



Republic of the Philippines
ZAMBOANGA CITY WATER DISTRICT
 Pilar St., Zamboanga City

EXCERPTS FROM THE MINUTES OF THE PRE-BID CONFERENCE UNDER PUBLIC BIDDING FOR PURCHASE REQUISITION NO. 19-0258 – DESIGN, SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM FOR EXISTING WATER TREATMENT PLANT PHASES I & II AND TWO PRODUCTION WELLS HELD AT THE 2ND FLOOR, BOARD ROOM, ZCWD MAIN BUILDING, PILAR STREET, THIS CITY ON OCTOBER 10, 2019

Present were:

- | | | |
|----------------------------|---|-----------------------|
| Michael Angelo M. Carbon | - | Chairperson |
| Louella A. Aguilera | - | Vice-Chairperson |
| Atty. Vincent F. Fernandez | - | Regular Member |
| David C. Capopez | - | Regular Member |
| Marli A. De Flesta | - | End-user |
| Ariane Godinez | - | End-user |
| Eugene Domingo | - | End-user |
| Jennifer P. Sison | - | Head, BAC Secretariat |

Bidder Representatives:

- | | | |
|-----------------------|---|--|
| Gerald S. Narvaza | - | representing PCSI |
| Mico John Mendez | - | representing East Asia Solutions |
| Mylafior Mendoza | - | representing Taurus Electrical Services |
| Ulysses Buhia | - | representing United Electrical Specialist, Inc. |
| Jed Balaod | - | representing United Electrical Specialist, Inc. |
| Joseph Ryan Esponilla | - | representing JS Engineering & Marketing Services |
| Erra Fritz Flores | - | representing JS Engineering & Marketing Services |

Minutes Meeting No. 2019-10-10-19-0258
 Series of 2019

Part I. Call to Order

Upon determination of a quorum the meeting was called to order by the BAC Chairperson at 2:00 pm.

Part II. Business Matters

Minutes of Pre-bid Conference under Public Bidding dated October 10, 2019 for Purchase Requisition No. 19-0258 – Design, Supply, Installation, Testing & Commissioning of Supervisory Control and Data Acquisition (SCADA) System for existing Water Treatment Plant Phases I & II and two Production Wells Page 1 of 8

A. Pre-Bid Conference under Public Bidding for Purchase Requisition No. 19-0258 – Design, Supply, Installation, Testing & Commissioning of Supervisory Control and Data Acquisition (SCADA) System for Existing Water Treatment Plant Phases I & II and two Production Wells

1. Letter of Invitation was sent to COA and observers, however no observers were present for the pre-bid conference.
2. Chairperson Carbon said that the Approved Budget Cost (ABC) is in the amount of Nine Million One Hundred Ninety-One Thousand Five Hundred Fifty Pesos (P 9,191,550.00).
3. Chairperson Carbon said we just follow RA 9184, for as long as bidding documents/requirements are followed, there will be a successful bidder.
4. Chairperson Carbon said that bidders must be PhilGIPS registered with Platinum membership and must be valid during the bid opening. If not yet platinum membership, Class "A" Documents can be submitted. Platinum membership is a requirement during post-qualification.
5. On Statement of all its On Going Government and Private Contracts Awarded including contracts awarded but not yet started and Single Largest Completed Contract (SLCC), the forms in the bidding documents must be used and it should be properly filled out. With regard to ongoing contracts, if the bidder stated "none", make sure there is really none because if found otherwise, it can be a ground for disqualification.
6. SLCC shall refer to process instrumentation and control system. In the SLCC, that does not mean only one contract will be presented, several contracts can be presented in the form, however, it should be complete, meaning there is Official Receipt in the completed transaction. Also, it should be at least fifty-percent (50%) of the ABC and within the 5-year period, from September 2014. Contracts earlier than the specified period will not be accepted as supporting for the SLCC. The ongoing contracts and SLCC must be signed.
7. If Corporation, the person thru a Secretary Certificate must be authorized/named in the board resolution of that corporation and must execute the OSS. The OSS must be notarized and signed by the lawyer, not just stamped.
8. The mandatory factor to be used in the computation of Net Financial Contracting Capacity (NFCC) must be 15 regardless the period of the contract. The figures must be called out from the Audited Financial Statements duly received by the BIR. NFCC must be equal to or more than the ABC.
9. JVA is not applicable for this. If there is, just read the requirements of JVA in RA 9184.
10. Chairperson Carbon inquired from the bidders as to which form of bid security it normally uses, which the bidder answered, Letter of Credit. Chairperson Carbon said, it BSD, which is easiest,

must be for this particular bidding, reference number of invitation to bid or P.R. number must be indicated and must be properly filled out. Also, it must be notarized and signed by the attorney.

