



CAMALIG WATER DISTRICT

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OFFICE OF THE BIDS AND AWARDS COMMITTEE (BAC)

MINUTES OF THE MEETING ON MAY 29, 2019 AT THE CWD CONFERENCE ROOM

MEMBERS PRESENT:	Melchor N. Nacor	-	Vice-Chairperson, BAC
	Pedro Labayo Jr.	-	Member, BAC
	Warren Nabata	-	Member, BAC
	Angelo N. Nueva	-	Member, BAC, TWG
OTHERS PRESENT:	Rotchine N. Mapa	-	BAC Secretariat, TWG
	Efren M. Besin	-	TWG
ABSENT:	Julito O. Grageda	-	Chairperson, BAC

QUORUM

With the absence of the chairperson, the Vice-Chairperson presided and called the meeting to order at 1:00 PM and there having a quorum, the Bids and Awards Committee (BAC) proceeded to perform its duties/functions. The Vice-chairperson started the meeting with the reading of the agendum:

No.	Description	ABC	Solicitation No. & Date	Action Required
1)	Office Vehicle-Passenger Van (Public Bidding)	Php2,160,000.00	CWD 2019-35	Pre-Bid Conference

I. PRE-BID CONFERENCE

Office Vehicle-Passenger Van (Public Bidding)

Only one (1) Bidder's representative attended, Mr. Delfin B. Almanza, Jr. from Hyundai Alabang, Inc. The BAC continued with the Pre-Bid Conference and thoroughly discuss and reiterate the following different aspects of the procurement at hand:

- 1) Source of Fund is the 2019 Corporate Budget for the contract approved by the Governing Board.
- 2) The Approved Budget for the Contract is Two Million one Hundred Sixty Thousand Pesos (Php2,160,000.00).
- 3) The payment terms shall be within sixty (60) calendar days from date of complete delivery and acceptance.
- 4) The project is comprised of supply and delivery of one (1) unit Office Vehicle-Passenger Van.
- 5) The delivery schedule will be on or before July 25, 2019 (preferably Monday to Friday during office hours. The winning bidder will be notified in case there will be changes in the said schedule.
- 6) The bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

- 7) The complete schedule of activities is listed, as follows:

	Activities	Schedule
1.	Issuance of Bidding Documents	Starting May 21, 2019
2.	Pre-Bid Conference	May 29, 2019 at 1:00 PM (CWD office. Time)
3	Submission and receipt of Bid Envelopes	On or before June 10, 2019 at 1:00 PM (CWD Office Time)

4.	Eligibility Check and Opening of Bid Envelopes	June 11, 2019 at 1:00 PM (CWD office. Time)
5.	Bid Evaluation	June 11, 2019 at 1:00 PM (CWD office. Time)
6.	Post-qualification	June 12 to 15, 2019
7.	Notice of Award	Within fifteen (15) calendar days from date of receipt of the recommendation of the BAC to award the contract by the Head of the Procuring Entity (CWD GM) or its duly authorized official.

- 8) For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a) (ii) or three (3) years), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. (at least Php1,080,000.00)
- 9) The documentary requirements for both the Technical Component of the Bid, including the Eligibility Requirements were also enumerated and discussed.
- 10) The Special Conditions of Contract was also discussed. The period for correction of defects in the warranty period is within ten (10) days from date of receipt of notice.
- 11) The Technical Specifications were also discussed and the documentary requirements during the delivery of goods.
- 12) Section 17.3 of the General Conditions of Contract that the obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price or other such amount if so specified in the SCC.
- 13) Lastly, it was emphasized that only VALID and COMPLETE documents shall be rated as "Passed" by the BAC. Documents which are incomplete or patently insufficient shall be considered as "Failed" by the BAC. Therefore, the suppliers should ensure that the submitted documents are valid and complete.

There having no other business, the conference adjourned at 3:00 PM

Prepared by:

(Sgd.)
ROTCHINEE N. MAPA
BAC Secretariat

Approved and confirmed by BAC:

(Absent.)
JULITO O. GRAGEDA
Chairperson

(Sgd.)
MELCHOR N. NACOR
Vice-Chairperson

(Sgd.)
PEDRO LABAYO, JR
Member

(Sgd.)
WARREN NABATA
Member

(Sgd.)
ANGELO N. NUEVA
Member