



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. 21-0020 – SUPPLY & DELIVERY OF 6,000 BAGS ALUMINUM SULFATE – 17% FOR WATER TREATMENT USE HELD AT BAC ROOM, ZCWD MAIN OFFICE AND VIA VIRTUAL VIDEO CONFERENCING ON MARCH 2, 2021 AT 2PM

Present were:

Michael Angelo M. Carbon	-	BAC Chairperson
Louella A. Aguilera	-	Vice-Chairperson
Efren C. Salvacion	-	BAC Regular Member
Tedilito R. Sarmiento	-	End-user
Jennifer P. Sison	-	BAC Secretariat – Head
Amor E. Constantino	-	BAC Secretariat – Member

Absent Were:

Atty. Vincent F. Fernandez	-	BAC Regular Member
David C. Capopez	-	BAC Regular Member

Prospective Bidders:

Gary Betic	-	representing Chemical Research Products Industrial Sales, Inc.
Melquiades Marigomen, Jr.	-	representing Jedaric Chemicals Co., Inc.
Josephine Betic	-	representing Jedaric Chemicals Co., Inc.
Richard Calvez	-	representing Mactan Rock Industries, Inc.

Minutes Meeting No. 2021-03-02-21-0020
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 Purchase Requisition No. 21-0020 – Supply & Deliver of 6,000 bags Aluminum Sulfate – 17% for water treatment use with Approved Budget for the Contract of Five Million Eight Hundred Fifty Thousand Pesos (P 5,850,000.00)

1. Chairperson Carbon called the BAC Meeting to order.
2. Chairperson Carbon introduced the members of Bids and Awards Committee and end-user of the project.
3. Observers were invited five (5) days prior to the conduct of the pre-bid conference as per Section 13.3 of the RIRR of RA 9184 however, none of the observers who were invited were present for this particular activity.
4. Chairperson Carbon said, this is the pre-bid conference for PR No. 21-0020 – Supply & Delivery of 6,000 bags Aluminum Sulfate – 17% for water treatment use. The ABC is Five Million Eight Hundred Fifty Thousand Pesos (P 5,850,000.00).
5. Bidder representatives introduced themselves and the company it represents.
6. Chairperson Carbon said I will just go through the Invitation to Bid (ITB), after that, the floor will be open for our attending prospective bidders and end-user, should the end-user have any information relative to the bidding.
7. This is Supply & Delivery of 6,000 bags Aluminum Sulfate – 17% for water treatment use with ABC of P 5,850,000.000.
8. Delivery of the Goods is required 210 calendar days upon receipt of Notice to Proceed (NTP) (Staggered Delivery).
9. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project.
10. This is “pass/fail”.
11. Bidding is restricted to Filipino citizens/sole proprietorship, partnerships, or organizations with at least sixty (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

12. The bid document fee for this is Ten Thousand Pesos (P 10,000.00). It is not a requirement to include the Official Receipt for the payment of the bidding documents in the bidding documents, but rather the bidder should present it in person, by facsimile, or through electronic means (email).
13. Bid opening will be on March 16, 2021 at 2:00 pm, here at ZCWD BAC. We will still receive the physical copies of your bids, although we have the procedures already for the electronic submission of bids, but we are not implementing it yet as we are fine tuning the process. This bid will require the manual submission of bids through couriers. Deadline is 2:00 pm, March 16, 2021. Late bids will not be accepted.
14. Right now, the floor will be open for questions from our bidders, bidders any question? Or the end-user, do you have any information?
15. Chairperson Carbon said I will just run through the Checklist although this is included in the bidding documents.
16. 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; Tax Clearance issued by BIR.*
17. **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; Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid.*
18. The SLCC and in all others documents should be signed by the authorized representative. For Corporation, is the one named in the Secretary Certificate and the one that will execute the Omnibus Sworn Statement. The new Omnibus Sworn Statement has ten (10) paragraphs and it must be signed and notarized by the Attorney. Special Power of Attorney if they are not the owner.
19. With regard to forms of Bid Security (cash, manager's check, surety bond, Bid Securing Declaration) and their corresponding amount, it is stated in the bidding documents. If Bid Securing Declaration (BSD), it must be signed and notarized. If Surety Bond, it must be accompanied by the premium/ policy, license of the issuer from the Insurance Commission, and Certification from the Insurance Commission stating that the issuer is authorized for this particular bid.

20. On Technical Specifications, the word "Comply" must be stated against each operating parameters. The rows should not be merged and put one "Comply", it should be for each.
21. **Financial Documents:** The *Audited Financial Statements (AFS)* should not be earlier than two (2) years from the date of bid submission and it must be stamp and received by the BIR; On *Net Financial Contracting Capacity (NFCC)*, the K factor must be 15.
22. **Class "B" Documents:** Joint Venture Agreement (JVA), if none, then Not Applicable.
23. On **Financial Component:** Financial Bid Form, For Goods Offered from Within the Philippines, For Goods Offered from Abroad. If the product is already here, then use the For Goods Offered from Within the Philippines form. If the item is from abroad, then use the For Goods offered from Abroad form. All columns must be filled out. If the column calls for an amount then indicate the amount, zero (0) or dash (-) if it is offered for free. If not applicable like Incidental Services in column 8 of For Goods Offered from Within the Philippines, then just state Not Applicable.
24. Mr. Richard Calvez introduced himself and the company it represents (Mactan Rock Industries, Inc.).
25. Chairperson Carbon said there are six (6) deliveries of 1,000 bags each, he then inquired from end-user if the bidder can deliver more than the 1,000 required per delivery. End-user Mr. Sarmiento responded in the affirmative and it can be up to 2,000.
26. Chairperson Carbon said, minimum of 1,000, maximum of 2,000, to which end-user Mr. Sarmiento answered in the affirmative.
27. Delivery Point is at ZCWD Water Treatment Plant, Pasonanca.
28. Bidder must submit 1 kilo sample during bid opening.
29. There are no Certificates required for this Aluminum Sulfate.
30. There being no questions from the bidders or any information from the end-user, this pre-bid conference for PR No. 21-0020 is concluded.
31. Bidders, if you have any other questions/clarifications, kindly email them to the BAC Secretariat on or before March 5, 2021. So, that concludes this particular PR.

Prepared by:


AMOR E. CONSTANTINO
BAC Secretariat - Member

Reviewed by:


JENNIFER P. SISON
BAC Secretariat – Head

Noted by:


MICHAEL ANGELO M. CARBON
BAC Chairperson