

MINUTES OF MEETING

July 23, 2019	1:00 PM	Conference Room B
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																				
TYPE OF MEETING	Pre-bid Conference																				
PROJECT	Systematic Replacement of Compressor Motor Control Unit (CMCU) for the Light Rail Transit Authority																				
REFERENCE NO.	PB No. 19-226-5																				
ATTENDEES	<p>Bids and Awards Committee V</p> <table> <tr> <td>Mr. Webster M. Laureñana</td><td>Chairperson</td></tr> <tr> <td>Mr. Jack G. Mercado</td><td>Vice Chairperson</td></tr> <tr> <td>Mr. Antonio R. Laigo Jr.</td><td>Ad Hoc Member</td></tr> </table> <p>Procurement Division V</p> <table> <tr> <td>Jessica G. Gapuz</td><td>Member</td></tr> <tr> <td>Engr. Yuji C. Hoshina</td><td>Member</td></tr> <tr> <td>Ms. Rosemarie N. Andulan</td><td>Secretariat</td></tr> <tr> <td>Mr. Jules AMiel D. Angeles</td><td>Member</td></tr> </table> <p>End-User's Representatives</p> <table> <tr> <td>Mr. Cesar J. Legaspi</td><td>LRTA</td></tr> </table> <p>Prospective Bidders</p> <table> <tr> <td>Mr. Manuel Arteche</td><td>Art Corp.</td></tr> <tr> <td>Mr. Elmer de Paz</td><td>ITREN Ventrues</td></tr> </table>	Mr. Webster M. Laureñana	Chairperson	Mr. Jack G. Mercado	Vice Chairperson	Mr. Antonio R. Laigo Jr.	Ad Hoc Member	Jessica G. Gapuz	Member	Engr. Yuji C. Hoshina	Member	Ms. Rosemarie N. Andulan	Secretariat	Mr. Jules AMiel D. Angeles	Member	Mr. Cesar J. Legaspi	LRTA	Mr. Manuel Arteche	Art Corp.	Mr. Elmer de Paz	ITREN Ventrues
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:03 PM with the Chairperson presiding. He then instructed the BAC Secretariat, Ms. Andulan to acknowledge the presence of the attendees. 2. Ms. Andulan, likewise, presented the Invitation to Observers however none confirmed attendance. 																				

	3. Having established the required quorum, the Chairperson asked Ms. Andulan to proceed with the presentation of general requirements in government procurement.
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DISCUSSION

BID DOCUMENTS

INVITATION TO BID	In case of clarification in the bidding document or to the bidding process, the Chairperson informed the prospective bidders that they may submit a written clarification letter on or before 26 July 2019 for the same to be referred immediately to the End-User for review and discussion. If any amendments will be made in the bidding document, the same will be reflected in the bulletin that will be issued on 30 July 2019.
INSTRUCTIONS TO BIDDERS	NO QUESTIONS FROM PROSPECTIVE BIDDERS
BID DATA SHEET	<p>BDS Clause 5.4 Page 40</p> <p>xxx</p> <p>For this purpose, similar contracts shall refer to any <input type="checkbox"/> Contract for Supply and Delivery of ELECTROMECHANICAL COMPONENTS</p> <p>xxx</p> <p>Mr. Arteché of Art Corp. sought to clarify if the similar contract shall only be limited to contract involving electromechanical components.</p> <p>The Chairperson clarified that the contract need not be specific to Compressor Motor Control Unit (CMCU) but may likewise be referred to other electromechanical components.</p> <p>Moreover, Mr. Arteché asked if a contract for a delivery of electromechanical parts is acceptable.</p> <p>The Chairperson answered in the affirmative and stated that any contract for supply and delivery of electromechanical components is acceptable.</p>

GENERAL CONDITIONS OF CONTRACT	NO DISCUSSION
SPECIAL CONDITIONS OF THE CONTRACT	<p>SCC Clause 17.4 Page 68</p> <p>xxx</p> <p>The period for correction of defects in the warranty period is <u>thirty (30) calendar days after acceptance.</u></p> <p>xxx</p> <p>The Vice Chairperson asked the End-User if the reckoning period for the warranty for correction of defects should be after acceptance given that not all items will be installed instantly.</p> <p>The End-User wanted to clarify if acceptance means the final payment has been made.</p> <p>The Vice Chairperson explained that acceptance will be upon receipt by the End-User of the items. For the items that will be installed immediately, the aforementioned requirement of warranty is acceptable. However, the said warranty period may not be applicable to the items that will still be stored by the End-User since the warranty period may lapse.</p> <p>The End-User took note of this matter for their review and stated that an amendment will be issued by them through a bid bulletin.</p>
SCHEDULE OF REQUIREMENTS	NO QUESTIONS FROM PROSPECTIVE BIDDERS
TECHNICAL SPECIFICATIONS	<p>The Chairperson reminded the prospective bidders to be mindful of the measurements. He clarified that the offered item must be in the given tolerance and as for the range; the offered item must be within the required value.</p> <p>xxx</p> <p>For filling out the Technical Specifications Form, the Vice Chairperson manifested that for the column for bidder's compliance, the word "comply" should be reflected therein to show their conformity with the requirement. As for the reference, it should reflect the basis of the said compliance such as but not limited to the data sheet or brochure.</p>

	<p>XXX</p> <p>The Vice Chairperson likewise clarified to the End-User that there must be a consistency for the warranty period of the parts and services and for the period for the correction of defects.</p> <p>Moreover, the Chairperson observed that there is an inconsistency in the definition of the period of warranty between the Special Conditions of the Contract (SCC) and Technical Specifications. As per the SCC the warranty for parts and services is defined to one (1) year and as per the Technical Specifications it is stated that the warranty is at least one (1) year.</p> <p>The End-User noted this matter for discussion with their Technical Working Group (TWG) which shall be clarified in the bid bulletin.</p>
BID FORMS	<p>The Vice Chairperson reminded the prospective bidders to sign each and every page of the Bid Form as well as its attached Schedule of Prices. He then asked Ms. Andulan if a template of the Schedule of Price is attached to the bidding document.</p> <p>Ms. Andulan answered in the negative.</p> <p>The Chairperson then informed the prospective bidders that the template of the Schedule of Prices will likewise be incorporated in the bid bulletin for their reference. Furthermore, he emphasized that failure to attach the said Schedule of Prices is a ground for disqualification of their bid.</p> <p>XXX</p> <p>As for the Omnibus Sworn Statement, the Vice Chairperson manifested that as for the tenth (10) sworn statement, the bidder must provide their active and present contact details since communications will be directed to the provided information therein. Such will be presumed to have been received by them since the information is assumed to be active and correct.</p>

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:53 PM

CERTIFICATION	We certify that the foregoing is the true account of Pre-bid Conference conducted on July 23, 2019.
PREPARED BY	(SGD.) MS. ROSEMARIE N. ANDULAN BAC SECRETARIAT
CERTIFIED CORRECT	(SGD.) MR. ANTONIO R. LAIGO JR. Ad Hoc Member, Bids and Awards Committee V (SGD.) MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V (SGD.) MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V