



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-004-2020: Supply, Delivery, Installation and Testing of Split Type Airconditioning Units for
Irrigation Engineering Center
June 4, 2020, 10:00 AM
Classroom A, 3rd Floor, IEC Building, NIA Complex, EDSA, Diliman, Quezon City

Present:

BAC-B

Ailyne C. Agtuca-Selda	- Chairperson
Lydia S. Esguerra	- Member
Delsy J. Revellame	- Member

Technical Working Group

Leslie C. Dizon	- Member
Elaine R. Santos	- Member
Roger M. Malabanan	- Member
Lloyd Alain A. Cudal	- Member

Observers

Edsel June Brillantes	- IAS Representative
Acmidah Dilna-Mangondato	- COA Representative
Vina Catabay	- COA Representative

Bidders' Representatives

Ginalyn C. Fabiano	- Caresystem
Jomar Estuaría	- Jomarod Trading
Rodel Latuga	- Jomarod Trading

Absent:

BAC-B

Marty P. Cachapero	- Vice-Chairperson
Rogelia C. Dela Torre	- Member

TWG

Wilhelm S. Tiangco	- Chairperson
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Matters discussed:

- I. The BAC-B Chairperson formally presided the Pre-Bidding Conference for BS-004-2020. She acknowledged the presence of the BAC-B members, TWG, Secretariat, observers and prospective bidders' representatives.

The BAC Chairperson discussed the possibility of conducting the Pre-Bid Conference via Video Conference after several emails were received from prospective bidders regarding the matter. It was mentioned that conducting the Pre-Bid Conference via Video Conference is possible, however, assistance from the MID shall be needed for the set up of this arrangement.

The BAC Chairperson stated that for the meantime, prospective bidders who sent the request may submit their queries and clarifications thru written form until June 8, 2020

- 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.
- 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
Ms. Ginalyn Fabiano of Caresystem raised her concerns: 1. What is your preferred brand for the airconditioning units? 2. Are all required airconditioning units need to be split type? 3. Where do we seek assistance in case we conduct an ocular inspection?	The BAC-B together with the TWG and Secretariat discussed their concerns: 1. We do not prefer any brand. 2. Yes, all required units are split type which is composed of an internal and external unit. 3. You may coordinate with the representative of General Services Division.
Mr. Jomar Estuaria and Mr. Rodel Latuga of Jomarod Trading raised their concerns: 1. What are the required information in the Statement of Ongoing Contracts?	1. The BAC presented the form and stated all the required information for the



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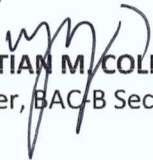
	Statement of Ongoing Contracts.
2. Are there any existing airconditioning units in the areas covered by the project?	2. Ms. Santos of the TWG stated that in their laboratory, there are no existing airconditioning units, however, there are allotted space for future installations.
3. Who will provide power supply mechanisms and outlets for the airconditioning units?	3. Provisions for power supply mechanisms for this project are allotted and ready. We strongly suggest that prospective bidders conduct ocular inspection to visualize the areas covered for this project.
4. Is there any color-coding implementation on the envelopes of the bid proposal?	4. There is no color coding for the envelopes of the bid proposal.
5. How many sets of bid proposal do we have to submit?	5. Three (3) sets of bid proposal (original, copy 1 and copy 2) shall be submitted by the bidder. Each set shall consists of one (1) envelope for the eligibility and technical requirements and one (1) envelope for the financial component of the bid proposal.

V. 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 reminded the prospective bidders that should there be any queries, they can submit it in written form until June 8, 2020. Supplemental Notice, if any will be issued on June 10, 2020.

VI. 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 11:00 AM.

Prepared by:


CHRISTIAN M. COLINDRES
Member, BAC-B Secretariat


ELAINE P. VILLANUEVA
Head, BAC-B Secretariat

Noted by:


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