



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

**Minutes of Meeting  
Pre-Bidding Conference**

**BS-014-19: Supply, Delivery and Installation of Materials for Modular Workspace Including  
Electrical Works and Furniture for the Renovation of Financial Management Department  
Office**

**November 29, 2019, 09:30 AM**

**Classroom A, 3<sup>rd</sup> Floor, IEC Building, NIA Complex, EDSA, Diliman, Quezon City**

**Present:**

**BAC-B**

Atty. Pepito L. Padilla	- Vice-Chairperson
Lydia S. Esguerra	- Member
Rogelia C. Dela Torre	- Member
Delsy J. Revellame	- Member

**Technical Working Group**

Wilhelm S. Tiangco	- Chairperson
Roger M. Malabanan	- Member
Ruthgen M. Abdula	- Member
Elvira S. Calanday	- Member
Sally Palencia	- Member

**Observers**

Angelo Karl Doleo	- COA Representative
Edsel June Brillantes	- IAS Representative

**Bidders' Representatives**

Erexel Sanchez	- Asahi Design Centre, Inc.
Rose Marie Dela Cruz	- Acmi Office Systems Philippines, Inc.

**Absent:**

**BAC-B**

Atty. Ailyn C. Agtuca-Selda	- Chairperson
-----------------------------	---------------

**Technical Working Group**

Atty. Marty P. Cachapero	- Member
--------------------------	----------

**Matters discussed:**

- I. The BAC-B Vice-Chairperson formally presided the Pre-Bidding Conference for BS-014-19. He acknowledged the presence of the BAC-B members, TWG, Secretariat, observers and prospective bidders' representatives.



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

- 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
<p>Ms. Rose Marie of Acmi Office Systems Philippines, Inc. raised her concerns:</p> <ol style="list-style-type: none"><li>1. Can we have a copy of the Technical Specifications since the bidding documents are not posted in the PhilGEPS website.</li><li>2. Can we have the electrical scheme of the project?</li><li>3. For the technical specifications, how thick is your required partition?</li><li>4. In addition, can we round up the thickness of the partition to 50mm instead of 46.80mm?</li><li>5. What are you planning to place in the Customized Plan / Document Cabinet?</li><li>6. Can we request for a 60 calendar day delivery period?</li></ol>	<p>The BAC-B together with the TWG discussed their concerns/ queries:</p> <ol style="list-style-type: none"><li>1. Yes, we can give a copy of the bidding documents. (Later on, it was found out that the bidding documents were posted in the PhilGEPS website, however, it cannot be downloaded due to system glitch of the website. Please see Annex 1).</li><li>2. We actually have a plan for the electrical works. It can be given to you. Also, you can have an ocular inspection.</li><li>3. Thickness of the partition is stated in the bidding documents. Also, we can provide an actual sample.</li><li>4. As long as it does not go below 46.80mm, we can accept it.</li><li>5. The Customized Plan / Document Cabinet will contain documents.</li><li>6. We will take note of this and will be included in the supplemental notice if there will be any modifications.</li></ol>



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

7. Gauge for the 2 sets of Typical "B" Section Head Module reads ".9mm (gauge 2)", is this accurate?

8. What is "2 – 52mm grommet"?

9. Are the items from the visual perspective presented are the actual items required?

10. Are all the frames of the partition colored black?

11. For the pedestal, there are only two available suppliers in the market. We are not sure if we can comply with your requirement to present at least three (3) proposals.

12. Are there any test and inspection for the post qualification?

13. Can we present a miniature instead of presenting the actual size and sample?

14. How about we present a sample of one panel only?

\*\*\* Representative from Asahi Design Centre, Inc. did not raise any question.

7. We will take note of this and will be included in the supplemental notice if there will be any modifications.

8. This should be "2 holes – 52mm grommet". This will be included in the supplemental notice.

9. No. These are visual presentations but the actual items should be based on the technical specifications.

10. No. Black colored frames will be for the manager's staff and section chiefs only.

11. We will take note of this and will be included in the supplemental notice if there will be any modifications.

12. We will take note of this and will be included in the supplemental notice if there will be any. However, we have a pre-fabrication inspection.

13. An actual sample should be inspected since we will be scrutinizing the materials used.

14. As long as we can examine the materials used, a panel will be acceptable.



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

- V. Lastly, the BAC-B reminded the prospective bidders to comply with the documentary requirements (especially the government issued ID and Community Tax Certificate) 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 December 2, 2019.

There being no other matters to be discussed the BAC-B Vice-Chairperson thanked everyone present and adjourned the meeting at 10:30 AM.


Prepared by:

  
**IMMACULATE GIED S. BORAS**  
Member, BAC-B Secretariat

  
**ELAINE P. VILLANUEVA**  
Head, BAC-B Secretariat  
FBGD-

Noted by:

  
**PEPITO L. PADILLA**  
BAC-B, Vice-Chairperson

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