



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

MINUTES OF THE PRE-BID CONFERENCE UNDER PUBLIC BIDDING FOR PURCHASE REQUISITION NOS. 20-0136, 20-0146, 20-0147, 20-0150 AND 20-0151 HELD AT BAC ROOM, ZCWD MAIN OFFICE AND VIA VIRTUAL VIDEO CONFERENCING ON JANUARY 4, 2021 AT 2PM

Present were:

Michael Angelo M. Carbon	-	BAC Chairperson
Efren C. Salvacion	-	BAC Regular Member
David Capopez	-	BAC Regular Member
AGM Alejo S. Rojas, Jr.	-	End-user
Mirasol L. Kanindot	-	End-user/Head, TWG I
Jennifer P. Sison	-	BAC Secretariat – Head
Jeanette B. Delos Santos	-	BAC Secretariat - Member
Amor E. Constantino	-	BAC Secretariat – Member

Absent Were:

Louella A. Aguilera	-	BAC Vice-Chairperson
Atty. Vincent F. Fernandez	-	BAC Regular Member

Prospective Bidders:

James Batanay	-	representing Pichel Security Agency, Inc.
Evelyn Catingub	-	representing Aloha Maintenance and General Services
Mia Grace Lim	-	representing SSP Manpower Services

**Minutes Meeting No. 2021-01-04-20-0136, 20-0146, 20-0147, 20-0150 & 20-0151
Series of 2021**

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 the following Purchase Requisitions:

- 1. PR No. 20-0136 – 6 Persons Outside Services (Utility) to operate and maintain sewer pumping stations & sewer lines with Approved Budget for the Contract of P 270,406.37**
- 2. PR No. 20-0146 – 18 Personnel for Janitorial Services for Water Treatment Plant, Old Reservoir, Putik Collection Center, Motorpool and Main Office with Approved Budget for the Contract of P 2,923,177.68**
- 3. PR No. 20-0147 – Security Services for Twenty-Nine (29) Security Guards for Main Office, Motorpool, Field Offices, Asphalt Batching Plant, PVC Stockpile, Sand & Gravel Stockpile and Ayala Sub-Office with Approved Budget for the Contract of P 6,062,508.00**
- 4. PR No. 20-0150 – 45 personnel Security Guards for protection and security of Tumaga River & water sources situated inside Pasonanca Natural Park with Approved Budget for the Contract of P 8,678,004.26**
- 5. PR No. 20-0151 – Eighty-Three (83) General Services for Production Department with Approved Budget for the Contract of P 9,018,862.00**

1. Chairperson Carbon called the BAC Meeting to order.
2. Chairperson Carbon introduced the members of Bids and Awards Committee and end-users of the project. Bidder representatives also introduced themselves and the company it represents.
3. No Observers were present for this pre-bid conference.
4. Chairperson Carbon inquired from the representatives of Pichel Security Agency and Aloha Maintenance and General Services if they are interested in bidding for both the General and Security Services, to which Mr. Batanay from Pichel Security Agency answered in the affirmative while Ms. Catingub from Aloha Maintenance and General Services said, “for Janitorial Services”.
5. Chairperson Carbon said, since there are five (5) Purchase Requisitions (PRs) and if we conduct a separate pre-bid conference for each, then we will take time. So, what I am going to do is take up all these PRs collectively as the general requirements especially the eligibility, technical, financial requirements of the bid are the same, then we go to the specific and then the prospective bidders or any bidders that might appear later on can ask questions on a specific PR.
6. For the record, this is the pre-bid conference under public bidding for Purchase Request Numbers:
 - 20-0136 – 6 Persons Outside Services (Utility) to operate and maintain sewer pumping stations & sewer lines with ABC of P 270,406.37
 - 20-0146 - 18 Personnel for Janitorial Services for Water Treatment Plant, Old Reservoir, Putik Collection Center, Motorpool and Main Office with ABC of P 2,923,177.68

