



Republic of the Philippines
National Irrigation Administration
Central Office

Minutes of Meeting
Pre-Bidding Conference

BS-010-2020-R: Supply, Delivery and Installation of Materials for Modular Workstation Including Electrical Works and Furniture for the Renovation of the Engineering Department Offices

November 25, 2020, 2:00 PM

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	- Member

Technical Working Group

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

Observers

Vina Catabay (via Google Meet)	- COA Representative
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Bidders' Representatives

Liza Centina	- LGC Design Option Office Furnitures
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Absent:

BAC

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

TWG

Wilhelm S. Tiangco	- Chairperson
Nastassja Nicole J. Flores	- Member

Matters discussed:

- I. The BAC-B Chairperson formally presided the Pre-Bidding Conference for BS-016-2020. She acknowledged the presence of the BAC-B members, Technical Working Group (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. Liza Centina from LGC Design Option Office Furnitures:	
1. For the Statement of the Single Largest Completed Contract (SLCC), do we have to follow your form?	1. Yes. Please follow our form for the Statement of SLCC as well as for our other prescribed forms in the issued Bid Documents.
2. Do you require Certifications for the Electrician? Do you require a Licensed Electrician?	2. We will take note of this and will be included in the Supplemental Notice if there will be any changes.
3. For the Price Schedule, do we have to use the same format in the Technical Specifications? If we will use the format of the Technical Specifications, then we have to price the items by set and not individual unit cost.	3. Yes. You can follow the format of the Technical Specifications. However, please put a note that you set the price by set/package.
4. Do you require a frameless glass for the modular? Can we offer modular with frame? Framed Glass for the modular is more durable.	4. As per approved plan. We require frameless glass for the modular. (The perspective for the project was presented)

- V. The BAC-B Chairperson reminded the bidders the following:
- PhilGEPS Platinum Certificate or the documents stated in the checklist in the bid documents shall be submitted.
 - 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;
 - The bidder should fill out the Bid Securing Declaration and Omnibus Sworn Statement, including the Jurat portion indicating the Government Issued ID; and
 - For the Bid Form (Tables for Goods offered Abroad or within the Philippines), the bidder shall fill this out completely and shall not leave any field blank.






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- VI. The BAC-B reminded the prospective bidders that should there be any queries, they can submit it in written form until November 27, 2020. Supplemental Notice, if any shall be issued on November 30, 2020.
- 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

Noted by:

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


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