



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

**BIDS AND AWARDS COMMITTEE (BAC)
MINUTES OF MEETING**

12 October 2020 (Monday) 01:00 P.M.

Through Videoconferencing via MS Teams

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ae19c0c5c1011464e8f73ae576cc7bc02%40thread.tacv2/1601365771254?context=%7b%22Tid%22%3a%2234a3c75d-10fe-482b-9220-04df09540e89%22%2c%22Oid%22%3a%221613a187-8a0f-4778-8f30-c1ed01f12e10%22%7d)

[join/19%3ae19c0c5c1011464e8f73ae576cc7bc02%40thread.tacv2/1601365771254?context=%7b%22Tid%22%3a%2234a3c75d-10fe-482b-9220-04df09540e89%22%2c%22Oid%22%3a%221613a187-8a0f-4778-8f30-c1ed01f12e10%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ae19c0c5c1011464e8f73ae576cc7bc02%40thread.tacv2/1601365771254?context=%7b%22Tid%22%3a%2234a3c75d-10fe-482b-9220-04df09540e89%22%2c%22Oid%22%3a%221613a187-8a0f-4778-8f30-c1ed01f12e10%22%7d)

Subject Matter : Pre-Bid Conference
Project : *Procurement of Procurement of Phantom Load (Three-Phase Portable Current Source Equipment)*
Mode of Procurement : Competitive Bidding
Reference No. : Lot No. 2020-21

Attendees:

1. BAC Members, BAC Technical Working Group, and BAC Secretariat:

Name	Position
Heiddi Venecia R. Barrozo	Chairperson, BAC
Marina C. Bugayong	Member, BAC
August Anthony N. Balute	Member, BAC
Jose Romulo L. Castro	Member, BAC
Amabelle D. Del Rosario	Vice-Chairperson (CB), BAC TWG
Jean Astrid C. Francisco	Vice-Chairperson (AM), BAC TWG
Arjay Louie Eu B. Cuanan	Chairperson, BAC Secretariat
Marie Alexis Denise S. Gayon	Vice-Chairperson (CB), BAC Secretariat
Primabelle S. Gobantes	Member, BAC Secretariat
Kio Paulo H. San Andres	BAC Support
Lovelyn M. Alegre	BAC Support

2. End-User:

Name	Position
Ferdinand A. Salviejo	Engineer III, Consumer Affairs Service (CAS)
Ray I. Biona	Engineer III, Consumer Affairs Service (CAS)

3. Prospective Bidders:

Name	Company
Mark Amarte	AGP Trading Inc.
Michael Constantino	AGP Trading Inc.
Charles Ratcliffe	AGP Trading Inc.
Edmar L. Ruma	PPI Pazifik Power Inc.

I. Call to Order

The Pre-Bid Conference for the *Procurement of Procurement of Phantom Load (Three-Phase Portable Current Source Equipment)* with an Approved Budget for the Contract (ABC) of Ten Million Pesos (PhP10,000,000.00), was called to order at twenty two minutes past one o'clock in the afternoon (01:22 P.M.) through videoconferencing via MS Teams, with BAC Chairperson Heiddi Venecia R. Barrozo as the presiding officer.

II. Determination of Quorum

The BAC Secretariat Chairperson, Atty. Arjay Louie Eu B. Cuanan, confirmed the presence of a quorum with the attendance of BAC Chairperson Barrozo and BAC Members, Dr. August Anthony N. Balute, Atty. Jose Romulo L. Castro and Atty. Marina C. Bugayong.

After having established the required quorum, the BAC Secretariat Chairperson likewise acknowledged the presence of the BAC Technical Working Group, BAC Secretariat, BAC Support, as well as the representative from the end-user and the prospective bidders. Invitations to observe the Pre-Bid Conference were sent to Bishops-Businessmen's Conference for Human Development (BBC), Commission on Audit (COA), Philippine Chamber of Commerce and Industry (PCCI), Philippine Institute of Certified Public Accountants (PICPA), and Transparency Accountability Network (TAN). However, none of the invited observers attended the pre-bid conference despite such notice.

III. Proceedings

BAC Chairperson Barrozo asked BAC Secretariat Chairperson to show on the screen the Technical Specifications of the project.

