



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

20 November 2020 (Friday) 11:00 A.M.

Through Videoconferencing via MS Teams

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2VjNmIxYjYtYzlwMS00MTEwLWJhNWUtMzNIYWVmZWZkZjY4%40thread.v2/0?context=%7b%22Tid%22%3a%220f0dac9f-433c-41ba-9f57-42be6fe671a9%22%2c%22Oid%22%3a%22638c224b-aae0-4a1f-95d8-6b417df5646d%22%7d)

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Subject Matter : Pre-Bid Conference
Project : *Test Equipment (Single Phase Watt-Hour Meter Standard) (Class Accuracy 0.04%)*
Mode of Procurement : Competitive Bidding
Reference No. : Lot No. 2020-36

Attendees:

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

Name	Position
Sharon O. Montañer	Vice-Chairperson, BAC
Marina C. Bugayong	Member, BAC
Socorro P. Belostrino	Alternate Member, BAC
Amabelle D. Del Rosario	Vice-Chairperson (CB), TWG
Jean Astrid C. Francisco	Vice-Chairperson (AM), TWG
Ferdinand A. Salviejo	Member, TWG
Timothy L. Arce	Member, TWG
Arjay Louie Eu B. Cuanan	Chairperson, BAC Secretariat
Marie Alexis Denise S. Gayon	Vice-Chairperson (CB), BAC Secretariat
Kio Paulo H. San Andres	BAC Support
Lovelyn M. Alegre	BAC Support
Rosaly T. Flores	BAC Support

2. End-User:

Name	Position
Ray I. Biona	Engineer III, Consumer Affairs Service (CAS)
Isidro Madrid	Engineer III, Consumer Affairs Service (CAS)

Alvin Noveno

Engineer III, Consumer Affairs Service
(CAS)

3. Prospective Bidders:

Name	Company
Michael Constantino	AGP Trading Inc.
Mark Amarte	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 0.04%)* with an Approved Budget for the Contract (ABC) of Two Million Four Hundred Thousand Pesos (PhP2,400,000.00), was called to order at ten minutes past eleven o'clock in the morning (11:10 A.M.) through videoconferencing via MS Teams, with BAC Vice-Chairperson Sharon O. Montañer 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 Vice-Chairperson Montañer, and BAC Member Atty. Marina C. Bugayong, and BAC Alternate Member Socorro P. Belostrino.

After having established the required quorum, the BAC Secretariat Chairperson likewise acknowledged the presence of the Technical Working Group (TWG), BAC Secretariat, and support staff, as well as the representatives from the end-user and the prospective bidder. 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), and Transparency Accountability Network (TAN). However, none of the invited observers attended the pre-bid conference despite such notice.

III. Proceedings

The BAC Vice-Chairperson briefly went over the salient features of the Technical Specifications (SPECS) of the project as shown on the screen such as the following: a) contract period; b) responsibilities of the winning bidder; c) schedule of delivery; d) specification of the test equipment; e) approved budget for the contract (ABC); f) payment scheme; and g) acceptance/rejection period.



IV. Question and Answers

1. Mr. Michael Constantino from AGP Trading Inc. (AGP) requested for an extension of the delivery period of ninety (90) calendar days as contained in the SPECS considering that the equipment which they will be offering is the one with a 0.008% class accuracy and that the said equipment will be sourced out from Germany.
 - The BAC Vice-Chairperson emphasized that the class accuracy required is 0.04%.
 - Engr. Ferdinand A. Salviejo from the BAC TWG and a representative of CAS manifested that AGP presented a brochure which in fact states among others that they can deliver the equipment earlier than the 90 calendar days
 - BAC Vice-Chairperson Montañer asked the AGP to confirm the statement of Engr. Salviejo.
 - Mr. Constantino manifested that the equipment that they will offer will be a better fit than what actually is indicated in the SPECS.
 - Engr. Salviejo manifested that it is better if the delivery can be made earlier given the urgent need of the equipment. He also said that the prospective bidder can just confirm whether the delivery of the equipment is not possible within the timeframe as indicated in the SPECS.
 - The BAC took note of the request and will issue the appropriate bid bulletin for the matter, if necessary.
2. Mr. Constantino cited Section F of the SPECS and asked if they can offer an equipment with a power supply of 115 ~ 253 VAC, instead of the 220 ~ 260 VAC.
 - Engr. Salviejo explained that the end-user is actually using up to 240 VAC.
 - Engr. Ray I Biono from CAS manifested that they are amenable on the proposed power supply of 115 ~ 253 VAC.
3. Mr. Constantino asked whether they can offer a hard case for the carrying bag instead of just a carrying bag as indicated in the SPECS.

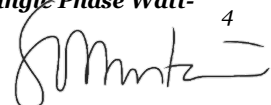


- Engr. Biona answered that they are amenable to the hard case as long as the equipment will be fully protected.
4. BAC Vice-Chairperson Montañer reminded the prospective bidder that as indicated in the Invitation to Bid, the ERC requests the bidder to bring the original documents during the Opening of Bids for comparison. She also stressed the request for the submission of one (1) original copy and one (1) copy of their bids.

The BAC Vice-Chairperson reminded the prospective bidder of the following timeline: a) submission of request for clarification is on 23 November 2020; b) posting of bid/supplemental bulletin if necessary is on 26 November 2020; c) submission and receipt of bids is on 04 December 2020 at twelve noon (12:00 P.M.); and d) opening of bids is on the same date at one o'clock in the afternoon (01:00 P.M.)

5. Mr. Constantino asked if they can already purchase the Philippine Bidding Documents (PBD).
 - BAC Secretariat Chairperson Cuanan answered that in the meantime, the prospective bidder can download the bidding documents at the PhilGEPS or ERC websites considering that the ERC Office is on lockdown until further notice for the conduct of the disinfection. He said that the corresponding fee for the PBD should be settled at the ERC Cashier's Office on or before the scheduled deadline for the submission and receipt of bids which is on 04 December 2020 at twelve noon (12:00 P.M).

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V. Adjournment

Having no more questions, discussions, and clarifications, the meeting was adjourned at thirty minutes past eleven o'clock in the morning (11:30 A.M.).

Approved By:

(TOOK NO PART)
HEIDDI VENECIA R. BARROZO
BAC Chairperson


SHARON O. MONTAÑER
BAC Vice-Chairperson

MARINA C. BUGAYONG
BAC Member

(ON LEAVE)
AUGUST ANTHONY N. BALUTE
BAC Member

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


SOCORRO P. BELOSTRINO
BAC Alternate Member

ATTESTED BY:



ARJAY LOUIE EU B. CUANAN
Chairperson, BAC Secretariat