11. If surety bond, it must be accompanied by the bond itself/policy, certification from the insurance commission that the insurance company is authorized to issue such policy and for this particular bidding and another Certification for the surety bond from the Insurance Commission for bidding purpose of the specific project.

12. The affiant as mentioned in the secretary certificate will be the one to execute the O&S. The use of old form can be a ground for disqualification, the new form contains nine paragraphs. The paper loaded in the tray must be long/legal size in order for all the paragraphs to be printed out.

13. On the requirement for financial bid form, it should be for this particular PR, the amount is stated and signed by the duly authorized.

14. Schedule of requirements must be properly filled out.

15. Technical Specifications Statement of Compliance was also discussed wherein "Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.

16. Chairperson Carbon mentioned on the requirement "For Goods Offered From Within The Philippines Form" and "For Goods Offered From Abroad" where each column should be filled out. A blank column is a ground for disqualification. Zero (0) or a dash (-) is acceptable.

17. Bid opening will be on October 22, 2019.

18. A requirement for this bid is a plant visit, including the two production wells. Part of bid documents submission is that bidders must secure Certification from the plant manager that it visited the plant. The signatory in said certification is Engr. Teotimo Reyes, Jr.

19. Engr. Marli De Fiesta, end-user of the project presented on the proposed full automation of existing water treatment plant. She said, Phase I was constructed in 1981, Phase II was constructed in 1991. You may know from the age of the plant, what kind of equipment it has, although we specified in the general specification that it is recommended but now, we are really requiring you to really conduct actual site visit.

20. End-user Engr. De Fiesta said, this is a design, supply, installation and commissioning contract, so therefore, you should consider everything based on the actual situation and based on the current state of our equipment there. There are of course additional equipments that will be required, sensors, RTU, so that the automation can be made possible. What we would want really is a stand-alone plant, the general objective of this project is to have a stand-alone plant that can be remotely controlled and operated.

21. This is more or less the process, the plant is around 2 to 3-hectare property, Phase I and Phase II are both located in that same compound but the motor control is located only at Phase I. The cabling is already ready, I mean, it will be easier for automation because the current control systems are all unified in the Phase I but there are motors along the process way that you might need cabling. We will require for the water treatment plant fiber optic cables, but for the production well-Governor Ramus and Brillantes, it is okay for wireless communication because that is only initial step for our production well, for monitoring. The full automation of the plant will come in later, for pressure and flow, and fails that will be detected by the VFD. The fails that will be detected by the controls in that production wells can also be logged, and it is "mabato" in HMI, so therefore, it will have a separate slot in the HMI. The HMI that we are showing you more or less, you can improve and enhance but this is the initial HMI that we would want so that it includes Phase I and Phase II. What we would want to happen, is really designed to treat turbidity levels, so our physical and chemical and other properties of water have already passed Philippine National Standard for drinking water because the raw water quality is Class AA. That is why we will need is just a treatment of turbidity. The turbidity level went as high as 10,000 at an instantaneous period in time when there is rain, landslide in our Pasonanca Natural Park that is the source, this is coming from Tumaga River. When the water reaches certain turbidity level, the sensor or turbidity meter will send the command to the treatment process to begin. It will now trigger the start of the operation of your chlorinator because there is pre-chlorination and post chlorination for our treatment process. The formula that will be used or the correct mixture or dosage of chemical that will be combined or introduced with the raw water will be provided by our Water Quality Control Division during the actual implementation of this project, together with our plant operation which is here, represented by Engr. Eugene Domingo.
22. If you will see when the turbidity reaches 1000 NTU or higher, it will have a separate concentration of chemicals that will be used in order to treat the water, then it will pass thru the process of flocculation. The flocculation motors will be triggered by the turbidity levels coming in. When it detects the turbidity level that much, it will trigger the start, your automation should do this for us together with the injection of flocculant and aluminum sulfate, of course the flush mixer for both plants will have to be triggered also by neuro detection levels in raw water. After the flocculation, it will proceed to the sedimentation basin. Then there are also sensors in our filtration system, because at certain point in time, it will overflow, when it overflows, it will again trigger the backwashing system or process to begin, which is part of the supply of this project.
23. In the existing, there is certain level where it should warn, the HMI will emit a sound triggering that there will be overflow so that, that overflow will trigger the operation of the backwashing process. Likewise, all the valves from the filtration system before it goes into our clear water tank there are valves there which should also operate based on the requirement. The drain valve will automatically open. For example, when filter A overflows, it is not the same time that all the filters will overflow, there are four filters per plant and there is a specific flow rate that it has according to its manual. Once there is a basin or filtration portion that will overflow, it will emit a warning sound and then it will automatically trigger the start of the backwashing process and with that it should open the backwash valve and it will close the connection for the treated

