

**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:** 11 June 2019; 10:00 A.M.

**Venue:** BAC Conference Room, 12<sup>th</sup> Floor, DFA Main Bldg.

**I. ATTENDEES**

**BAC MEMBERS**

|                                   |                                       |
|-----------------------------------|---------------------------------------|
| <b>Ms. Imelda M. Panolong</b>     | Chairperson                           |
| <b>Ms. Susan Phoebe R. Sabado</b> | BAC Member                            |
| <b>Ms. Grace Anne G. Bulos</b>    | BAC Member                            |
| <b>Mr. Audie Murphy Taragua</b>   | End-user Representative (OAMSS – EMD) |

**TWG MEMBERS**

|                                      |        |
|--------------------------------------|--------|
| <b>Ms. Grace C. Fernandez</b>        | Member |
| <b>Mr. Bienvenido V. Miranda Jr.</b> | Member |

**BAC SECRETARIAT**

|                                  |        |
|----------------------------------|--------|
| <b>Mr. Teddy Edmund T. Pavon</b> | Head   |
| <b>Mr. Linoernbar D. Blanco</b>  | Member |
| <b>Ms. Micaella J. Tobias</b>    | Member |

**BIDDER/S**

|                              |   |
|------------------------------|---|
| <b>Mr. Kendrick B. Ocana</b> | NSB Engineering                           |
| <b>Ms. Jearell P. Martin</b> | NSB Engineering                           |
| <b>Mr. Ric Cinco</b>         | Enviro Konsult Equipment & Services, Inc. |
| <b>Mr. Milo Manaois</b>      | Enviro Konsult Equipment & Services, Inc. |
| <b>Ms. Camm Luna</b>         | Enviro Konsult Equipment & Services, Inc. |
| <b>Mr. A. Fuente</b>         | BSI                                       |

## II. CALL TO ORDER

The meeting was called to order at 10:05 a.m. upon confirmation of a quorum by the BAC Secretariat.

## III. POINTS DISCUSSED / ACTIONS TAKEN

- The Chairperson introduced the attendees and three (3) potential bidders namely, NSB Engineering, Enviro Konsult Equipment & Services, Inc., and BSI.
- The Committee went through the Terms of Reference (ToR) for the Procurement of Repair of the Department of Foreign Affairs Main Building Sewage Treatment Plant and Sewer Line with an Approved Budget for the Contract of six million pesos (PhP 6,000,000.00) only.
- On item b.iv, the bidder asked the end-user if the electrical power to be used will come from the Department. The end-user said that the prospective contractor will have to use a submeter for the power source and another meter for water consumption.
- On item b.viii, the bidder asked the end-user if they can provide an estimate sludge hauling volume for the clean-up of STP/SBR are. The end-user said that they will consider adding it on the Supplemental/Bid Bulletin.
- On item c.v, the bidder asked the Committee if there is an existing catch basin or if they have to design and build a new one. The Committee answered that they only have to submit a design for the restoration of the catch basin.
- The bidders asked the Committee if there is a preferred method for the materials to be used for the drainage. The Committee said that they prefer a non-chemical and/or a biological method.
- The bidders asked the Committee if they can provide a diameter size for the pipe sewer line. The Committee said that they can check the existing sewer line on the site inspection to be held at 2:00 p.m., Thursday.
- The Committee confirmed the following:
  - that the one hundred fifty (150) working days will include the testing until commissioning of the project;
  - that they can add equipment to be used on the project;
  - that the proof of ownership and photo of the equipment to be used shall be attached on the bids to be submitted as compliance to the Terms of Reference;
  - that there are no preferred brands;
  - that the provision on waterproofing shall be included in the design to be approved by the end-user;
  - that the repainting or replacing of the safety railings will depend on the submitted proposal of the prospective contractor; and
  - that the work schedule shall be attached on the bid to be submitted.
- On item VI. Contractor's Qualification, the bidders asked if they can lower down the six (6) years of experience in design, repair and construction of STP/SBR. The Committee said that they will deliberate on it.
- The Committee added Civil, Mechanical and Electrical engineers with relevant experience for the Contractor's key personnel to be assigned to the Contract.
- The schedule of activities will be as follows:
  - a. Submission and Receipt of Bids – 24 June 2019, 9:00 a.m.
  - b. Bid Opening – 24 June 2019, 10:00 a.m.
  - c. Post-Qualification – 28 June 2019, 10:00 a.m.

#### **IV. ADJOURNMENT**

There having been no other remaining matters to be discussed, the Chairperson thanked everyone and adjourned the meeting at 11:01 a.m.

Minutes taker: **Ms. Micaella J. Tobias**  
**BAC Secretariat Member**

Noted by: **Mr. Teddy Edmund T. Pavon**  
**BAC Secretariat Head**