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**MINUTES OF PRE-BID CONFERENCE FOR ITB 2604, S. 2026 AT ILECO III PAVILION
ON MAY 21, 2026 AT 2:00 IN THE AFTERNOON
(Invitation to Bid No. 2604, S. 2026)**

I. ATTENDANCE

Present:

Manuel S. Espinosa II	-	BAC Chairperson
Christine Joy G. Hermano	-	BAC Vice-Chairperson
Royce Carmelo Ayupan	-	BAC Member
Ma. Angela Resano	-	BAC Member
Engr. Edsel Allador	-	BAC Member
Engr. Rona M. Sta. Maria	-	TWG
Engr. Elna B. Fuentes	-	TWG
Aime S. Aspera	-	TWG
Irish V. Dividina	-	Megapower Sales and Services, Co.
Betty B. Eradio	-	HOM-COR Marketing and Construction Services
Corporation		
Rafael H. Nazareta Jr.	-	Prefer Electrical Engineering & Supply
Kristine Mabunay	-	RJZW Electrical Engineering Services

Also attending:

Athene Lorraine D. Ollanas	-	BAC Secretariat
Engr. Larry S. Camago	-	BAC Secretariat
Reno Dave N. Alkonga	-	BAC Secretariat
Josie L. Brillantes	-	Audit Observer

II. INTRODUCTION

- The meeting was called to order by Mr. Manuel S. Espinosa II, BAC Chairperson, at 02:00 in the afternoon. The Pre-Bid Conference began with a prayer after which Mr. Espinosa II acknowledged the prospective bidders, members of the Bids and Awards Committee, the Technical Working Group, and the Audit Observer.

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III. BUSINESS PROPER

- Mr. Espinosa II presented the Bid Documents for ITB No. 2604, s. 2026, which consisted of two (2) lots. Lot 1 being the Design, Supply, Delivery, Installation, Testing and Commissioning for the Upgrading of Power Transformer at Balasan Substation from 5MVA to 15MVA and Lot 2 being the Supply, Delivery and Construction of 13.2kV Double Circuit Distribution Lines in Balasan, Iloilo.
- When discussing the Eligibility Documents to be submitted by the bidders, Mr. Espinosa II emphasized the certifications to be submitted by the bidders, that they were not blacklisted or banned from bidding, that they were not classified as delinquent contractors, and that they had no record of negative slippage from any government agency, the National Electrification Administration, any electric cooperative, or any private agency corporation.
- Mr. Espinosa II noted an error in the statement of the bidder's Single Largest Completed Contract wherein the Bid Documents indicated that the project had to be similar to "Procurement of Materials for Maintenance, Rehabilitation, Revamp of Lines and Capital Expenditure Projects" when it should have been projects similar to "Procurement of Balasan Sub-Station 15MVA Power Transformer and 13.2KV Double Circuit Lines Project". He noted that a Supplemental Bid Bulletin will be issued to rectify the error.
- Mr. Espinosa II announced another error and subsequent inclusion the the Bid Bulletin on Page 11, No. 3 of the Bid Documents, wherein the indicated five percent (5%) for Performance Security should be ten percent (10%).
- Mr. Espinosa II discussed the payment terms and informed the prospective bidders that the payment will be upon availability of funds; that the contract will be short of award.
- Engr. Sta. Maria discussed the Terms of Reference for Lot 1 to the prospective bidders. She explained that for requests for time extension due to inclement weather, the request should be accompanied by an announcement or advisory from the Philippine Atmospheric,

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Geophysical, and Astronomical Services Administration (PAGASA) as a supporting document for their request.

- Engr. Sta. Maria discussed the requirement to visit and inspect the site after which a certification will be signed by the Barangay Officials confirming the inspection.
- The representative for Prefer Electrical Engineering & Supply inquired whether the form for the certification would be provided by ILECO III for Barangay Officials to sign or they would have to request it from the Barangay.
- Engr. Sta. Maria answered that the format for the certification would be provided by ILECO III.
- Engr. Sta. Maria instructed the bidders that the allowable power outages should not exceed twelve (12) hours per schedule and that any excess may make the contractor liable for recovery costs which would be based on the entire area affected. She further explained that the excess of the allowed twelve (12) hours per schedule would still be counted in the total hours of allowable time for power outages for the project, and that a Supplemental Bulletin shall be issued on the matter.
- Engr. Sta. Maria emphasized that a PCB-free Certification from the manufacturer would be required.
- Engr. Sta. Maria requested for a Supplemental Bulletin to be issued removing Item No. 10 "List of Special Equipment" on Page Seven (7) of the Terms of Reference for Lot 1.
- The representative for Prefer inquired if the Factory Acceptance Test would be for the transformer only, to which Engr. Sta. Maria replied in the affirmative.
- The representative for HOM-COR inquired as to the required origin of the power transformer to which Engr. Sta. Maria replied that it was indicated in the Terms of Reference.
- The representative for Prefer inquired how many ILECO III personnel would be joining the Factory Acceptance Test. Engr. Sta. Maria replied that at least five (5) ILECO III personnel would take part.



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- Engr. Sta. Maria clarified that under Page three (3), II, A. of the Terms of Reference for Lot 1, the permits and licenses included NGCP fees for commissioning.
- The representative for HOM-COR inquired about the nature of the PCAB License required.
- Engr. Sta Maria replied that the category would have to be within the ABC of the lot bid for and that the specialty would have to be for electrical work. She further stated that a Supplemental Bid Bulletin will be issued to expound and specify the requirement.
- Engr. Sta. Maria informed the prospective bidders that ILECO III will only be providing the steel casing for the rehab of kWh meters and that additional materials like duplex wires will have to be provided by the contractor.
- The representative for Prefer inquired whether they will be provided with staking sheets for reference. Engr. Sta Maria affirmed this and said it would be given a few days after.

IV. ADJOURNMENT

- Since there are no more topics to be discussed and considered, the Opening of Bids for ITB 2602, s. 2026 was adjourned by Mr. Espinosa II at 03:30 in the afternoon.

I hereby certify to the correctness of the above quoted minutes.

Prepared by:


RENO DAVE N. ALKONGA
BAC Secretariat

Attested:


MR. MANUEL S. ESPINOSA II
Chairperson, BAC



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Conforme:

IRISH V. DIVIDINA

Megapower Sales and Services, Co.

BETTY B. ERADIO

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RAFAEL H. NAZARETA, JR.

Prefer Electrical Engineering and Supply

KRISTINE MABUNAY

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