water tank. Automatically, it should close because the backwash line will automatically open with the overflowing of a filter basin.

24. Together with the backwash process is the operation of our Scour Air Blowers and the backwash pump, so that will trigger, when there is warning it will trigger the start of the operation Scour Air Blowers and the backwash pump as well as its corresponding line, which correspond to that particular filter which overflows.

25. After backwash, there is also rinsing, the rinsing pump that will likewise operate.

26. A bidder representative inquired with regard to valves, if it is pneumatics, which end user Engr. De Fiesta answered, we have pneumatic valves there, but not all, you should go and visit really so that you can particularly determine those that are still adaptable to SCADA and those that are not, those that we require RTU and those that we require sensor only. That is why it is required that you do plant visit, so that you can identify all our requirements prior to the preparation of your bid. Although we have stated here that the system and instrument shall include but not limited to the goods, tools and equipment which are necessary in the configuration and programming of the SCADA System. Other components that are not specifically stated in this technical specification but are necessary to complete the system shall be provided by the contractor as part of the contract without additional cost to the water district. That is why it becomes necessary for you to really visit, this is a goods contract. Therefore, this should cover everything, the entire automation of the plant.

27. Around 180 days in a year, the turbidity is low and already at acceptable levels. In about half a year, there is high turbidity, so, the system you will offer should adapt to our existing operating condition. After the clarifier, it goes to our treated water tank and we have two treated water tanks at 7500 per tank. In Phase I, there is a chamber in the middle, so, two (2) sensors are needed, while in Phase II, there is no separator, so, only one sensor is required. But, in its operation later on, we operate our system via gravity, when the tank level by some reason is reduced to 1.5 there is a certain automation that should happen. We have included in this project when the levels hit 1.5 there is a certain triggering valve operating conditions which should be implemented by the automation. Opening of the distribution valves which is included in this to automate with the actuator will be dictated by our plant in-charge, Engr. Domingo.

28. There are butterfly valves there also, when there is imbalance in the plant levels, there should be automatic process that will happen to more or less even out. There is a diversion that will happen, when the Plant C level is very high and then A, B is low, the treated water production of both plants should be able to fill the tank which has low levels but also, it can operate independently. Before it reaches the treated water tank there is a clear well, before it goes to the plant, there are valves which we have included in this package also. All the time the treated water tank level should not go below one meter for good water distribution conditions in our network. You will design that, the automation of distribution valve which is part of the package. You are free to improve the initial concept that we have for as long as it will be fully automated including the distribution.

29. End-user Engr. Domingo mentioned as regards site inspection so bidders will be able to see the actual.
30. End-user Engr. De Fiesta said we are open to protocol for as long as all your equipment will communicate with each other.
31. A bidder representative inquired if there will be a guide during their visit, which end-user Engr. De Fiesta answered in the affirmative.
32. End-user Engr. De Fiesta presented on the diagram of the production well. Anyway, you will just be providing the pressure and flow data as well as the areas that will be logged by the VFD.
33. It was discussed that a plant visit will be scheduled tomorrow, October 11 at 8am to be guided and accompanied by Engr. Domingo.
34. A bidder representative has requested for PN ID of the plant be supplied to them in order for them to audit, which end-user Engr. De Fiesta said, she has the manual of the plant. Also, the bidder requested for a copy of the complete presentation of Engr. De Fiesta.
35. Chairperson Carbon inquired if 90-day delivery period is okay, which the bidder representative answered it depends when they visit the site because there are parts which are not ready for compliance of automation system. End-user Engr. Domingo said, the plant is a conventional type and almost all the equipment there are not SCADA-ready.
36. End-user De Fiesta said, most of are not SCADA ready, although there are pneumatic controls there, if you think the 90 days is tight, you request this early because we cannot make another meeting for that purpose alone.
37. Chairperson Carbon said, after your plant visit tomorrow, you can write or e-mail the BAC based on your findings tomorrow, if it needs more than 90 days, just inform us thru letter/email and we will deliberate on this.
38. Chairperson Carbon said, 7 days before, an Addendum can still be issued, in this case, extend the delivery period.
39. If you still have questions to the end-user, the BAC can still issue if it is meritorious we will consult with the end-user, if favorable, we can still issue an Addendum until October 15.
40. A bidder representative initially requested for additional 10 days in the submission of bid, later it amend to November 8. Chairperson Carbon said, November 7 since the BAC meets on Tuesdays and Thursdays, and it will be good if it is scheduled in the meetings.