IV. Question and Answers

1. Mr. Ferdinand A. Salviejo from the CAS clarified that the equipment need not be portable as described in the technical specifications. He explained that the equipment to be procured is large and is meant to be stationary.
2. Mr. Edmar L. Ruma from PPI Pazifik Power Inc. asked for an extension of the delivery period of the project from Sixty (60) days from the receipt of the Notice of Proceed (NTP), as contained in the Technical Specifications, to One Hundred Fifty (150) days since they still need to inquire its availability from their suppliers. He stated that the standard manufacturing of the said equipment usually takes three (3) to four (4) months including the shipping period.
 - Mr. Ferdinand A. Salviejo answered that the requested extension of 150 days is too long and asked the prospective bidders if they can deliver earlier than that. Nevertheless, he clarified that the delivery period of Sixty (60) calendar days indicated in the Technical Specification is a template and he already anticipated that the prospective bidders would ask for an extension.
 - Mr. Charles Ratcliffe from AGP Trading Inc. shared the same concern and likewise requested for an extension on the delivery period for at least Ninety (90) to One hundred twenty (120) days, or whatever is the allowable maximum extension by the procuring entity since the equipment usually takes three (3) to four (4) months to manufacture, including the shipping period.
 - After further discussion, Mr. Salviejo confirmed from the prospective bidders if they can deliver within One Hundred Thirty-five (135) days since the equipment will have to be delivered to the Visayas Area Operations Division (VAOD) and Mindanao Area Operations Division (MAOD).
3. The BAC Chairperson asked the prospective bidders if a period of One hundred twenty (120) days is already sufficient to deliver the equipment or will they prefer a longer period.
 - Mr. Charles Ratcliffe answered that it would be preferable if they will be given One hundred thirty-five (135) days for the delivery period.
 - Mr. Edmar L. Ruma concurred with Mr. Ratcliffe.

- The BAC resolved that it will issue the necessary Bid Bulletin to address the request.
4. Mr. Ratcliffe asked as to the deadline for submission of written questions or clarifications regarding the procurement.
- The BAC Secretariat Vice-Chairperson (CB) Atty. Marie Alexis Denise S. Gayon answered that the deadline of submission and receipt of bids is at 26 October 2020 at twelve o'clock noon (12:00 P.M.) and the deadline of submission of written questions or clarifications is on 16 October 2020 which is ten (10) days before the opening and deadline of submission of bids.
5. Mr. Ruma asked whether the hands-on training as contained in Section C(3) of the Technical Specification, particularly the Responsibilities of the Winning Bidder, will be conducted before or after the delivery of the equipment. He also asked if there are quarantine restrictions in the VAOD and MAOD offices. He further asked if a checklist of the eligibility requirements will be provided or will they rely on what is contained in pages twenty (20) to twenty-two (22) of the bidding documents. Lastly, he asked if the opening of bids will be conducted physically or online.
- The BAC Chairperson confirmed that the hands-on-training will be conducted after the delivery of the equipment.
 - Mr. Salviejo answered that he has no idea on the current COVID-19 restrictions imposed in Cebu and Davao where the ERC VAOD and MAOD offices are situated.
 - The BAC Chairperson asked the prospective bidders to take into consideration that the personnel that will be deployed in the said offices might undergo quarantine procedures.
 - The BAC Secretariat Vice-Chairperson (CB) confirmed that there is a checklist provided in relation to the procurement.
 - The BAC Chairperson manifested that the checklist is available in the PhilGEPS and ERC websites together with the bidding documents and asked the BAC Secretariat to direct the prospective bidders to the specific page where the checklist may be found.
 - Mr. Ruma manifested that they already purchased the bidding documents and there was no checklist attached. He requested if he may be given a soft copy of the same.

- The BAC Chairperson asked the BAC Secretariat to provide the prospective bidders with the checklist. She added that the submission and opening of bids shall be conducted physically at the ERC office, but the prospective bidders has the option of joining or observing the opening of bids physically or remotely through online.

The BAC Chairperson reminded the prospective bidders that the deadline of submission and receipt of bids is on 26 October 2020 at twelve o'clock noon (12:00 P.M.) and the deadline of submission of written questions or clarifications is on 16 October 2020.

V. Adjournment

Having no more questions, discussions, and clarifications, the meeting was adjourned at fifty-seven minutes past one o'clock in the afternoon (01:57 P.M.).

Approved By:

HEIDDI VENECIA R. BARROZO

BAC Chairperson

(TOOK NO PART)

SHARON O. MONTAÑER

BAC Vice-Chairperson

MARINA C. BUGAYONG

BAC Member

AUGUST ANTHONY N. BALUTE

BAC Member

JOSE ROMULO L. CASTRO

BAC Member

ATTESTED BY:



ARJAY LOUIE EU B. CUANAN

Chairperson, BAC Secretariat