



## MINUTES OF THE MEETING / PRE-BIDDING CONFERENCE

### PROJECT:

DESIGN AND CONSTRUCTION OF SEPTAGE TREATMENT PLANT | SINGLE-STAGE:  
TWO-ENVELOPE BIDDING PROCEDURE

DATE: MAY 19, 2021 @ 2:00 P.M.

VENUE: NORWD MAIN OFFICE BOARD ROOM, 1639 P. DELA MERCED ST., POBLACION,  
NORZAGARAY, BULACAN

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### ATTENDEES:

#### BIDS AND AWARDS COMMITTEE

|                             |   |                  |
|-----------------------------|---|------------------|
| MR. LAZARO B. PASCUAL       | - | CHAIRPERSON      |
| MS. MARIA SHERYL M. BARCIAL | - | VICE CHAIRPERSON |
| MS. FOZTIN JOY T. PALAD     | - | MEMBER           |
| MR. MARCELO L. PASCUAL, JR. | - | MEMBER           |

#### TECHNICAL WORKING GROUP

|                                 |   |                    |
|---------------------------------|---|--------------------|
| ENGR. MICHAEL ANGELO M. BERNABE | - | HEAD               |
| MR. ELPIDIO P. SARMIENTO JR.    | - | MEMBER (TECHNICAL) |
| MS. RORINDA C. FAMATIGAN        | - | MEMBER (FINANCIAL) |

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### PROSPECTIVE BIDDERS:

- |                       |   |                         |
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| 1. FHAYE TOMAS-MARINO | - | CHEMICAL RESEARCH, INC. |
| 2. JAYSON SOGUILON    | - | HOUSTON HYDROTECH       |

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The BAC Chairperson, Mr. Lazaro B. Pascual called the meeting to order at exactly 2:00 P.M. The Chairperson presided the Pre-Bid Conference.

The BAC Chairperson started the meeting by introducing himself as the BAC chairman, he also introduced the BAC members and TWG.



## QUERIES AND CLARIFICATIONS:

The BAC Chairperson presumed that the bidders have already read and reviewed the content of the bidding documents since it was already posted in PhilGeps and in NorWD's website, but he insisted to asked the prospective bidders if they have clarifications:

1. The prospective bidder asked about the specifications, if they can offer other variant from the specifications, the BAC Chairman responded that the bidders can offer other variant but it must be more advanced than the given specifications from the bid documents.
2. The prospective bidder clarified about the Schedule form if they will follow it because in the bidding form, there is only Schedule No. 1 and it is combined for abroad and from the origin country, the BAC Chairman told them that the bidders must follow Schedule No. 1 only (combined).
3. The prospective bidders clarified the timeline of this project which stated that the Design and Build is 14 months but in Scope of Work stated the 14 months plus 1 month commissioning and 6 months process proving with a total of 21 months. The BAC Chairman clarified that the Time Schedule is 14 months: 3 mos. for Detailed Engineering Design (DED), 1 mo. DED review and approval and 10 mos. Construction with a total of 14 months and 1 mo. for Testing and Commissioning and 6 mos. Process Proving.
4. The prospective bidders asked regarding with the O&M cost projections if where should the bidder attach it and if there will be a template for this, the BAC Chairman responded that it should be attached on the technical documents and there is no specific template for this and the bidder must provide it.
5. The prospective bidder clarified the Functional Guarantee of the Facilities, in the bid documents stated that the requirement is at maximum 10CMD. The BAC Chairman and TWG Head answered that the Functional Guarantee should be minimum 10 cubic meters per day.
6. The prospective bidder clarified on the currency that will be used for every financial matter, the BAC Chairman said that all quotes shall be in Philippine Pesos and will change all financial and technical requirements from \$ equivalent to Php equivalent.
7. The prospective bidder asked about the Annexes on how they will attach and declare their compliance for the plans. The BAC Chairman said that the Annexes are attached as reference documents and the bidder must read, understand and include necessary cost to comply with all the requirements in the IEE, GAP, DDR and COVID-19 Health & Safety.



8. The prospective bidder questioned about in Section 6 – Employer’s Requirements: Undertake two (2) effluent sampling and analysis with a third party DENR accredited laboratory (split sampling to be conducted by the Contractor). The schedule of manner of sampling shall be determined by the client, they wanted to clarify on the effluent sampling and testing frequency and if the two (2) samples are required to undergo the third-party laboratory or just one and then one will be performed by the contractor? The BAC Chairman said that there should be two (2) effluent samples and analysis of both samples should be made by third-party, DENR accredited laboratory and split sampling to be conducted by the Contractor.
9. The prospective bidder requested if they can lower the total work experience and experience in similar work of the key personnel? The BAC Chairman reminded the prospective bidders that the ADB is strict with the revision of qualification requirements and we cannot simply change it because of the bidder’s request and there must be a good explanation/reason for this if they cannot meet the target experience stated in bidding documents. The experience in similar work is vital to ensure that the experts for the project are familiar with the project’s scope of work and requirement.
10. The prospective bidder asked that there is no description/guidelines under technical proposal under Plant Section, if they can just include there the plant specifications/descriptions required form. The BAC Chairman reminded them that this is a design and build project so the prospective bidders must provide their own template.
11. The prospective bidder clarified about Section 8: 8-8, it stated there that the Guarantee test of the facility is to be completed within 7 days from the date of completion. The BAC Chairman said that it must be typo error; it is 7 months, 1 month for Testing and Commissioning and 6 months for Process Proving.
12. The prospective bidder clarified about Section 8: 8-7 if the forms/templates under the section are no longer required to be submitted during the bid? The BAC Chairman told them that it is not included in the bid that these are appendixes in the Contract Agreement.
13. The prospective bidder questioned in Section 4-17, 3.5.3 bidding form that is HIV/AIDS Training included in cost in bidding form cost breakdown or is this just a typo error? The BAC said that it is really included in the health and safety program requirements.
14. The prospective bidder clarified about the Annual Turnover, if this refers to net income overall for all their projects and all other company sales (which we simply



will get from our audited financial statements) or does this refer only to similar contracts or projects (septage projects) for the last three years and will require to get all the previous billings from our projects only? The BAC said that this refers to all projects by the bidders and not just similar projects.

15. The prospective bidders asked about who to contact for the site inspection, the TWG head answered and said that they should request for site inspection and will address and cooperate with him.
16. The prospective bidders asked if they can go beyond the ABC? The BAC said that Bids that exceed the ABC will not be automatically rejected. Detailed price analysis will be carried out. ADB Procurement Policy and Regulations is used in this procurement.

The fee for the bidding documents was Twenty Five Thousand Pesos (Php25,000.00) pursuant to the latest guidelines of the GPPB and shall be paid to the NorWD's cashier or deposited and send the proof of deposit through email not later than the submission of bids.

The BAC Chairperson asked if there are other topics they would want to clarify. There being no other matters to be discussed, the Pre bid conference adjourned at 3:30 P.M.

Prepared by:

(Sgd.)  
Foztin Joy T. Palad  
BAC Member

Attested by:

(Sgd.)  
Mr. Lazaro B. Pascual  
BAC Chairperson

(Sgd.)  
Ms. Maria Sheryl M. Barcial  
BAC Vice Chairperson

(Sgd.)  
Mr. Marcelo L. Pascual, Jr.  
BAC Member

(Sgd.)  
Engr. Michael Angelo M. Bernabe  
TWG Head

(Sgd.)  
Ms. Rorinda Famatigan  
Member (Financial)

(Sgd.)  
Mr. Elpidio P. Sarmiento, Jr.  
Member (Technical)