****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. 20-0097 – SUPPLY & DELIVERY OF 850 DRUMS LIQUID POLY ALUMINUM CHLORIDE (PAC) FOR USE IN WATER TREATMENT HELD VIA VIRTUAL VIDEO CONFERENCING ON JULY 30, 2020 AT 2PM**

**Present were:**

**Michael Angelo M. Carbon - Chairperson**

**Louella A. Aguilera - Vice-Chairperson**

**Efren C. Salvacion - Regular Member**

**David Capopez - Regular Member**

**Tedilito R**. **Sarmiento - End-user**

**Jennifer P. Sison - Head, BAC Secretariat**

**Jeanette B. Delos Santos - Member, BAC Secretariat**

 **Amor E**. **Constantino - Member, BAC Secretariat**

**Also present were:**

**Gary Betic - Chemical Research Products Industrial Sales, Inc.**

 **Jacqui Acollador - Hyper Kem & Machineries Inc.**

 **Melchiades Marigomen, Jr - Jedaric Chemicals Co., Inc.**

**Absent:**

 **Atty. Vincent Fernandez - Regular Member**

**Minutes Meeting No. 2020-07-30-20-0097**

**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. 20-0097 – Supply & Delivery of 850 drums Liquid Poly Aluminum Chloride (PAC) for use in water treatment with an Approved Budget for the Contract in the amount of Four Million Three Hundred Thirty-Five Thousand Pesos (P 4,335,000.00) and the procurement method is Competitive Bidding.**

1. After Chairperson Carbon concluded the pre-bid conference for PR No. 20-0096 – Supply & Delivery of 2,500 bags Aluminum Sulfate – 17% for use in water treatment, it then proceeded with the pre-bid conference for PR No. 20-0097 – Supply & Delivery of 850 drums Liquid PAC for use in water treatment with same bidders’ present.
2. The same thing, an Addendum was issued for this on the nature of the conduct of this pre-bid conference.
3. The submission of samples was already waived, it is in the inspection and acceptance.
4. Let us proceed to the pre-bid conference under Public Bidding for PR No. 20-0097 – Supply & Delivery of 850 drums Liquid Poly Aluminum Chloride (PAC) for use in water treatment with ABC of Four Million Three Hundred Thirty-Five Thousand Pesos (P 4,335,000.00), this covered by the necessary purchase requisition and certificate of availability of funds.
5. Delivery of Goods required is 130 calendar days upon receipt of Notice to Proceed (NTP) and is staggered delivery as stated in the bid documents.
6. Single Largest Completed Contract (SLCC) is five (5) years from the date of submission of the bid.
7. The bid documents have been available since July 22, 2020 and it is downloadable.
8. Bidders should pay the Five Thousand Pesos (P 5,000.00) fee during or even before the deadline for the submission. The Official Receipt (OR) must be included in the bid submission.
9. Same as with PR No. 20-0096, bid opening will be on August 11, 2020, 2PM at the BAC Room, Main Office. The BAC will be there to conduct opening the bid while other BAC Members will conduct Zoom meeting.
10. Mr. Betic from Chemical Research inquired if the requirement is “content only” not including the drum, to which Chairperson Carbon answered, it is expressly stated in the bid documents as “content only”. For the bidders, the procurement is only for the contents of the drum, as to how the drums will be retrieved, it is up to the bidder. It is advised for winning bidder not to have arrangement with any of the employees of ZCWD to act as agent in the disposal/selling of drums as this might be a ground for some civil service action.
11. Mr. Betic from Chemical Research inquired on the requirement for SLCC, if five (5) successive years backwards from the date of bidding. Chairperson Carbon answered, it is not stated as successive, it is within five (5) years. Mr. Betic also inquired if “hati-hati”, which Chairperson Carbon answered in the negative.
12. Chairperson Carbon said, all contracts between August 12, 2015 to August 11, 2020 can be admitted as part of SLCC. The contract must be twenty-five percent (25%) of the ABC and must be supported with Official Receipt or sales/charge invoice and not delivery receipt or collection receipt.
13. Mr. Betic from Chemical Research inquired if similar with the project to be bid, which Chairperson Carbon answered in the affirmative. Any contract that is related to *“for use in water treatment”* can be submitted as SLCC.
14. Chairperson Carbon advised to read the bidding documents since it is stated in the Omnibus Sworn Statement (OSS) that bidders have read and understood all the provisions.
15. Chairperson Carbon also advised for winning bidder to inform the BAC in advance by letter or e-mail on the request for extension of delivery.
16. Ms. Jacqui Acollador from Hyper Kem Machineries inquired if projects from private and local water district can be combined, to which Chairperson Carbon answered in the negative. It is Single Largest Contract so that we can evaluate your financial capacity. Regardless private or public, we will accept as long as it complies with the 25% requirement, it is within five (5) years and covered by charge/sales invoice, not delivery receipt or collection receipt.
17. Chairperson Carbon requested for bidders to submit clear copy of receipts.
18. In lieu of sales/charge invoice, bidders can also submit Certificate of Acceptance by the procuring

entity.

1. Mr. Marigomen from Jedaric Chemicals Company inquired if it is still applicable to pay applicable fees for testing since PIPAC submission has already been waived.
2. Ms. Sison, Head of BAC Secretariat read through the Note in the technical specifications stated as, *“The submission of a PIPAC certificate is waived. However, upon delivery and prior to acceptance, the ZCWD laboratory shall conduct the appropriate test, upon payment of any applicable fees. The requirement that turbidity of the goods/items should not be more than 50 NTU after 20 days stocked shall be complied with. Only when the item/s supplied has passed the test that the item/s will be accepted. The ZCWD reserves the right to reject the goods that failed to pass the inspection/test or failed to comply/conform to the technical requirements.”*
3. Chairperson Carbon said, if there are fees on laboratory testing of chemicals, then it is duly covered by the official receipt of ZCWD.
4. As stated by end-user Sarmiento, there are no applicable fees.
5. Chairperson Carbon reminded the bidders on the requirement “For Goods Offered From Within The Philippines Form” and “For Goods Offered From Abroad” that each column should be filled out properly. We don’t accept blanks. Zero (0) or a dash (-), or Not Applicable (N/A) is acceptable.
6. Chairperson Carbon also reminded on Technical Specifications Statement of Compliance wherein bidders must state the word “Comply” against per item, per technical specification which will accept the operational parameters of the product.
7. Guidance on how to fill out the form, bidders can e-mail the BAC Secretariat until August 4, 2020, same if there are question/clarification on the bid documents.
8. Bid opening will be on August 11, 2020 at 2PM.
9. Mr. Betic from Chemical Research finally inquired if the bid opening will have the same procedure as this now via Zoom meeting, which Chairperson Carbon answered in the affirmative since this is covered by GPPB resolution that this can be conducted and you will be invited.
10. Chairperson Carbon said, electronic submission of bids cannot be implemented yet, however pre-bid, bid submission/opening can be conducted via Zoom meeting.
11. Chairperson Carbon thanked the bidders for participating and concluded the pre-bid conference for PR No. 20-0097.

Prepared by: Reviewed by:



**AMOR E. CONSTANTINO** **JENNIFER P. SISON**

BAC Secretariat - Member BAC Secretariat – Head

 Noted by:



 **MICHAEL ANGELO M. CARBON**

 BAC Chairperson