



**DENR Bids and Awards Committee for Regular Operations**

**MINUTES OF BAC MEETING  
10 September 2019**

- Venue** : Field Operations Conference Room, 5<sup>th</sup> Floor, DENR Main Building
- Date/Time** : 10 September 2019, Tuesday  
10:30 AM onwards
- Agenda** : 1. Pre-bid Conference for the Supply, Delivery, Installation and Testing of Various Brand New Air-Conditioning Units for Department of Environment and Natural Resources under IB No. DENR-CO-2019-005
2. Other Matters

**I. ATTENDANCE**

**DENR Bids and Awards Committee**

Atty. Norlito A. Eneran	Vice-Chairperson
Mr. Elizar S. Cantuba	Member
Engr. Guillermo V. Estrada	Provisional Member/ End-user

**BAC Technical Working Group**

Mr. Angelito L. Estrada

**BAC Secretariat**

Ms. Dianne G. Ibias	Member
Mr. Lamberto S. Ramos	Member
Ms. Ann Joanna B. Villarama	Member
Ms. Jessa Montes	Member
Other Office Staffs	

**Bidder/s**

Roman Gonzales	KService Trade Inc.
Reynante Recella	Amigotek Corporation
Joseph Albert Olino	Fix and Care Ref & Aircon Repair Services Inc.
Anna Garcia	Marco, Inc.
Reygie Ancero	Caresystem Technology Solution Co., Inc.
Aljed Alfeche	Vistaaire Builders
Christy Anne Bare	Aequus Enterprise
Kayna Lorenzo	Aequus Enterprise

John Kenneth Restoles

Innovalite Incorporated

Nelson Cerefiel

TMEI

Jay Ferreras

TMEI

Melody Garcia

Deokma Eight Trading Inc.

*\*Note: Attached as Annex "A" is the copy of Attendance for BAC Meeting dated 10 September 2019*

## **II. CALL TO ORDER**

The meeting was called to order at 10:30 A.M and presided by the Vice-Chairperson to discuss the agenda stated above.

## **III. ROLL CALL**

The BAC Secretariat called the roll and informed the Vice Chairperson that three (3) members are present which constitute a quorum. The BAC Vice Chairperson was also informed that other members of the BAC, TWG and Secretariat, who were not in attendance, were on official business.

## **IV. SALIENT FEATURES OF THE DISCUSSION**

### **1) Pre-Bid Conference**

Supply, Delivery, Installation and Testing of Various Brand New Air-Conditioning Units for Department of Environment and Natural Resources under IB No. DENR-CO-2019-005

- The BAC Vice Chairperson, members of the BAC, TWG and Secretariat introduced themselves to the following bidders:
  - KService Trade Inc.
  - Amigotek Corporation
  - Fix and Care Ref and Aircon Repair Services Inc.
  - Marco, Inc.
  - Caresystem Technology Solution Co., Inc.
  - Vistaaire Builders
  - Aequus Enterprise
  - Innovalite Incorporated
  - TMEI
  - Deokma Eight Trading Inc.
  
- A brief presentation on the bidding documents was presented by the BAC Secretariat emphasizing the following requirements:
  - Packaging and Envelope Labeling Instructions
  - Invitation to Bid
  - Instruction to Bidders
  - Bid Data Sheet
  - General Conditions of the Contract
  - Special Conditions of the Contract
  - Eligibility Documents
  - Legal Documents
  - Technical Documents
  - Financial Documents

- Schedule of requirements
- Technical Specifications
- Bidding Forms
- Documentary Requirements for Post –Qualification

During the discussion, some issues and concerns were raised by the prospective bidders and will be officially clarified/answered thru bid bulletin, a stated below:

Issues/ Concerns	Response
<p>Are Installation and Testing included for Lot No. 1: Supply and Delivery of 40 units Windows Type ACU for DENR-ENRA?</p>	<p>Yes, Installation and Testing are included for Lot No. 1.</p> <p>To revise Annex A- Schedule of Requirements for Lot No. 1: Supply and Delivery, <b>Installation and Testing</b> of Forty (40) Units Windows Type ACU for DENR-ENRA</p> <p>To revise Annex A- 1- Technical Specifications Requirements for Lot No. 1: Supply and Delivery, <b>Installation and Testing</b> of Forty (40) Units Windows Type ACU for DENR-ENRA</p> <p>To revise Annex VI-A-Bid Form for Lot 1: Supply, Lot No. 1: Supply and Delivery, <b>Installation and Testing</b> of Forty (40) Units Windows Type ACU for DENR-ENRA</p>
<p>Can end-user provide contact details of ENRA personnel who will assist prospective bidders during site inspection</p>	<p>End-user will provide details and contacts nos. of the ENRA authorize personnel to assist prospective bidders during site inspection</p>

The BAC Secretariat emphasized that all participating bidders read judiciously the bidding documents in particular to the instructions and properly fill up the bidding forms to avoid any failure during opening of bids.

All participating bidders were advised to submit queries or clarifications, if any thru a letter addressed to BAC Chairperson on or before 13 September 2019

For the End-user Unit, to provide respond to the queries of the bidders on –in order to proceed with the Scheduled Bid Opening on 24 September 2019

For the Secretariat to include changes in the bid bulletin and ensure that for the succeeding projects, provisions in the Bidding Documents are updated /revised based on the latest issuances relative to procurement.