



Republic of the Philippines  
**National Irrigation Administration**

**Minutes of Meeting**  
**Pre-Bidding Conference**  
**BS-011-2020: Supply, Delivery, Installation and Testing of Geostudio Professional and Structural Analysis and Design (STAAD) Pro**  
**December 3, 2020, 10:00 AM**  
**Classroom A, 3<sup>rd</sup> Floor, IEC Building, NIA Complex, EDSA, Diliman, Quezon City**

**Present:**

**BAC-B**

Ailyne C. Agtuca-Selda	- Chairperson
Marty P. Cachapero	- Vice-Chairperson
Delsy J. Revellame	- Member
Lydia S. Esguerra	- Member

**Technical Working Group**

Emilio M. Domagas, Jr.	- Chairperson
Edilberto L. Chavez	- Member
Jonie C. Dumaquita	- Member
Roald Marck J. Revellame	- Member
Danilyn E. Tan	- DSD Representative

**Observers**

Edsel June Brillantes	- IAS Representative
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**Absent:**

**BAC**

Rogelia C. Dela Torre	- Member
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**TWG**

Nastassja Nicole J. Flores	- Member
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**Matters discussed:**

- I. The BAC-B Chairperson formally presided the Pre-Bidding Conference for BS-011-2020. She acknowledged the presence of the BAC-B members, TWG, Secretariat and observer.
- II. The BAC-B established that no prospective bidder 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.
- III. The BAC-B also established that no prospective bidder is present to participate in today's Pre-Bid Conference. Consequently, the BAC-B instructed the Secretariat to invite previous suppliers/bidders to participate in the bidding since the PhilGEPS website is having frequent system maintenance which may cause difficulty for the suppliers to see the opportunities posted.

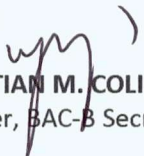



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- IV. The Secretariat then presented the details of the project.
- V. The BAC-B then asked the TWG if there any reminders that needs to be captured in the minutes. The TWG answered in the negative.
- VI. The BAC-B Chairperson reminded the bidders the following:
- a. PhilGEPS Platinum Certificate does not need any attachment unless a permit or clearance is expired. For expired permit or clearance, please attach any proof that the renewal for the said permit or clearance is ongoing;
  - b. 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;
  - c. The bidder should fill out the Bid Securing Declaration and Omnibus Sworn Statement, including the Jurat portion indicating the Government Issued ID; and
  - d. 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.
- VII. The BAC-B reminded the Secretariat to inform the prospective bidders that queries can still be submitted in written form thru email or snail mail until December 5, 2020. Supplemental Notice, if any shall be issued on December 8, 2020.
- VIII. 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 12:00 NN.

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