

Republic of the Philippines
 Calamba Water District
 Lakeview Subd., Halang, Calamba City
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**Minutes of the Pre-Bid Conference for the
 CONSULTANCY SERVICES FOR THE
 ESTABLISHMENT OF CWD SEPTAGE
 TREATMENT PLANT (2ND POSTING) (STAGE 2)
 (CWD 01-2018) (ABC Php 1,778,782.00)**

Present were:

ENGR. JOSELITO A. GILLERA	----	BAC Vice Chairman
MS. REMEDIOS L. MARFORI	----	BAC Member
MS. MERCEDES A. CARREON	----	BAC Member
MS. CARMELA M. ELEPAÑO	----	BAC Member
ENGR. ELIZALDY O. NOVILLOS	----	TWG Head
MR. RONNIE G. SIERVA	----	BAC Secretary

Absent:

MR. EDWIN L. CARTAGO	----	BAC Chairman
MR. ALEX ESPIEL	----	CWD Association

Observer:

1. ENGR. ROMMEL MANALO	----	Philippine Society of Mechanical Engineers (PSME – Laguna Chapter)
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Bidder/s:

1. MR. HARMON LIBO-ON	----	ENVIA Consultancy Inc
2. MS. ATHENA SON	----	ENVIA Consultancy Inc

1. I. BUSINESS MATTERS:

1. There being a quorum, the **pre-bid conference** for the **Consultancy Services for the**
2. **Establishment of CWD Septage Treatment Plant (2nd Posting) (Stage 2) (CWD 01-2019)**
3. started at exactly 01:33PM on January 30, 2019, at the 2nd Floor of CWD Warehouse

4. Building, Lakeview Subdivision Halang Calamba City, Laguna.
5. With the absence of the BAC Chairman, Engr. Gillera being the Vice Chairman presided the
6. meeting.

7. **II. MEETING PROPER**

8. Engr. Gillera informed the body that CEST Incorporated and ENVIA Consultancy Inc are the
9. shortlisted prospective bidders. However, CEST Incorporated has no representative to attend
10. the pre-bid conference. On the other hand, the Vice Chairman has clarified that the absence
11. of CEST Incorporated does not prohibit the company from participating in the submission
12. and opening of bids.

13. The Vice Chairman introduced the members and officers of the BAC and acknowledged the
14. presence of the observer from PSME and representatives from ENVIA Consultancy Inc.

15. On Section 1 of the Bidding Documents - The body was informed that corresponding notices
16. were sent to the shortlisted bidders dated January 24, 2019.

17. The ABC amounting to Php 1,778,782.00 was clarified by the Vice Chairman.

18. It was explained that the Consultant shall be selected and employed in accordance with
19. Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedures as described in the
20. Bidding Documents composed of 70% technical and 30% financial scores.

21. On Section VI. Terms of Reference – it was clarified that the consultancy services will be
22. composed of four (4) phases namely; 1. Preliminary Plans/Design, 2. Bid Process and
23. Evaluation Support, 3. Assistance in Project Monitoring from Construction/ Commissioning
24. and 4. Permits: (ECC, Discharge permit, Environmental Sanitation Certificate, Building
25. Permit and other related requirements).

26. On Section – II. Instruction to Bidders – The present bidder was reminded of the documents
27. comprising the bid: technical proposal.

28. Representatives of ENVIA Consultancy Inc were asked by Engr. Gillera if they have a
29. foreign consultant. The inquiry was addressed by the concerned that there is none.
30. The Vice Chairman has clarified that the local taxes must be excluded in the financial
31. proposal as stated in the Financial Proposal Submission Form.
32. He also reiterated that Quality Cost Based Evaluation (QCBE) will be the basis of ranking
33. composed of 70% technical and 30% financial score.
34. It was likewise clarified that the bidder with the highest quality based evaluation (combined
35. score) will be the first one to be post qualified.
36. Moreover, the BAC has set a minimum technical score of seventy (70) points. That a score
37. less than 70 points will mean disqualification of bid.
38. On Section VI. Terms of Reference - The present bidder wanted to clarify why permits are
39. included in the scope of work but was not included in the deliverables.
40. Engr. Gillera informed the body that an addendum will be issued concerning the specified
41. deliverables on the terms of reference which shall state "Phase 4 – Permits/Study Relevant to
42. the Project".
43. It was clarified that the winning bidder shall secure the permit/s and pay for the necessary
44. fees.
45. Also, it was explained that there is already an available site for the project with around 5,000
46. square meters. However, there are still some inhabitants that needed to be relocated.
47. Moreover, it was also clarified that the construction of the facility will be opened for public
48. bidding as a separate project.
49. It was explained that the population to be served based on the number of service
50. connections as of December 2018 is around 58,700 more or less.
51. The preferred treatment is based on the DENR Administrative Order No. 35 (DAO 35).

52. The present bidder was informed that the location of the project is beside a creek.
53. Engr. Novillos has mentioned that the septage treatment plant is a joint project of the Local
54. Government of Calamba and Calamba Water District.
55. The projected demand per day of the proposed treatment plant is 60 cubic meters.
56. The best process practices of the latest Septage Treatment Facilities will be adapted.
57. A dry bin is part of the facility where the sludge will be stored and kept intended as fertilizer
58. and for other possible use.
59. The proposed project is incremental wherein additional phases will constructed.
60. The capacity of the proposed treatment plant will be based on the population rate of Calamba
61. City.
62. For additional queries, the representatives of Envia Consultancy Inc. were informed that they
63. can send a letter for additional questions to the BAC pertaining to the project.
64. The present bidder has inquired if the winning consultant will just file the application of
65. necessary permits or if the permits should be released by the concerned agencies to signify
66. that the process is completed by the consultant. It was explained by the prospective bidder
67. that securing permit from Laguna Lake Development Authority (LLDA) for example takes
68. months before being issued. For the reason that the said agency ensures compliance of the
69. treatment facility.
70. In addition, Envia Consultancy representatives have inquired if Calamba Water District has
71. already conducted an Environment Impact Assessment (EIA) study.
72. The BAC has advised the present bidder to possibly provide the CWD with a process flow
73. and list of required documents needed in conducting an EIA.
74. During the discussion, it was mentioned by the present bidder that the ABC of the project
75. might not be sufficient for the activities, permits and processes required for the project.

- 76. The Vice Chairman has notified the body that additional curriculum vitae and other
- 77. documents can be included during the submission of the technical documents.
- 78. There being no prospective bidder and no other matters to be discussed, the **pre-bid**
- 79. **conference for the Consultancy Services for the Establishment of CWD Septage**
- 80. **Treatment Plant (2nd Posting) (Stage 2) (CWD 01-2019)** was adjourned at exactly
- 81. 02:43PM.
- 82. I hereby certify to the correctness of the foregoing minutes.


RONNIE G. SIERVA
BAC Secretary

Noted by:


ENGR. JOSELITO A. GILLERA
BAC Vice Chairman

Cc: OGM _____

BOD _____