



Republic of the Philippines  
**ENERGY  
REGULATORY  
COMMISSION**

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

**19 August 2020 (Wednesday) 10:00 A.M.**

Through Videoconferencing via Zoom

<https://us02web.zoom.us/j/89057718542?pwd=aWhIM3hlZUVnamRmYit2VUVUVENvUTo9>

Meeting ID: 890 5771 8542

Password: 117083

Subject Matter : Pre-Bid Conference  
Project : *Instrument Transformer Tester*  
Mode of Procurement: Competitive Bidding  
Reference No. : Lot No. 2020-11

Attendees:

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

<b>Name</b>	<b>Position</b>
Heiddi Venecia R. Barrozo	Chairperson, BAC
Marina C. Bugayong	Member, BAC
Jose Romulo L. Castro	Member, BAC
Amabelle D. Del Rosario	Vice-Chairperson, BAC TWG
Jean Astrid C. Francisco	Member, BAC TWG
Kent Fred B. Latorre	Member, BAC TWG
Arjay Louie Eu B. Cuanan	Chairperson, BAC Secretariat
Marie Alexis Denise S. Sanchez-Gayon	Member, BAC Secretariat
John Paul J. Sending	Member, BAC Secretariat
Kio Paulo H. San Andres	BAC Support
Lovelyn M. Alegre	BAC Support
Rosaly T. Flores	BAC Support

B. End-User:

<b>Name</b>	<b>Position</b>
Ferdinand A. Salviejo	Engineer III, Consumer Affairs Service (CAS)

C. Prospective Bidders:

<b>Name</b>	<b>Company</b>
Cesar Cezar	Tan Delta Electric Corporation

Charles Ratcliffe	AGP Trading Inc.
Mark Amarte	AGP Trading Inc.
Micheal Pacia	AGP Trading Inc.
Micheal Constantino	AGP Trading Inc.

## **I. Call to Order**

The Pre-Bid Conference for the Procurement of Instrument Transformer Tester with an Approved Budget of the Contract (ABC) of Six Million Pesos (PhP6,000,000.00) was called to order at fifteen minutes past ten o'clock in the morning (10:15 A.M.) through videoconferencing via Zoom, with BAC Chairperson Heiddi Venecia R. Barrozo as the presiding officer.

## **II. Determination of Quorum**

The BAC Secretariat Chairperson Arjay Louie Eu B. Cuanan confirmed the presence of a quorum with the attendance of BAC Chairperson Barrozo, Atty. Marina C. Bugayong, and Atty. Jose Romulo L. Castro. After having established the required quorum, BAC Secretariat Chairperson Cuanan likewise acknowledged the presence of the BAC Secretariat, Technical Working Group (TWG), BAC Support, representative from the end-user and the representatives from 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. Presentation of the Requirements of the Project**

BAC Chairperson Barrozo manifested the availability of the Philippine Bidding Documents (PBD) of the subject project online. She then presented the salient features of the Technical Specifications and the timeline, to wit:

### **Technical Specifications:**

2 Units – Instrument Transformer Tester

- Power Supply: 85 - 264 VAC, 60HZ

- Fusible Power Supply
- Current Transformer Ratio Test Accuracy: 0.02%
- Potential Transformer Ratio Test Accuracy: 0.02%
- Ability to Test CT Ratio up to 60,000 / 5
- Ability to Test CT Ratio as low as 5/5 and 2.5/5
- Ability to Test PT Ratio up to 500kV / 110V
- Ability to Test PT Ratio as low as 0.24kV / 100V
- VA Rating: 1 - 300 VA
- Visible Flashing LED when terminals are Live
- Audible Warning Sound Error Indicator
- Selectable % Burden
- Selectable Power Factor
- Primary & Secondary Cables & Accessories
- Updated Calibration/Traceability Report in accordance w/ ANSI/IEC Standard (to be provided upon delivery)
- Ability to Store and Generate/Print Report of Tests
- Built-in Thermal Printer
- Instruction Manual
- Certificate of Warranty for One Year (at least)

**Additional Requirements:**

- After Sales Service and Technical Support
- Hands-on-Training for a minimum of 3 Personnel from ERC Visayas Area Operations Division (VAOD) and ERC Mindanao Area Operations Division (MAOD) to be conducted in the said sites, within One Month from Delivery or within Two (2) weeks from the lifting of local travel restrictions.
- Delivery of the Equipment to ERC Main Office, Pacific Center Building, 33 San Miguel Avenue, Pasig City should be within Sixty (60) calendar days from receipt of the Notice to Proceed
- Testing/Inspection and Acceptance or Rejection: Within 15 calendar days from actual delivery date, the ERC authorized representative shall test and inspect the equipment and issue either an Inspection and Acceptance Report, if equipment is in accordance with the specifications, or a Notice of Test/Inspection Results, if there are parts or functionalities that need to be replaced or adjusted. The supplier shall then be given a reasonable number of days to make the necessary replacement or adjustment. After

which, the ERC authorized representative shall test and inspect the equipment again and either issue an Inspection and Acceptance Report, if the equipment is in accordance with the specifications, or Reject the equipment.

