



*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. 19-0269 – SUPPLY & DELIVERY OF THERMAL PAPER TO BE USED IN METERING SECTION READ AND BILL SYSTEM HELD AT THE 2<sup>ND</sup> 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
Louie Veil Hamsirani	-	End-user
Angelo Conti	-	En-user
Jennifer P. Sison	-	Head, BAC Secretariat

**Bidder Representatives:**

Riel G. Abejero	-	representing SJA Trading
Anabella P. Magsayo	-	representing SJA Trading

**Minutes Meeting No. 2019-10-10-19-0269**  
**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**

**A. Pre-Bid Conference under Public Bidding for Purchase Requisition No. 19-0269 – Supply & Delivery of Thermal Paper to be used in Metering Section Read and Bill System**

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 Eight Hundred Thousand Pesos (P 800,000.00).

3. Chairperson Carbon said we just follow RA 9184.
4. Bid Opening will be on October 22, 2019, 2pm at 3<sup>rd</sup> Floor, BAC Room. Late bids will not be accepted.
5. Chairperson Carbon said that bidders must be PhilGEPS-registered with Platinum membership and must be valid during the bid opening.
6. Similar contracts shall refer to Office Supplies. SLCC must be at least twenty-five (25%) of the ABC and must be within the 5-year period. Contracts presented earlier than September 2014 will no longer be accepted. The form of SLCC as per the bidding documents must be used and be properly filled-out and the same goes with the form of ongoing contracts. Both documents must be signed by the person duly authorized.
7. If sole proprietorship, if the owner will not sign the bid documents, it should have SPA naming the person as authorized representative to sign the same, if not authorized, then that can be a ground for disqualification.
8. The mandatory factor to be used in the computation of Net Financial Contracting Capacity (NFCC) must be 15 and must equal to or more than the ABC, also it must be duly supported in the Audited Financial Statements.
9. With regard to ongoing contracts, if the bidder stated “none”, make sure there is really none because if found otherwise during the post-qualification, it can be a ground for disqualification.
10. There is no requirement for JVA.
11. Chairperson Carbon inquired from the bidders as to which form of bid security it normally uses, which the bidder answered, Bid Securing Declaration. The bid security must be for this particular purchase requisition, the same thing with the OSS.
12. It was discussed that Schedule of Requirements must be properly filled out. The total indicated in the column refers to the total number of delivery period.
13. 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.
14. The owner or affiant named in the Special Power of Attorney will be the one to execute the OSS. The OSS must be signed by the attorney.
15. Financial Bid Form must contain the amount and it must be signed.

16. Chairperson Carbon said that if the item is already here in the Philippines, the form to use must be “For Goods Offered From Within The Philippines Form” and each column should be filled out. A blank column will not be accepted. Zero (0) or a dash (-) is acceptable.
17. With regard to number of copies of bid documents, the requirement would be three copies, one (1) original and copies 1 and 2. It must be properly sealed and labeled. Photocopies must be clear.
18. Proper tabbing of bid documents would be appreciated.
19. With regard to SLCC, bidders can present as many as long as single contract completed. Primary evidences that would be acceptable are Official receipts, Sales/Charge invoice or certificate of acceptance. Supporting documents such as delivery receipts, collection receipts, purchase orders including contracts, notice of award and notice to proceed will not be accepted as primary evidences.
20. The bidder representatives have no questions with regard to the technical specifications of the item.
21. Chairperson Carbon noted that there is a notation under funds availability “subject to the approval of APP”, it then inquired if the procurement is under 2019 budget and if the Annual Procurement Plan (APP) is already approved, which end-user Ms. Hamsirani answered in the affirmative.
22. Mr. Abejero bidder representative from SGA Trading requested for the delivery period be extended from 15 to 30 calendar days upon receipt of Notice to Proceed (NTP).
23. It was estimated that NTP will be served around last week of November or first week of December.
24. The end-user said that the stock of the item would last only until last week of December, thus, it was initially proposed that the delivery will be staggered:
  - 1<sup>st</sup> delivery: 20 calendar days upon receipt of NTP – 10,000 rolls
  - 2<sup>nd</sup> delivery: 30 calendar days upon receipt of NTP – 10,000 rolls
25. Ms. Jennifer Sison, Head of BAC Secretariat said, by then the complete delivery will be in year 2020, the budget can only obligate if there is complete delivery by December.
26. It was finally agreed that complete delivery of the items will be by December 16, 2019. An Addendum will be issued regarding this.
27. Sample of 1 roll will be submitted by the bidder during bid opening, an Addendum will be issued regarding this.

28. Mr. Conti said to follow the specifications, there are specifications for durability like Light Resistance and we are trying to avoid generic paper which fades in just days' time.
29. There having no other remaining topics for discussion relating to the procurement at hand, BAC proceeded with other matters on the agenda.

Prepared by:

  
**AMORE F. CONSTANTINO**  
BAC Secretariat - Member

Reviewed by:

  
**JENNIFER P. SISON**  
BAC Secretariat – Head

Noted by:

  
**MICHAEL ANGELO M. CARBON**  
BAC Chairperson