



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. 20-0096 – SUPPLY & DELIVERY OF 2,500 BAGS ALUMINUM SULFATE – 17% FOR USE IN WATER TREATMENT HELD VIA VIRTUAL VIDEO CONFERENCING ON OCTOBER 15, 2020 AT 2PM

Present were:

Michael Angelo M. Carbon	-	Chairperson
Louella A. Aguilera	-	Vice-Chairperson
Atty. Vincent F. Fernandez	-	Regular Member
Efren C. Salvacion	-	Regular Member
David Capopez	-	Regular Member
Tedilito R. Sarmiento	-	End-user
Jeanette B. Delos Santos	-	Member, BAC Secretariat
Amor E. Constantino	-	Member, BAC Secretariat

Also present were:

Mary Ann Aldaba	-	representing Jedaric Chemicals Co., Inc.
Melchiades Marigomen, Jr	-	representing Jedaric Chemicals Co., Inc.
Richard R. Calvez	-	representing Mactan Rock Industries, Inc.
Norlyn Bacas	-	representing Prime Essentials Manufacturing Trading Company

Minutes Meeting No. 2020-10-15-20-0096
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 Nos. 20-0096 – Supply & Delivery of 2,500 bags Aluminum Sulfate – 17% for use in water treatment with an Approved Budget for the Contract in the amount of Two Million Seven Hundred Thousand Pesos (P 2,700,000.00) and the procurement method is Competitive Bidding.

1. Chairperson Carbon called the 40th BAC Meeting to order.
2. Our only two main agenda for this afternoon are pre-bid conferences under public bidding for two Chemicals.
3. The pre-bid conference is conducted thru Zoom and we have disseminated zoom link and invitation to Observers. Physically present at the BAC office are BAC Member Atty. Fernandez and members of BAC Secretariat.
4. Chairperson Carbon introduced the members of Bids and Awards Committee and end-user of the project. Bidder representatives also introduced themselves and the company it represents.
5. Chairperson Carbon said this is the pre-bid conference under public bidding. For the first pre-bid conference, we have PR No. 20-0096 – Supply and Delivery of 2,500 bags Aluminum Sulfate – 17% for use in water treatment with Approved Budget Cost of Two Million Seven Hundred Thousand Pesos (P 2,700,000.00).
6. Chairperson Carbon said, I will go through the details of the bid first and then we will open up the floor to our prospective bidders for possible queries and clarifications.
7. Chairperson Carbon inquired if all the bidders have downloaded the bidding documents, to which all the bidders responded in the affirmative.
8. Chairperson Carbon said that this is the second bidding for the Supply and Delivery of 2,500 bags of Aluminum Sulfate – 17% as the first was declared a failure of bidding.
9. Bids received in excess of the Approved Budget Cost (ABC) will be automatically rejected at the bid opening.
10. Delivery of the Goods is required 90 calendar days after receipt of Purchase Order (Staggered Delivery).
11. Ms. Delos Santos, member of BAC Secretariat said, in the first bidding, the first delivery is 1,000 bags, 40 days upon receipt of NTP; second delivery is 1,500 bags, 100 days upon receipt of NTP. For the second bidding as advised by end-user, the delivery period are as follows:
 - 1st Delivery - 400 bags, 20 days after receipt of PO/NTP
 - 2nd Delivery - 1,000 bags, 50 days after receipt of PO/NTP
 - 3rd Delivery - 1,100 bags, 90 days after receipt of PO/NTP
12. End-user Mr. Sarmiento said that the above-mentioned delivery schedule is correct.

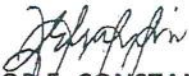
13. The delivery period as mentioned by BAC Secretariat Member Ms. Delos Santos is duly reflected in the bidding documents Schedule of Requirements.
14. Chairperson Carbon said, for Single Largest Completed Contract (SLCC) the previous contract to be submitted must be within five (5) years from the date of bid opening. The date of bid opening will be on October 27, 2020. Previously, there were question with regard to SLCC, are they going to present only one, but on reading the 6th PBD, an enumeration of several project, single, one largest contract which will comply with the percentage requirement of the bid. Not just only one will be submitted for as long as there are supporting documents.
15. This is "pass" or "fail" at the bid opening, presence or absence of the documents.
16. Bidding documents has been made available physically in our office and it can also be downloaded in website of Phil-GEPS and ZCWD.
17. Chairperson Carbon said, there are bidders which participated in the first bidding which was a failure of bid, particularly Jedaric Chemicals and Chemical Research and they already purchased the bidding documents in the amount of Five Thousand Pesos (P 5,000.00). The BAC already recommended that those companies/bidders which participated in the first bidding will no longer pay for the purchase of the bidding documents, unfortunately, until now we have not received an approved BAC Resolution recommending to waive the fee for the purchase of the same for this second bidding. So now, every bidder that will participate in this bidding will still have to pay P 5,000.00 as a fee for the bidding documents.
18. Chemical Research and Jedaric Chemicals will still have to purchase the bidding documents for P 5,000.00. We will follow up from the HOPE as to their action in our recommendation. But for the purpose of this pre-bid, as it stands now and stated in the bidding documents, all bidders regardless it participated in the first bidding or not, all prospective/interested bidders will still have to purchase the bidding documents. For example, Jedaric Chemicals has already purchased the bid documents and then there is a pronouncement from the HOPE to waive, are we going to refund? We still have to get advice from our Finance if it can be refunded. We will issue the corresponding Addendum whatever the action of the HOPE will be. Our advice is, today until tomorrow, do not purchase yet except for Jedaric Chemicals and Chemical Research. Those first time participants for the second bidding you still have to purchase. We will issue the corresponding Addendum.
19. The Procuring Entity shall allow the bidder to present its proof of payment for the fees and it will be presented in person, by fax, or through electronic means. It does not mean that the receipt has to be inside the envelope and the absence of such in the bid envelope is not a ground for disqualification. You can present it to us in the manners stated in item no. 5 in the Invitation to Bid.

