



Republika ng Pilipinas
National Irrigation Administration
(Pambansang Pangasiwaan ng Patubig)
Lungsod ng Quezon

Office Address: National Government Center
EDSA, Diliman, Quezon City, Philippines
Telephone Nos.: (02) 929-6071 to 78

Website: www.nia.gov.ph
Telefax No. (632) 928-9343
TIN No. 000-916-415

Minutes of Meeting
Pre-Bidding Conference

BS-002-2020: Supply, Delivery and Installation of Materials for Modular Workstation including Electrical Works and Furniture for the Renovation of the Financial Management Department Office.

July 10, 2020, 10:00 AM

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

Present:

BAC-B

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

Technical Working Group

Romeo C. Salutan	- Member
Artemio S. Dabuet	- Member
Elvira S. Calanday	- Member
Sally S. Palencia	- Member
Ruthgen M. Abdula (via Google Meet)	- Member

Bidders' Representatives

Jerico Flores	- Design Excellence Home and Office System Co.
Giselle Amador	- Infinite Quantity Designs Center, Inc.
Jely Rose	- Unicom Office Designs
Rose Villagrancia	- Accent Systems, Inc.
Anne Caruza	- IKF Home Furniture and Office Furniture

Absent:

BAC-B

Lydia S. Esquerro	- Member
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TWG

Wilhelm S. Tiangco	- Member
Lloyd Alain A. Cudal	- Member

Matters discussed:

- I. The BAC-B Chairperson formally presided the Pre-Bidding Conference for BS-002-2020. She acknowledged the presence of the BAC-B members, TWG, Secretariat and prospective bidders' representatives.
- II. The BAC-B stated that no prospective bidder purchased 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 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 RESPONSE
Mr. Jerico Flores of Design and Excellence Home & Office System Co raised his concerns:	The BAC-B together with the TWG and Secretariat discussed their concerns:
1. Can we use a thicker partition for the workstation instead of the required 46.80mm? Is it possible if we use 60mm for the thickness of the partition.	1. This will be noted. As long as there will be no additional costs for NIA.
2. Thickness of the tempered glass. Is it possible to if we use our system standard of 5mm for the thickness of the glass instead of 8mm?	2. We will take note of this and include it in the supplemental notice if there will be any changes
3. As a follow up question for the tempered glass, do you have any existing sample of the partition with tempered glass?	3. We do not have an existing sample for the 8mm tempered glass.
4. The specified width of the partition in the technical specifications is 1800mm(180cm). This is higher than the standard width of our system modular partition.	4. The specifications of the partition are customized in accordance with our plan. Due to poor connection of the video conference, other members of the TWG that are virtually present cannot hear the questions clearly. Hence, the BAC-B advised the that Mr. Flores send his queries in writing so that the other members of the TWG may shed some light on the issues raised.
5. Is it possible if we can have a glimpse of the visual perspective?	5. The Secretariat presented the perspective of the modular.
6. For the center drawers, the standard measurement for the width is 540mm in contrast with your prescribed size of 700mm. For the height is 105mm is the standard size as opposed with your specification of 100mm for the height.	6. The center drawer is also customized.
7. Do you have a perspective for the customized plan of the document cabinet? How will this be opened considering this as open top box cabinet a stated in the technical specifications?	7. The TWG showed the perspective. The BAC-B reiterated that the technical specifications for this project are customized in accordance with the approved layout plan.



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<p>8. Is table in the specifications four legged?</p> <p>9. The partition table top measurement is 25cm (250mm)?</p> <p>10. For the electrical works, do we need to acquire permits from the city engineer?</p>	<p>8. Yes. It is four legged.</p> <p>9. Yes. It is measured as 25cm (250mm).</p> <p>10. No need to acquire permits. You may coordinate with the TWG for the electrical works.</p>
<p>Ms. Jely Rose of Unicom Office Design raised her concern:</p> <p>1. Do we need to attach our Mayor's permit in the PhilGeps Certificate? Our permit expired this May 2020, and the renewal is still ongoing.</p>	<p>1. We will take note of this and include it in the supplemental notice if there will be any changes.</p>
<p>Ms. Rose Villagrancia of Accent Systems raised her concerns:</p> <p>1. Ms. Villagrancia stated her concern regarding the frameless tempered glass. It might not be safe to use a frameless glass for the partition considering the width (180cm) and how the partition will hold it. (The tempered glass is frameless and will be only tucked in between partition).</p> <p>2. Is it possible to use "Charcoal Gray" for the color of the aluminum frames? The color of the frame stated in the technical specifications is "black powder coated" which in our company is equivalent to "Charcoal Gray".</p> <p>3. Do you accommodate progress billing for this project?</p>	<p>1. The TWG stated that the frameless tempered glass (180cm) as shown in the perspective will be cut into three smaller pieces. It will be installed as three smaller pieces so that the partition may safely hold it without the use of frames.</p> <p>2. We will take note of this and include it in the supplemental notice if there will be any changes.</p> <p>3. We accommodate advance payment, if applicable, however, there will be no progress billing for this project. This matter will be for review and will be included in the supplemental notice if there will be any changes.</p>



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- V. The BAC-B stated that the approved plan and layout will be given once the prospective bidder bought the bidding documents.
- VI. The BAC-B reminded the prospective bidders to comply with the documentary requirements and do not leave anything blank to prevent their bids from being rated failed. Furthermore, the BAC-B strongly suggested the prospective bidders to translate their inquiries/clarifications in writing and submit it until July 13, 2020. Supplemental Notice, if any will be issued on July 15, 2020.

There being no other matters to be discussed the BAC-B Chairperson thanked everyone present and adjourned the meeting at 11:00 AM.

Prepared by:


CHRISTIAN M. COLINDRES
Member, BAC-B Secretariat


ELAINE P. VILLANUEVA
Head, BAC-B Secretariat

Noted by:

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


ATTY. AILYN C. AGTUCA-SELDA
BAC-B Chairperson