



## Pre-bid Conference (via Zoom)

### Project No. 2021-17: Purchase of Seven Thousand (7,000) Pieces of 15mmØ Multi-Jet Brass Water Meter

April 12, 2021, 1:30pm

GSCWD Bldg., Boardroom, General Santos City

#### MINUTES OF THE PROCEEDINGS

##### I. Attendance (GSCWD)

###### **Bids and Awards Committee** (GSCWD Boardroom)

Ferdinand S. Ferrer, MPA	-	BAC Chairperson
Engr. Rogelio A. Besana, Jr.	-	BAC Vice Chairperson
Engr. Cornelio Turija, Jr.	-	BAC Member
Samcelle B. Valenzuela	-	BAC Member
Maritess P. Primaylon	-	BAC Member
Rauline Kaye F. Autida	-	BAC Secretariat
Engr. Michael Gabales	-	BAC TWG Head
Judy Lim-Pasman	-	BAC TWG
Engr. Ma. Celia N. Dandan	-	BAC TWG

###### **Bidders**

Johhny Lim	-	Crystalla Glass Art (Zoom)
Alan Andama	-	Philippine Valve (Zoom)
MC Tumarong	-	Greenery (Zoom)
Nonito Caing	-	Reich Builders (GSCWD Boardroom)

###### **Absent**

Agnes P. Tampico	-	BAC Secretariat, Head
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##### II. Call to Order

The conference was called to order at 1:30 pm and was presided by the BAC Chairperson, Mr. Ferdinand S. Ferrer, MPA.

BAC Secretary Rauline Kaye F. Autida went over the attendees. Four (4) prospect bidders attended the pre-bid conference, namely: Crystalla Glass Art, Philippine Valve, Greenery, and Reich Builders

There were no representatives from the Commission on Audit, Kiwanis and PSME who were invited to observe and witness the conduct of the Pre-Bid Conference.

##### III. Highlights of the Proceedings

###### As to the Bidding Process

The Pre-bid Conference was conducted via webcasting (Zoom). BAC Vice-Chairperson Engr. Rogelio A. Besana, Jr., discussed the following points:

- o The Total Approved Budget for the Contract (ABC) is **Ten Million Five Hundred Thousand Pesos Only (Php 10,500,000.00)**
- o It was discussed to the prospective bidder the two-envelope system and the components for each envelope. The first envelope is Technical Component Envelope & the second is the Financial Component Envelope. Checklist for the components for each envelope is provided in Section 8 of the BDS.



**GENERAL SANTOS CITY WATER DISTRICT**

E. Fernandez St., Brgy. Lagao, General Santos City

Telephone No.: 552-3824; Telefax No.: 553-4960

Email Address: [gscwaterdistrict@yahoo.com](mailto:gscwaterdistrict@yahoo.com)

- o The following are the components for each envelope:

**A. TECHNICAL COMPONENT ENVELOPE**

Class "A" Documents

**A.1 Legal Documents**

- (a) **Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);** or Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, and

Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; and

Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

**Note:** In case any of the items are expired bidder must present copy of the renewed certificate; official receipts or any proof of payment shall not be accepted, except for Mayor's permit

**A.2 Technical Documents**

- (b) **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. *The sum of all outstanding works shall be reflected;* and

- (c) **Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid,** except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and

**Note:** ITB Clause 5.3 states, "For this purpose, contracts similar to the Project shall be:

- (a) **Brass Water Meter**

- (b) Completed within **5 years** prior to the deadline for the submission and receipt of bids

- (d) **The Bid Security** shall be limited to Bid Securing Declaration (must be Notarized) or at least one (1) other form in accordance with the following amount;

- Cash (2% of ABC) = Php 210,000.00 ✓
- Cashier's / Manager's Check issued by a Universal or Commercial Bank (2% of ABC) = Php 210,000.00
- Bank Draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. (2% of ABC) = Php 210,000.00
- Surety Bond (5% of ABC) = Php 525,000.00 valid *until* August 26, 2021; it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments.

- (e) **Conformity with the Technical Specifications,** which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and

**Note:** Bidder shall photocopy the provided GSCWD Technical Specifications in BDS Sec. VII

Bidder shall indicate "comply" per required parameter as their statement of compliance

Bidder shall provide the necessary supporting documents for the additional requirements stated in the Technical Specifications

**If not, ground for disqualification**

- (f) **Original duly signed Omnibus Sworn Statement (OSS);** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Note:** Must be Notarized ✓

Proforma found in the Bid Docs ✓

Must be filled out properly ✓





### A.3 Financial Documents

- (g) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and
- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### B. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; and
- (b) Original of duly signed and accomplished Price Schedule(s)

#### ○ Other reminders:

- Bids that exceed the ABC shall not be accepted.
- Prospective bidders are instructed to provide one (1) original and two (2) copies of the documents for each component. The BAC prefers bid documents be identified with ticklers for easy location of file/s to be evaluated during opening of bids.
- Other bidders can still join the bidding even if they have not attended the Pre-bid Conference.
- Bid shall be submitted to GSCWD for Opening of Bids on April 26, 2021 at 12:00nn; late bids shall be declared "late" and shall not be accepted.
- For queries and concerns, please e-mail us at [gscwdprocurement@yahoo.com](mailto:gscwdprocurement@yahoo.com)

#### As to ELECTRONIC BID SUBMISSION

Based on Instruction to Bidders (Section 15), the bidder shall submit an electronic copy of its bid, which must be digitally signed.