- 20-0147 – Security Services for Twenty-Nine (29) Security Guards for Main Office, Motorpool, Field Offices, Asphalt Batching Plant, PVC Stockpile, Sand & Gravel Stockpile and Ayala Sub-Office with ABC of P 6,062,508.00
 - 20-0150 – 45 personnel Security Guards for protection and security of Tumaga River & water sources situated inside Pasonanca Natural Park with ABC of 8,678,004.26
 - 20-0151 – Eighty-Three (83) General Services for Production Department with ABC of P 9,018,862.00
7. Chairperson Carbon said, for General Services, we have three (3) PRs and two (2) PRs for Security Services. First, I am just going to go through the Invitation to Bid as it is common for all the PRs.
 8. Chairperson Carbon stated the Contract Duration for each of the Purchase Request (PR). *For PR No. 20-0136, Three (3) months; PR No. 20-0146, One (1) Year; PR No. 20-0147, One 1 Year; PR No. 20-0150, Twelve (12) months; and PR 20-0151, Twelve months.*
 9. The bid document fee for PR No. 20-0136 is P 500.00; P 5,000.00 for PR No. 20-0146; P 10,000.00 each for PR Nos. 20-0147, 20-0150 and 20-0151.
 10. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. Bid opening will be on January 18, 2021.
 11. This is a separate bidding for the five (5) PRs, not by lot.
 12. During the bid opening, "pass/fail", presence or absence of documentary requirements unless of course there is a material defect on the face of the document submitted.
 13. Kindly take note, we are already following the updated 2016 Revised IRR (of RA No. 9184) including the Philippine Bidding Document, 6th Edition. The advantage of the 6th PBD is that it is shorter, kindly check on that.
 14. This bidding is open to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
 15. Any information on the bidding for each particular PR can be obtained here with the BAC Secretariat.
 16. A complete set of Bidding Documents have been available since December 23, 2020. We have uploaded/posted it in our website and PhilGEPS, you can retrieve copies of the bidding documents for each PR.

17. You must pay the bidding fee as mentioned earlier for each particular PR that the prospective bidder wishes to participate in. The Official Receipt (OR) must be presented during bid opening or prior to the bid opening, you can present it here to our BAC Secretariat or you can email it to the email address provided in the bidding documents. It is not a bidding requirement that you must include it in the bidding documents neither is the absence of the OR is not a ground for disqualification in the bid.
18. The bid opening will be on January 18, 2021, Monday at 2pm. We will physically receive your bids here and then we will open them. Late bids shall not be accepted.
19. All Bids must be accompanied by a bid security in any of the acceptable forms with corresponding amount. If Bid Securing Declaration, it must be signed and notarized.
20. This Procurement Project is undertaken through Early Procurement Activities (EPA) pursuant to GPPB Resolution 08-2018 and GPPB Circular No. 06-2019 particularly but not limited to rules and procedure of EPA, fixed price rule in procurement, extension of the bid validity and security, validity of the eligibility requirements prior to the award of contracts, conditions of award and date of earliest delivery.
21. The Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184.
22. If you have any questions, you can call our BAC Secretariat or for update, you can visit our website including PhilGEPS for the particular procurement.
23. Chairperson Carbon enumerated on the Checklist of Requirements. **Legal Documents:** *Valid PhilGEPS Registration Certificate (Platinum Membership) or Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; Mayor's or Business permit issued by the city or municipality.* Since the Permits have expired last December 31, 2020, we will accept expired Mayor's Permit but of course prior to award the bidder must present a renewed Business Permit together with the Official Receipt of payment. Due to the current state of Public Health Emergency, the acceptance of expired business permit has been highlighted; *Tax Clearance issued by BIR.*
24. Also physically present at the BAC office is Ms. Mia Grace Lim, representative from SSP Manpower Services.
25. **Technical Documents:** *Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.* There is a form in the bidding


document; *Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid*. There is also a form. It is not that you only have to submit a single contract under that form. You can cite numerous contracts for as long as that Single Largest Completed Contract meets the fifty percent (50%) of the Approved Budget for the Contract (ABC) to be bid.

26. Kindly make sure that the SLCC should be signed and the one who is signing and in fact in all bidding documents should be the one who is authorized. If you are a Corporation, then that person must be authorized in the Secretary Certificate. The person/s named in the Secretary Certificate as the authorized representative/s, individually or collectively will be the person/s that will execute the Omnibus Sworn Statement (OSS). The OSS must be signed and notarized by the Attorney.
27. If your company is a single proprietorship and will not be the owner who will be signing the documents, then the person authorized must be covered by a Special Power of Attorney (SPA), a SPA signed by the Affiant, duly notarized and signed by the Attorney.
28. With regard to SLCC, the contract to be included or submitted there must be within 5 years from the date of bid opening.
29. With regard to forms of *Bid Security* (cash, manager's check, surety bond, Bid Securing Declaration) and its percentage, it is stated in the bidding documents. The BSD is just a document and should be for the particular PR, meaning, the Reference Number or the PR Number must be cited, and it must be signed and notarized. If you participate in this bidding, the BSD should be for the particular PR only, it cannot be one BSD for all the PRs. These are separate biddings. All this notarization will just make this document enforceable.
30. If the bidder elects to submit a Surety Bond, it must be accompanied by the premium/bond itself, license of the issuer from the Insurance Commission, and Certification that the issuer is authorized to issue such for this particular PR. Absence of any of those three will be a cause of disqualification.
31. The *Technical Specifications* is stated in the TOR of each PR and then next is the Omnibus Sworn Statement.
32. **Financial Documents:** The *Audited Financial Statements (AFS)* must be stamp and received by the BIR as expressed in RA 9184. May we request from the bidders to submit clear copy of the same. The AFS should not be earlier than two (2) years from the date of bid submission; On *Net Financial Contracting Capacity (NFCC)*, kindly take note that the K factor to be used must be 15. In lieu of NFCC, a committed Line of Credit from a Universal or Commercial Bank.
33. **Class "B" Documents:** Joint Venture Agreement (JVA), if none, then Not Applicable.

