

**Republic of the Philippines
Department of Foreign Affairs
Bids and Awards Committee (BAC)**

MINUTES OF THE MEETING

Procurement Project: Repair of the Department of Foreign Affairs Main Building Sewage Treatment Plant and Sewer Line

Activity Conducted: Pre-Bid Conference

Date and Time: 16 May 2019; 10:00 a.m.

Venue: BAC Conference Room, 12th Floor, DFA Main Bldg.

I. ATTENDANCE:

BAC MEMBERS

Ms. Imelda M. Panolong	Chairperson
Ms. Grace Anne G. Bulos	BAC Member
Ms. Susan Phoebe R. Sabado	Alternate BAC Member
Mr. Rey S. Sambitan	End-user Representative

BAC SECRETARIAT

Mr. Teddy Edmund T. Pavon	Head
Mr. Linoernbar D. Blanco	Member
Ms. Micaella J. Tobias	Member

BIDDER/S

Mr. Japril A. Agustin	BSI (Berkman Systems, Inc.)
Ms. Bernice M. Cacho	BSI (Berkman Systems, Inc.)
Mr. Isaias M. Bongar	I.M. Bongar & Co. Inc.
Ms. Rosalinda Bongar	I.M. Bongar & Co. Inc.
Mr. Gilbert A. Maglonso	Greenlex
Mr. Alfredo Aled	Greenlex
Ms. Jeanell Martin	NSB Engineering
Mr. Kendric Ocaña	NSB Engineering

II. CALL TO ORDER

The Pre-bid conference for the Department of Foreign Affairs procurement of with an Approved Budget for the Six Million Pesos (PhP 6,000,000.00) was held at the BAC Conference Room at and presided by BAC Chairperson. The pre-bid conference started at 10:18am when a quorum was declared.

III. Points Discussed/Actions Taken

- The term EMS would be changed to EMD ↘
- The Bidder asked for clarification on where the electricity shall be sourced for their requirement, it was stated that Contractors will tap existing circuit breakers for their electricity needs and would not need to bring a generator.
- Clarification was made on the frequency of removal of waste water. It was clarified as well that the de-clogging of storm drainage and floor drainage is a separate activity from the STP.
- On item (F. iii) – it was stated that the Contractors are now prohibited by DENR to follow up on any Environmental License they have filed. They may help the Department fill up and send the documents but it will be up to the Department to coordinate with DENR for the license.
- In letter G it was suggested that since there are tanks that can handle multiple filtrations stages, it may be economical to allow fewer tanks so long as the filtration system can conduct all the processes required.
- It was clarified that under the section that states that the Contractor shall secure all the necessary permits, it includes a building permit.
- On Annex A, it was commented by the potential bidder that based on the drawings provided, the STP would not reach 250 cbm. Supposedly it would reach a maximum of only 220 cbm. It was suggested that perhaps the Department could reevaluate the maximum flow for the STP.
- A suggestion was made as well that perhaps a second floor should be constructed to meet the 250 cbm flow required in the Terms of Reference.
- Lastly, on the matter on commencement of the 150 days, it was suggested that the period should commence after release of and necessary permits.
- End-user and members of the BAC took all the comments into consideration and will consult further with top management regarding the suggestions. It further stated that only those suggestions that the End-Users and their Office finds advantageous to the Department shall be included in a subsequent Bid Bulletin.
- For the information of the prospective bidders in attendance, the BAC Secretariat facilitated the discussion the requirements of the Technical Specifications for the project, as discussed in the Bidding Documents. Discussions on the specific requirements were provided by the End-user representatives and members of the BAC.
- Reminders for the preparation of Bid Documents were also given to the bidders in attendance, in order to ensure that the prospective bidders can fully comply with the documentary requirements for the bid.

IV. Adjournment

There being no other remaining matters, the BAC Chairperson thanks everyone and adjourned the meeting at 11:45 a.m.

Prepared by:


TEDDY EDMUND T. PAVON
Head, BAC Secretariat