20. Bid opening will be on October 27, 2020 at 2pm. The Zoom link will be included in the Addendum and we will post it in Phil-GEPS, in our website and in conspicuous place, it will also be e-mailed to those bidders present here.
21. Similar contract shall refer to Chemicals for Water Treatment and should be submitted as part of SLCC.
22. Chairperson Carbon inquired from Prime Essentials if it regularly participates in government bidding, to which Ms. Bacas answered in the affirmative.
23. Chairperson Carbon inquired from the bidders if it is familiar with regard to forms of Bid Security, to which Ms. Aldaba from Jedaric Chemicals and Ms. Bacas from Prime Essentials answered in the affirmative. Chairperson Carbon said, for Surety Bond, the requirements are: the premium itself in the amount of 5% of the ABC; second, license of the issuer from the Insurance Commission; and third, Certification that it is allowed for this particular bidding. Reference number of the bid must be stated.
24. In the Schedule of Requirements, 2,500 bags.
25. You do not have to submit a One (1) kilo sample during bid submission and bid opening, this is in consideration of different community quarantine but the deliveries will be subject to the acceptance by the Procuring Entity as stated in the bid documents.
26. Delivery Point: Treatment Plant.
27. Chairperson Carbon reminded on Technical Specifications Statement of Compliance wherein bidders must state the word "Comply" or "Not Comply" against per row. If the rows will be merged as one and state "Comply" for all, it would not be acceptable as these are individual parameters of the chemicals that we need.
28. Checklists of Documents are stated in the bidding documents, kindly double check. It is your responsibility to know the requirements of the bid.
29. With that, the floor is now open to questions for PR No. 20-0096. If you want to raise a question/clarification, please raise your hand.
30. It is encouraged for bidders to send thru courier services like LBC. We do not have a bank account. Ms. Bacas from Prime Essentials inquired as to whom the payment will be addressed, to which Chairperson Carbon answered it is stated in the bid documents. Ms. Bacas inquired if the submission of bid documents can also be thru courier, Chairperson Carbon answered in the affirmative, we accept like LBC, J&T and just make sure that it will reach here before 2pm of October 27.

31. Ms. Bacas, bidder representative from Prime Essentials inquired with regard to Framework Agreement List, to which Chairperson Carbon answered that it is not applicable for this bid, that is why it is not yet filled out.
32. Mr. Calvez, bidder representative from Mactan Rock Industries inquired with regard to first delivery schedule, to which Chairperson Carbon answered it is 20 days as stated in the bidding documents. Kindly check the Schedule of Requirements.
33. Bidders can send its clarification thru e-mail, fax or courier. We do take cognizance of e-mail queries, we will respond to it. Should there would be a need for an Addendum, we will post it accordingly.
34. Chairperson Carbon inquired if any of the bidders present has already participated in the Framework Agreement, to which all the bidder representatives answered in the negative.
35. Do not be confused, for PR No. 20-0096 it is straight Public Bidding.
36. Chairperson Carbon said, the Procuring Entity is looking at utilizing the Framework Agreement as a mode of procurement.
37. Chairperson Carbon inquired from the bidders if it has already supplied to Water District (government) on a consignment basis, to which Ms. Aldaba from Jedaric Chemicals responded, with a private company. Chairperson Carbon said, we are also exploring on consignment basis but not for this bidding. Ms. Bacas from Prime Essentials said that they do not have experience in consignment basis while Mr. Calvez from Mactan Rock Industries said, it already has.
38. Chairperson Carbon concluded the pre-bid conference for PR No. 20-0096 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.
39. Chairperson Carbon reconvened on the pre-bid conference for PR No. 20-0096 wherein it was discussed that the bidder can stick to the original delivery schedule in the bid documents, but the bidder will have the option to deliver 1,400 bags of Aluminum Sulfate for the first delivery. The minimum is 400 but not to exceed 1,400 for as long as the remaining shall not exceed 50 days after receipt of NTP/PO. We will issue an addendum.
40. The fee for the purchase of bid documents is waived/set aside for Bidder/s who have purchased the bidding documents during the first bidding/procurement of Purchase Requisition No. 20-0096 and such bidders are no longer required to pay for the bidding documents for this 2nd Bidding.

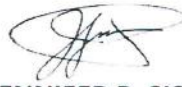
41. The winning bidder can follow the original delivery schedules for 1st and 2nd deliveries as stated in the Schedule of Requirements. However, the winning bidder shall have the option to consolidate the 1st and 2nd delivery and deliver a minimum of 400 bags and a maximum of 1,400 bags of Aluminum Sulfate as the first delivery. The winning bidder can delivery any number of bags between the minimum of 400 bags (must be delivered within 20 days from receipt of PO/NTP) and 1,400 bags for as long as the remainder number of bags from the 1,400 bags shall be delivered within 50 days from receipt of PO/NTP.
42. Failure to deliver the goods on time shall be subject to liquidated damages without prejudice to other courses of action and remedies. The 3rd delivery shall remain as is.
43. Chairperson Carbon thanked the bidders for participating and reminded to review the bid documents. With that, this pre-bid conference is concluded.

Prepared by:



AMOR E. CONSTANTINO
BAC Secretariat - Member

Reviewed by:



JENNIFER P. SISON
BAC Secretariat – Head

Noted by:



MICHAEL ANGELO M. CARBON
BAC Chairperson