An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, automatically disqualified.

Based on GPPB Resolution No. 09-2020, dated 7 May 2020

### SUBMISSION AND RECEIPT OF BIDS

1. Bidding Documents must be in two (2) password protected compressed archive files which shall be submitted simultaneously, the first shall contain the Technical Component (Legal, Technical & Financial Documents) and the second shall contain the Financial Component of the bid. Deadline and submission of bid for Project 2021-17: Purchase of Seven Thousand (7,000) Pieces of 15mmØ Multi-Jet Brass Water Meter on April 26, 2021 at 12nn. Bids shall be emailed at: [gscwdprocurement@yahoo.com](mailto:gscwdprocurement@yahoo.com). Kindly secure confirmation from the recipient.

#### **Note:**

- A. Please make sure that the files are readable and in pdf format.
  - B. Kindly compress the required documents into one file.
  - C. Kindly use the following format for your electronic bid:  
[Company name] Technical Component [part 1, part 2 (if applicable)]  
[Company name] Financial Component
  - D. Bidders who opt to submit bid documents online shall also submit the required hard copies to the General Santos City Water District.
2. Bidding Documents **not in compressed** archive folders and are **not password protected**, shall be **rejected**. However, bid files **not properly compressed** and **password-protected**, as required in the Bidding Documents, shall be **accepted**, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall **assume no responsibility** for the misplacement of the contents of the improperly compressed or password-protected folder, or for its premature opening.



### MODIFICATION OF BIDS

If a bidder modifies its Bid, it shall not be allowed to retrieve its original Bid, but shall only be allowed to send another Bid equally secured and properly identified. In the case of electronic submission, to be labeled as a "modification," of the one previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Bids submitted after the **deadline shall not be accepted.**

### BID OPENING

The passwords for accessing the **Bidding Documents** will be disclosed by the Bidders only **during the actual bid opening** which may be done in **person or face-to-face through videoconferencing, webcasting or similar technology.**

### As to the Technical Specifications

The following are discussed by Engr. Mary Ann Sandy Pinos :

#### SCOPE OF WORK:

THE SCOPE OF WORK SHALL BE THE SUPPLY AND DELIVERY OF WATER METERS TO GENERAL SANTOS CITY WATER DISTRICT.

I. GENERAL REQUIREMENTS	
A. NOMINAL DIAMETER	15 MM
B. METER TYPE	Multijet
C. METROLOGICAL CLASS	"B"
D. METER DESIGN	Flow is bi-directional (no non-returned valve at outlet portion)
	Meter registry is irreversible
	Hermetically or vacuum sealed register
	Solid and Robust design, high impact glass lens & pressure resistance
	Anti-magnetic type
	Water meter body and register box ring shall be made of brass.
E. DIMENSION	Meter register in cubic meters (m <sup>3</sup> )
	Length without tailpieces = 165mm with ±5mm tolerance
	Tailpiece length = 75 mm with ±5mm tolerance, 2 pcs
	Width of 85mm to 105mm
	Height of 90mm to 120mm (including cap in closed position)
F. WORKING CONDITION	Weight without tailpiece = 1.20 to 1.5 kg
	Working Pressure: 10-17 Bars
G. METROLOGICAL CHARACTERISTICS (MINIMUM PERFORMANCE)	Water Temperature: The meter can work without deterioration on temperature at local climate
	Minimum Flow Rate (Qmin) = 0.03 m <sup>3</sup> /hr; Allowable error in accuracy is ±5 %
	Transitional Flow Rate (Qt) = 0.12 m <sup>3</sup> /hr; Allowable error in accuracy is ±2 %
	Maximum Flow Rate (Qmax) = 3.0 m <sup>3</sup> /hr; Allowable error in accuracy is ±2 %
H. EFFICIENCY TEST	Nominal Flow Rate (Qn) = 1.5 m <sup>3</sup> /hr; Allowable error in accuracy is ±2 %
	a.) The bidders are required to submit ten (10) water meters all with tailpiece per model/brand. Eight (8) water meters will be tested for Efficiency Test using GSCWD Test Bench at Transitional and Minimum Flow. The ninth water meter shall be a cut-out model and expected to reveal the inner mechanism. The tenth water meter will be dismantled for examination.



