



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 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:

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

Minutes Meeting No. 2020-10-15-20-0097
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 Poly Aluminum Chloride (PAC) for use in water treatment with same bidders' present. The ABC of PR No. 20-0097 is Four Million Three Hundred Thirty-Five Thousand Pesos (P 4,335,000.00).
2. Chairperson Carbon inquired from the end-user if this is the "content only", to which Mr. Sarmiento answered "content only".
3. Delivery schedule as stated in the bidding documents Schedule of Requirements are as follows:

Delivery Period: Staggered delivery

- 1st Delivery - 225 drums, 20 days after receipt of PO/NTP
- 2nd Delivery - 225 drums, 60 days after receipt of PO/NTP
- 3rd Delivery - 225 drums, 100 days after receipt of PO/NTP
- 4th Delivery - 175 drums, 140 days after receipt of PO/NTP

4. Chairperson Carbon inquired from the end-user if it would be okay for the bidder to deliver 450 drums in the first delivery, to which Mr. Sarmiento answered, if they can deliver, it is okay. Chairperson Carbon also inquired if it can also be delivered one time, to which end-user Mr. Sarmiento answered in the negative as it will not fit here, it can only accommodate up to 450 drums. Chairperson Carbon said, in terms of potency or expiry, if the bidder would like to deliver one time at 850 drums, end-user Mr. Sarmiento answered, there is no problem as to potency.
5. End-user Mr. Sarmiento also said that his staggered delivery schedule is already calculated.
6. It was discussed that the winning bidder can stick to the original delivery schedule as per Schedule of Requirements, but the bidder can also opt to deliver first time delivery, the quantity of 450 drums, 20 days after receipt of PO and then second delivery which would be 60 days after the receipt of NTP. So, instead of having four deliveries, we have two deliveries. This will be covered by an Addendum.
7. Chairperson Carbon said the bidder can deliver maybe 300 as long as the balance must be within the 60 days. The minimum is 225 for the first delivery and maximum of 450. We are not strict that it should be 450, if it is not possible, you can still deliver 300 at first delivery for as long as the balance will be within 60 days after receipt of PO. That will be covered all by an Addendum.
8. The same thing for SLCC, 5 years as explained.
9. Also, the bid documents are downloadable with bid document fee of P 5,000.00.

10. The same pronouncement with regards to Jedaric Chemicals and Chemical Research as to purchase of bidding documents. We will still follow up with the Head of Procuring Entity, so, you can start purchasing or paying for the bid documents on Monday.
11. The same thing on the presentation of the Official Receipt for the purchase of the bid documents. For first time participants of this bid, you should pay.
12. Bid opening will be on October 27, 2020 at 2pm.
13. You can send payment thru LBC, the addressee is there. Payment will be duly recorded and a receipt will be issued. Submission is also thru courier, no electronic submission.
14. This is Public Bidding, there is no Framework Agreement here.
15. Similar contract is Chemicals for water treatment.
16. Chairperson Carbon said for bidders to be guided with regard to Bid Security.
17. Liquid Poly Aluminum Chloride "contents only", we will return the drums.
18. On Technical Specifications Statement of Compliance, the bidder must state the word "Comply" or "Not Comply" against per row. We do not want dash (-), "do" or "same", it should be "Comply" per row.
19. We will not use the Framework Agreement.
20. With regard to PIPAC, it is also waived but subject to inspection and acceptance by the end—user.
21. This is a procurement for "contents only", the bidder shall remove the drums from the ZCWD property within one (1) month from the consumption of the last drum of each batch delivery.
22. Turbidity of the sample should not be more than 50 NTU after 20 days stocked.
23. Payment of Laboratory Testings per delivery at PIPAC shall be borne by the supplier. But the submission of the PIPAC is not required and will not be a ground for disqualification. If in case, you still want to submit at any point during bid submission, during delivery it would be okay but it is not a ground for disqualification as the requirement for the PIPAC Certificate has been waived.
24. Chairperson Carbon said for bidders to review the bidding documents.

25. Ms. Bacas from Prime Essentials inquired on the addressee for payment of bid documents, to which Chairperson Carbon answered, it can be found in page 9, no. 12. Chairperson Carbon said to clearly state the sender's company name.
26. A bidder representative from Prime Essentials inquired if there are laboratory testing fee for every delivery. Chairperson Carbon said, usually, there are no fees if the end-user will conduct the test, but if there will a third party involved, for example they would like to validate the result then the bidder will shoulder the test.
27. Chairperson Carbon reminded the bidders on the requirement "For Goods Offered From Within The Philippines Form" and "For Goods Offered From Abroad". Each column should be filled out. The columns or rows which calls for an amount must be filled out with an amount, it should not be "Not Applicable". If for example you are offering it for free to the procuring entity, you can state a dash (-) or a zero (0) meaning, you are offering that for free to the government, no blank. As for incidental services, like for example the delivery of chemicals does not entail incidental services, "N/A" can be stated as long as it is not blank.
28. 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. 20-0097 and such bidders are no longer required to pay for the bidding documents for this 2nd Bidding.
29. 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 225 drums and a maximum of 450 drums as the first delivery. The winning bidder can deliver any number of drums between 225 (must be delivered within 20 days from receipt of PO/NTP) drums and 450 drums for as long as the remainder number of drums from the original 2nd delivery shall be delivered within 60 days from receipt of PO/NTP.
30. The winning bidder shall also have the option to consolidate the 3rd and 4th delivery and deliver a minimum of 225 drums and a maximum of 400 drums as the second delivery.
31. The winning bidder can delivery any number of drums between 225 (must be delivered within 100 days from receipt of PO/NTP) drums and 450 drums for as long as the remainder number of drums from the original 2nd delivery shall be delivered within 140 days from receipt of PO/NTP.
32. Failure to deliver the goods on time shall be subject to liquidated damages without prejudice to other courses of action and remedies.
33. Chairperson Carbon concluded the pre-bid conference for PR No 20-0097.

Prepared by:


AMOR E. CONSTANTINO
BAC Secretariat - Member

Reviewed by:


JENNIFER P. SISON
BAC Secretariat – Head

Noted by:


MICHAEL ANGELO M. CARBON
BAC Chairperson