#### **IV. Timelines**

- Deadline of Submission and receipt of bids is on 02 September 2020 (Wednesday) at thirty minutes past eight o'clock in the morning (8:30 A.M.);
- The Bid Opening is scheduled on 02 September 2020 (Wednesday) at nine o'clock in the morning (9:00 A.M.);
- Bid Evaluation is scheduled on 02 September 2020 (Wednesday) at ten o'clock in the morning (10:00 A.M.).

#### **V. Question and Answer**

1. **Mr. Micheal C. Constantino** from AGP Trading Inc. asked if they can offer an equipment with a higher specification than what is indicated in the Technical Specifications posted, particularly "Ability to Test PT Ratio up to 500kV / 11OV". He stated that they have an existing equipment that can actually test even 510kV / 11OV.
  - Ferdinand A. Salviejo, representative of CAS, answered in the affirmative provided that the cost of the equipment with the higher specification is still within the ABC.
  - BAC Chairperson Barrozo added that what is actually provided in the Technical Specifications are only the minimum requirements. Thus, potential bidders can actually offer equipment with better specifications as long as the cost is still within the ABC.

**Mr. Constantino** asked for a possible extension in the delivery period from Sixty (60) calendar days from receipt of the Notice to Proceed (NTP) to Ninety (90) calendar days. He explained that their equipment will be sourced from Australia and due to the COVID-19 pandemic, there are current quarantine restrictions in the said country.

- Mr. Salviejo asked the other prospective bidder Mr. Caesar Cezar from Tan Delta Electric Corp. for comments. He further asked if it is possible for them to deliver within Sixty (60) calendar days from receipt of the NOA.
- Mr. Cezar answered that they also share the same concern raised by AGP Trading. Due to the pandemic, they might also encounter importation restrictions.
- Given that both prospective bidders have expressed the same concern on the delivery date, the BAC resolved to allow the requested extension up to ninety (90) calendar days and will issue a bid bulletin regarding the matter.

**2. Mr. Micheal Pacia** from AGP Trading Inc. asked whether the “Updated Calibration/Traceability Report in accordance with American National Standards Institute (ANSI)/ International Electrotechnical Commission (IEC) Standard”, which is required under the Technical Specifications, needs to be certified by a third party or in-house laboratory.

- **Mr. Salviejo** answered that a certification issued by an in-house laboratory is acceptable, as long as the laboratory is ILAC MRA<sup>1</sup> certified.
- BAC Chairperson Barrozo asked for the difference between a certification issued by third party or in-house laboratory in terms of reliability.
- **Mr. Pacia** explained that some clients find that a third party certification is more reliable and credible because there is a possibility of a conflict of interest if the certification is conducted and issued by an in-house laboratory. However, third party certification takes more time to be issued, but since the delivery period was already extended to ninety (90) calendar days, bidders will now have sufficient time to secure such third party certification.

**3. Mr. Ceasar Cezar** asked if they could supply an equipment with an “external printer” instead of a “Built-in Thermal Printer” as required in the Technical Specifications. He explained that said thermal printer cannot withstand prolonged exposure to direct sunlight. He also added

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<sup>1</sup> International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA)

that their equipment does not have a built-in Thermal Printer but they can supply an additional external printer, which can be interfaced with the main equipment. He also asked if a battery-operated external printer will be acceptable.

- **Mr. Salviejo** answered that a separate printer is acceptable as long as it is compatible with the equipment, portable, will fit inside the equipment's case, and does not require a separate power supply, as there are some sites wherein the power supply is limited.
- The BAC resolved to issue a Bid Bulletin regarding the matter.

4. **Mr. Pacia** verified if the bid opening for Meter Seals Acceptance Test, another project of the end-user, has already been moved to 02 September 2020 considering that 31 August 2020 is a holiday. He further manifested that if such were the case, it might coincide with the bid opening of the instant subject procurement. He further asked if they can be allowed to present the original copies of the required documents for bid submission in advance so they can just submit the certified true copies in their bid submission considering that it is interested to submit bids for both projects.

- The BAC Chairperson Barrozo stated that the BAC will issue a bid bulletin regarding the amended bid opening date for Meter Seals Acceptance Test.
- The BAC took note of the request and declared that it will issue a bid bulletin regarding the matter.

## VI. Other Matters

The BAC Secretariat Chairperson informed the Prospective Bidders that they can contact the BAC Secretariat through their official e-mail address and contact number for further concerns and clarifications.

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**VII. Adjournment**

Having no more questions, discussions, and clarifications, the meeting was adjourned at forty-two minutes past ten o'clock in the morning (10:42 A.M.).

**Approved By:**

**HEIDDI VENECIA R. BARROZO**  
*BAC Chairperson*

(TOOK NO PART)  
**SHARON O. MONTAÑER**  
*BAC Vice-Chairperson*

**MARINA C. BUGAYONG**  
*BAC Member*

(TOOK NO PART)  
**AUGUST ANTHONY N. BALUTE**  
*BAC Member*

**JOSE ROMULO L. CASTRO**  
*BAC Member*

**ATTESTED BY:**



**ARJAY LOUIE EU B. CUANAN**  
*Chairperson, BAC Secretariat*