



REPUBLIC OF THE PHILIPPINES
NATIONAL IRRIGATION ADMINISTRATION
LAGUNA-RIZAL IRRIGATION MANAGEMENT OFFICE

MINUTES OF MEETING

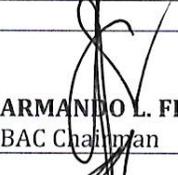
Project Name:	• WAWA PCIS – 4AR-RGC-21-015			
Date/Time of Meeting:	August 17, 2021 ; 10:00 A.M.	Location:	NIA LRIMO CONFERENCE ROOM	
Minutes Prepared By:	Ma. Cinderella D. Javier	Signature:		
1. PURPOSE OF MEETING:	Pre-Bidding Conference			
2. ATTENDANCE:				
	Name	Agency / Designation	Phone/E-Mail	Phone
	Armando L. Flores	NIA-LRIMO / BAC Chairman	bossman0315@gmail.com	09509105521
	Erwin C. Urias	NIA-LRIMO / BAC Member	erwinurias62@gmail.com	09300512830
	Leilani C. Dela Cruz	LRIMO / BAC Member		09161943153
	Dario Camarador	LRIMO / BAC Member		09163469251
	Leonard M. Altamirano	LRIMO / Secretariat	unad_33@yahoo.com	09777056040
	Carmela Dimasaca	LRIMO / TWG Chairman	carmeladimasaca26@gmail.com	09364694995
	Ma. Cinderella D. Javier	LRIMO / TWG Member	javier.mcd@gmail.com	09067751524
	Joshua B. Ongtangco	LRIMO / TWG Member	j.ongtangco@yahoo.com	09667995440
	Sojie M. Gomez	LRIMO / TWG Member	sojie39@yahoo.com	09950279602
	John Allan Uri	Power K/ Liason Officer		0951714759
	Andrew Barelos	Lard/ Liason Officer	-	09511895607
3. MEETING AGENDA:	The meeting was called to order at 10:01 AM by BAC Chairman Engr. Armando L. Flores for the Pre-Bidding of the approved projects for CY2021 of Laguna-Rizal IMO, namely; a. WAWA PCIS – Construction of Concrete Canal Lining			
4. MEETING NOTES, DECISIONS AND ISSUES	<ul style="list-style-type: none">• Representative of Different contractors attended the Pre-bidding conference held at the NIA LRIMO Conference Room.• The chairman introduced the members of the BAC and TWG before proceeding to the project description.			
Discussion	The details and technical aspects of the project were discussed among the BAC and TWG members Bidders/contractors' failure to attend the Pre-Bidding Conference shall infer conformity to the following conditions and requirements on the procurement of the abovementioned project: Introuduced the new format of bidding documents with concise content. The BOQ and the Bidding documents are uploaded to the PhilGeps that are downloadable for their reference and advance copy only. Two copies of bidding documents must be submitted, one (1) original and the other is photo copy. All documents listed on the checklist must be submitted in prescribed format which can be found at the back of the Bid documents; Validity of the Bidder's Bond with callable on demand; bidders can choose from Bid Securing Declaration or the Bidder's Bond which is 5% of the ABC; Site Inspection must be conducted in order for the contractor to become familiar to the location of the project to avoid complaints once project is awarded;			



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All legal documents must be duly signed with seal and document stamp; representative of the bidder must submit an original copy of the duly accomplished SPA and knowledgeable enough to the firm;
 Bidders must upload and print the *PhilGEPS Document Request List* as proof of their interest on the public bidding of the said projects;
 All submitted document must have tabbings to easily identify as being a specified type or suitable for a specific position.
 All the document with duly notarized must have documentary stamp.
 All forms and Affidavit must fill out precisely with all information needed.
 Bidders were encourage to raise all queries and clarification in preparation of bid proposal or in proposed project during Pre-Bidding. All queries and clarification are not entertain during Opening of Bids.
 For further queries, the Regional BAC Sec is willing to help and assist in the Bid Evaluation and Post Qualification of the bid projects

5. ACTION ITEMS		
Action	Assigned to	Due Date
Bid Evaluation and Post Qualification of Bid Projects	TWG and BAC Sec	
Production of Bidding Documents for five (5) projects (BDS, Specs etc.)	TWG and BAC Sec	
Technical requirements (PPMP, Plans, POW etc.)/ Site Inspection	TWG	

6. NEXT MEETING					
Date:	TBA	Time:	TBA	Location:	NIA-LRIMO Conference Room
Agenda:					
Attested by:	 ARMANDO L. FLORES BAC Chairman				
Approved by:	 FIDEL P. MARTINEZ Division Manager A				

