the following:
- For the Statement of All Ongoing Contracts and SLCC, answer the prescribed form completely and do not leave anything blank. Statement of All Ongoing Contracts does not need any attachment, however, for the SLCC please attach the required documents as stated earlier by the Secretariat;
 - The bidder should fill out the Bid Securing Declaration and Omnibus Sworn Statement, including the Jurat portion indicating the Government Issued ID; and
- VI. The BAC-B reminded the prospective bidders that should there be any queries, they can submit it in written form until November 19, 2020. Supplemental Notice, if any shall be issued on November 20, 2020.



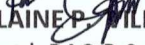
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- VII. Lastly, the BAC-B opened the floor for the queries and comments of the observers. The observers did not raise any question or comment.


There being no other matters to be discussed the BAC-B Chairperson thanked everyone present and adjourned the meeting at 3:00 PM.

Prepared by:


CHRISTIAN M. COLINDRES
Member, BAC-B Secretariat


ELAINE P. MILLANUEVA
Head, BAC-B Secretariat

Noted by:


ATTY. MARTY P. CACHAPERO
BAC-B Vice-Chairperson