



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

MINUTES OF THE PRE-BID CONFERENCE UNDER PUBLIC BIDDING FOR PURCHASE REQUISITION NO. 20-0082 – SUPPLY OF EIGHTY-THREE GENERAL SERVICES FOR PRODUCTION DEPARTMENT HELD VIA VIRTUAL VIDEO CONFERENCING ON MAY 12, 2020 AT 2PM

Present were:

Michael Angelo M. Carbon	-	Chairperson
Louella A. Aguilera	-	Vice-Chairperson
Efren C. Salvacion	-	Regular Member
David Capopez	-	Regular Member
Teotimo C. Reyes, Jr.	-	End-user
Eugene Domingo	-	End-user
Jennifer P. Sison	-	Head, BAC Secretariat
Jeanette B. Delos Santos	-	Member, BAC Secretariat

Also present were:

Evelyn Catungub	-	Aloha Maintenance and General Services
Reynaldo Doroteo	-	Aloha Maintenance and General Services

Absent:

Atty. Vincent Fernandez	-	Regular Member
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Minutes Meeting No. 2020-05-12-20-0082
Series of 2020

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

Pre-Bid Conference under Public Bidding for Purchase Requisition No. 20-0082 – Eighty-Three General Services for Production Department for a period of 3.5 months with an Approved Budget for the Contract in the amount of Two Million Six Hundred Twenty -Nine Thousand Seven Hundred Thirty-Three Pesos (P 2,629,733.00) and the procurement method is Competitive Bidding.

1. Letter of Invitation was sent to COA and observers, however no observers were present for the pre-bid conference.
2. The Chairperson laid the ground rules for the conduct of the Pre-Bid Conference and requested all present that for those who would like to speak to kindly, show of hands. And thanked those who are present for attending the online/virtual conferencing.
3. Informed the attendees that BAC is conducting the Pre-Bid Conference via virtual conferencing pursuant to **Section 12.4 of the RIRR of RA 9184** which states, *"to allow meetings of the BAC to be conducted electronically for procuring entities with such capabilities and to consider as valid and binding the decision of at least a majority of the members present, either in person, face-to-face through videoconferencing, webcasting or similar technology, or a combination thereof."* As such, BAC is allowed to do this.
4. Also, if you do decide to submit a bid during the **Bid Submission/Opening** a member of the BAC will be at the office to received your bid on **May 26, 2020 at 2pm, BAC Office, 3rd Floor, ZCWD Bldg., Pilar St., Zamboanga City**. Then a BAC Member and the Secretariat will be there to physically open your bid.
5. During Bid Opening you may opt to physically attend or not so, it is up to you. But if you decide not to attend BAC will be conducting the meeting via ZOOM also.
6. The Pre-bid Conference gives opportunity for prospective bidder to ask questions or raise concerns on the bidding itself. We have the end-user here represented by Engr. Teotimo C. Reyes, Jr. So, any questions from the prospective bidder, the Chairperson inquired.
7. Also, if we cannot hear due to connectivity issues then the BAC Secretariat will transcribe this and give this and we will still furnish you answers those that are not clear through email. In case it is not clear please, write your questions send it through email and we will answer them.
8. Mr. Doroteo inquired regarding the proof of paid remittances for the following (concerned) government agencies: SSS, PHILHEALTH and PAGIBIG will be in the form of a certification issued by the said agencies stated in the Terms of Reference (TOR) particularly SSS. We could not provide this due to the situation right now, can we provide the proof of payment only for the month of January? Since, we only have for the month of January.
9. To address your concern, we will not make a pronouncement right now as we will make an inquiry with the concerned agencies then we will get back to you at least seven (7) days before the bid opening, the BAC Chairperson replied.
10. Ms. Evelyn pressed further that what they have is a SSS Certificate issued last January 8, 2020, which covers payment from October 2019 and if this can be submitted.

11. BAC Chairperson responded we will make our inquiry with SSS and GPPB. Also, if there are issuances if this is acceptable for the month of January considering you need to submit for the month of April, which is the current. But of course, because of ECQ you were not able to submit current proof of remittances. So, we will ask the concerned agency this includes, PhilHealth, Pag-ibig, SSS including GPPB if we can accept for the month of January. Then we will get back to you prior to the bid opening.
12. Ms. Evelyn explained further that they were able to secure a certification for Philhealth and Pag-ibig except for SSS.
13. The BAC Chairperson inquired if the office of SSS is closed or if there is a skeletal workforce however, Ms. Catingub answered in the negative.
14. BAC Chairperson informed Ms. Catingub that BAC will formally inform the prospective bidder whether BAC can accept this or not after making inquiries with SSS and GPPB.
15. For further queries, the prospective bidder can send their request for clarification to BAC in writing at least 10 calendar days before the bid opening date.
16. Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids on **May 26, 2020 at 2pm**. And the prospective bidder was advised to inform BAC Secretariat a day before they will pay the bid document fee to ensure that the Treasury Section is open to accept payments.
17. The BAC Chairperson read through the requirements for this bidding.
18. 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 E. CONSTANTINO
BAC Secretariat - Member

Reviewed by:


JENNIFER P. SISON
BAC Secretariat - Head

Noted by:


MICHAEL ANGELO M. CARBON
BAC Chairperson