34. On the Financial Bid Form, the amount must be stated and it must be signed by the authorized person.
35. So, those are the required documents. Let us proceed with entertaining questions from the bidders' present. If there are only specific PRs which you are interested of joining, then kindly state so that it can be captured in the minutes. If your queries are meritorious, if it needs an issuance of a supplemental bid bulletin, then the BAC/Procuring Entity will issue such.
36. We also have here joining us thru Zoom, AGM Alejo Rojas, Jr. who is also the OIC-General Manager, and Ms. Kanindot of EWRD, they can also answer your questions including if they have any information regarding the bid, they can do so and inform the bidders present.
37. So, the floor is open for questions.
38. With regard to submission of Audited Financial Statements, Mr. Batanay said, "you did mention that allowed to be accepted during the bid opening is duly stamped by the BIR, but there are others who are also paying their taxes thru bank. So the bank will issue that. Is it acceptable?" Chairperson Carbon answered, it is acceptable, in fact bidder also submit eFPS, evidence as the payment was made thru bank.
39. I would like to remind that this bidding is under the Early Procurement Activity (EPA). The water district still do not have a Corporate Operating Budget (COB), it is still to be approved. We have Indicative Annual Procurement Plan and it is already there, it is just we are still waiting. As early as December we have already posted this as an Early Procurement Activity because it is needed for the succeeding year. Since there is no approved COB yet, we will conduct this bidding short of award, meaning, for as long as the Procuring Entity still does not have the approved COB, there will be a toll on the proceedings. If there is lowest calculated responsive bid, then we will stop there, we will issue the Notice of Award if there is already approved COB but of course there will be a tolling on the period. For example, in the bid security, the effectivity is 120 days, it will stop prior to the issuance of Notice of Award or Notice of Lowest Calculated Bid so as not to consume the 120 days. We might also request the bidder to extend the validity of the bid security. We will award if there is already approved Corporate Operating Budget.
40. If you review the document, the Procuring Entity always has the prerogative not to award or to declare a failure of bidding.
41. If we are going to conduct a rebid, usually, we waive the payment of bid document for those bidders who participated in the first bidding.
42. Any questions? If you have any questions, between today until January 8, you can email us and then we will answer it formally and if it needs the issuance of an Addendum then we will issue. Kindly review the TOR for the Security Services and General Services.

43. Chairperson Carbon inquired from the end-users if it has any other information or clarification regarding the bid it can offer the bidders, to which AGM Rojas and Ms. Kanindot answered in the negative.
44. Chairperson Carbon said, right now we are still not accepting electronic submission of bid because we are still testing the system. We are still fine tuning the system to at least reduce the possibility of bid failures but later on we will implement it. The bidder will still have the option to submit physically or thru electronic.
45. We will have the bid opening on January 18, 2020 for all these PRs. This is separate bidding, not by lot, so, there will be five (5) bid openings on that day.
46. If we can request the bidders to tab the papers/documents. We require one (1) Original and two (2) Copies. The two copies will facilitate the bid opening but remember the required bid documents must be in the original envelope. For example, the PhilGEPS Certificate is in Copy 1 and not in the Original envelope, then that is a ground for disqualification or rejection of the bid, that is provided for in RA 9184.
47. We hope that you do participate, we will fast track the bidding and of course the approval of the COB, we will make sure because these are vital services.
48. Chairperson Carbon inquired from the General Manager of Aloha General Services if it has questions, to which Ms. Catingub answered in the negative.
49. Chairperson Carbon said, there being no questions, this pre-bid conference for PR Nos. 20-0136, 20-0146, 20-0147, 20-0150 and 20-0151 is concluded. Thank you prospective bidders for participating.

Prepared by:


AMOR E. CONSTANTINO
BAC Secretariat - Member

Reviewed by:


JENNIFER P. SISON
BAC Secretariat – Head

Noted by:


MICHAEL ANGELO M. CARBON
BAC Chairperson