41. It was finally agreed that bid opening will be moved to November 7, 2019, 2PM at the 3rd Floor, BAC Room.
42. As to delivery period, that will be subject of the plant visit tomorrow and kindly communicate with us and we will evaluate your request together with the end-user if there is a need to issue an Addendum.
43. A bidder representative inquired if all the pages of the bid documents will be certified true copy, which Chairperson Carbon answered in the negative, but it should be signed. We will appreciate if the photocopies are clear especially the Audited Financial Statements and receipts.
44. A bidder representative inquired with regard to number of copies of bid documents, which Chairperson Carbon answered, three copies, 1 original and copies 1 and 2. It must be properly sealed and labeled. Late bids will not be accepted.
45. Ms. Jennifer Sison, Head of BAC Secretariat clarified that request for extension is only until October 12 which is 10 days prior the bid opening. Posting of Addendum will be on October 15.
46. It was discussed that the type of procurement is Goods considering the majority of the cost of the component are Goods.
47. It was discussed that it is a one-time payment. After acceptance, payment can be processed subject to the submission of all documentary requirements. There are no partial payments.
48. A bidder representative inquired if advance payment is applicable, which Chairperson Carbon answered in the negative because it is not infra.
49. Chairperson Carbon inquired if in the TOR, there is a definite time frame for the commissioning, which end user De Fiesta answered, we did not include because it will go thru the normal procedure for goods, acceptance, testing.
50. Chairperson Carbon inquired on the number of days for testing, which end-user Engr. De Fiesta said, right after the completion of installation, we will test, once everything is working, we will call the inspection team to inspect. If there are glitches, they have to correct the glitches. Chairperson Carbon inquired if there are provisions, which Engr. De Fiesta answered, we did not specify actually.
51. End-user Engr. De Fiesta said, warranty period is 24 months. Training of personnel on how to operate shall be part of the project and this shall be included in the project cost and duration. Training is already included in the days that will be identified and it will be conducted on site/plant. The number of personnel that will be trained will be identified by our production department. The procuring entity will just provide the venue while training and food will be provided by the bidder.

52. Chairperson Carbon inquired if the bidders are authorized to issue certificate to the personnel who undergone a SCADA training, which a bidder representative said, in manufacturers like Siemens, there is. The operator will not understand the operations in just a day or two.
53. Chairperson Carbon said, basically in the IOR, one-day training was considered, but if prolonged, is it still within the ABC. End-user Engr. De Fiesta said, situation like that, we embrace that in the 24-month warranty period, and within the same warranty period, we believe our operator will be fully assimilated already. The bidder should be open as regards to the operation of the SCADA and needs of the plant operators.
54. Chairperson Carbon said it will be costly on the part of the bidders, how many physical visits you will require from them in a 24-month period, considering the plane tickets among others. End-user Engr. De Fiesta said that there will be four (4) physical visits for the entire 24-month period and it should be included in the bid, if ever it is not accumulated, we will just ask you towards the end of the period to re-train our team.
55. A bidder representative said, based from experience the end-user will not just depend on the training, the end user is already involved in the operation itself. End user Engr. De Fiesta said, as you install, there will be personnel from our unit together with the operator itself because the operators are stationed in that work area where this automation will be done.
56. It was discussed that personnel from the treatment plant will be the one to take pictures during the site visit and will send out to all the bidders.
57. There having no other remaining topics for discussion relating to the procurement at hand, BAC proceeded with other matters on the agenda.

Prepared by:


AMOR B. CONSTANTINO
BAC Secretariat - Member

Reviewed by:


JENNIFER P. SISON
BAC Secretariat - Head

Noted by:


MICHAEL ANGELO M. CARBON
BAC Chairperson