



Republic of the Philippines
**ENERGY
REGULATORY
COMMISSION**

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

12 October 2020 (Monday) 03:00 P.M.

Through Videoconferencing via MS Teams

<https://teams.microsoft.com/l/meetupjoin/19%3ae19c0c5c1011464e8f73ae576cc7bc02%40thread.tacv2/1601365853295?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 Test Equipment (Single-Phase Watt-Hour Meter Standard) (Class Accuracy 0.01%)*
Mode of Procurement : Competitive Bidding
Reference No. : Lot No. 2020-22

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
Chiara Angela L.B. Blanco	Chairperson, BAC TWG
Amabelle D. Del Rosario	Vice-Chairperson (CB), BAC TWG
Jean Astrid C. Francisco	Vice-Chairperson (AM), BAC TWG
Vladimere B. Pulmones	Member, BAC TWG
Arjay Louie Eu B. Cuanan	Chairperson, BAC Secretariat
Marie Alexis Denise S. Gayon	Vice-Chairperson (CB), BAC Secretariat
John Paul J. Sending	Member, BAC Secretariat
Primabelle S. Gobantes	Member, BAC Secretariat
Kio Paulo H. San Andres	BAC Support
Lovelyn M. Alegre	BAC Support
Rosaly T. Flores	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 Bidder:

Name	Company
Mark Amarte	AGP Trading Inc.
Michael Constantino	AGP Trading Inc.
Charles Ratcliffe	AGP Trading Inc.

I. Call to Order

The Pre-Bid Conference for the *Procurement of Test Equipment (Single-Phase Watt-Hour Meter Standard) (Class Accuracy 0.01%)* with an Approved Budget for the Contract (ABC) of Three Million Pesos (PhP3,000,000.00), was called to order at eight minutes past three o'clock in the afternoon (03:08 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 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 (TWG), BAC Secretariat, BAC Support, as well as the representatives from the end-user and 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), Confederation of Filipino Consulting Organizations (COFILCO), and Transparency Accountability Network (TAN). However, none of the invited observers attended the pre-bid conference despite such notice.

III. Proceedings

BAC Chairperson Barrozo directed the BAC Secretariat Chairperson to review the Technical Specifications of the project by flashing the same on the screen.

IV. Question and Answers

1. Mr. Charles Ratcliffe from AGP Trading Inc. asked for a possible extension of the delivery of the project from Sixty (60) days from the receipt of the Notice to Proceed (NTP) as contained in the Technical Specifications to One Hundred Thirty-Five (135) days or whatever extension the BAC may allow.
 - Mr. Ferdinand A. Salviejo from the CAS asked Mr. Ratcliffe if it can deliver within One Hundred Twenty (120) days from the receipt of the NTP. The latter confirmed its capability to deliver within such period; hence, the delivery of the project was extended from sixty (60) days to one hundred twenty (120) days from the receipt of the NTP.
2. Mr. Michael Constantino also from AGP Trading Inc. clarified the requirement of the end user regarding the weather-proof carrying bag as stated in the technical specifications. He inquired whether the said carrying bag is designed for a portable equipment and whether it is acceptable that the equipment, though still portable, is primarily designed to be used in a laboratory. He added that the case containing the equipment is not necessarily weatherproof, but is an aluminum case.
 - Mr. Ferdinand A. Salviejo answered that it is acceptable as long as the casing can withstand dust and water.
3. Mr. Ray I. Biona from CAS asked Mr. Ratcliffe if it is possible to reduce the 120-day delivery period as initially agreed.
 - Mr. Ratcliffe answered that they took into consideration the period for the manufacturing, the issuance of the necessary certificates, and the COVID-19 restrictions which they may encounter in relation to their request to extend the delivery period. However, he added that they might not be able to consume the entire 120-day period and that delivery will be made as soon as the equipment becomes available.
4. Mr. Ratcliffe asked for the deadline of submission of written questions or clarifications regarding the procurement. He also asked the availability of the bidding documents and if they can bring their original documents for comparison.

- The BAC Chairperson answered that the request for clarification must be submitted on or before 16 October 2020. She likewise clarified that the prospective bidder can bring their original documents during the conduct of the Post-Qualification.
- The BAC Chairperson manifested that the prospective bidder may coordinate with the BAC Secretariat for assistance regarding the availability of and payment for said bidding documents. She advised the prospective bidder to proceed to the ERC office preferably between 9:00 a.m. and 4:00 p.m. considering that there is only a skeletal workforce.

V. Adjournment

Having no more questions, discussions, and clarifications, the meeting was adjourned at twenty-one minutes past three o'clock in the afternoon (03:21 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

(TOOK NO PART)
JOSE ROMULO L. CASTRO
BAC Member

ATTESTED BY:



ARJAY LOUIE EU B. CUANAN
Chairperson, BAC Secretariat