	<p>The GSCWD test bench shall be the official measuring equipment to be used for Efficiency Test at Transitional and Minimum Flow. The said testing shall undergo once only, thus results are final.</p> <p>The ten (10) water meter is part of the pass/fail criterion. All water meters presented must have tailpieces. If ever the bidder is not able to present the water meters on the Deadline for Submission of bids, they shall be declared failed in the said criteria and the other requisite requirements.</p> <p>b.) At least six (6) out of eight (8) water meters submitted for Efficiency Test using GSCWD Test Bench shall pass all testing at Transitional and Minimum flows.</p> <p>c.) The GSCWD test bench shall be the official measuring equipment to be used for Efficiency Test hence, the results are final.</p>
I. STRAINER SCREEN	Meter fitted with strainer on inlet to protect against dirt
J. METER SEAL	Steel cable or stainless steel wire (plastic coated) with tamper proof meter seal with GSCWD marking. Lead meter seal is not acceptable.
K. BIDDERS QUALIFICATION	Bidder shall be an authorized dealer / reseller of the offered product for after sales and support.
<b>II. ADDITIONAL REQUIREMENTS</b>	
A. METER BODY MARKINGS	Flow Direction Arrow
	Meter Size: 15mm
	Marked with "GSCWD" at top plate of register assembly and top brass printed in Bold and all written in Capital Letters
B. SERIAL NUMBERING	Shall be provided by GSCWD which shall be unique or no duplication in every meter. Minimum of five (5) digits and shall be engraved in block type by the supplier. Shall be permanent and only one serial number will appear on the external top surface of the register box ring. <b>Note: Serial numbering begins with 100601 onwards.</b>
C. PAINTING	Automotive finished; Blue
D. WARRANTY	All water meters shall be guaranteed against defects in workmanship and material contents. The winning bidder shall guarantee to replace defective water meters within one (1) year from the date of final testing. For verification purposes, GSCWD technician shall also be allowed to open a reported malfunctioning water meter, without effect on the one year warranty.
E. OTHER PACKAGE	With plastic end cap installed to both meter body thread ends.
	Each meter individually packed in a small box containing 2 threaded tailpieces and 2 rubber gasket that fitted to its outlet design of the manufacturer.
	Also, the winning bidder must provide an additional 10% rubber gasket of the total delivered water meter.
	It shall be packed by 10's per batch with the meter serial numbers indicated in four sides of the external portion of carton/box.
	The tailpieces shall be of the same material composition as the meter body.
F. REQUIREMENTS	<b>Schedule of Requirements:</b>
	7,000 Complete Sets – 90 Calendar Days after issuance of Purchase Order. (One time delivery)
	One percent (1%) of the total quantity required in each delivery of water meter shall undergo random water meter test in Meter Testing Laboratory. The winning bidder shall pay the corresponding cost of testing. One time testing of water meter is not allowed.
	If twenty percent (20%) of the total number of water meters tested Failed the efficiency test, the procuring Entity (GSCWD) shall have the option to rescind or cancel the contract.





Random water meter testing shall be witnessed by five (5) GSCWD representatives. All costs such as transportation, hotel accommodation, meals, allowances and other related expenses shall be borne by the winning supplier. Testing shall be completed in three (3) days for each testing of water meters excluding travel period.
There shall be a representative from the winning bidder during random testing.
The water meters shall be randomly tested for accuracy in a Water Meter Laboratory for Transitional and Minimum flow rates. These flow rates shall be the basis for the meter to PASS or FAIL in the Accuracy Test.
After Delivery: All water meters delivered shall be subjected to accuracy test at GSCWD water meter laboratory. All cost related to the return of failed water meters and its replacement shall be borne by the supplier.
Supplier shall submit an ISO 4064 Certification.

**4.0 Addendum**

This Addendum No. 8 is issued to modify or amend items in the Bid Documents. This shall form as an integral part of the Bid Documents for **Project 2021-17: Purchase of 7,000pieces of 15mmØ Multi-Jet Brass Water Meter.**

**Amendment in the Schedule of Activities**

Activity	From	To
Issuance and Availability of Bid Documents	March 29 – April 26, 2021 12:00nn	March 29 – April 26, 2021 <b>9:00am</b>
Deadline of Submission and Receipt of Bids	March 29 – April 26, 2021 12:00nn	March 29 – April 26, 2021 <b>9:00am</b>
Opening of Bids & Preliminary Examination of Bids	April 26, 2021 01:30pm	April 26, 2021 <b>9:30am</b>
Bid Evaluation	April 27, 2021	April 27, 2021
Post Qualification		

**Amendment in Section VII. Technical Specifications:**

General Requirements	From	To
E. Dimension Weight without tailpiece	1.20 to 1.50kg	<b>1.0 to 1.40kg</b>
Additional Requirements	From	To
B. Serial Numbering	Shall be provided by GSCWD which shall be unique or no duplication in every meter. Minimum of five (5) digits and shall be engraved in block type by the supplier. Shall be permanent and only one serial number will appear on the external top surface of the register box ring. <i>Note: Serial numbering begins with 100601 onwards.</i>	Shall be provided by GSCWD which shall be unique or no duplication in every meter. Minimum of <b>six (6)</b> digits and shall be engraved in block type by the supplier. Shall be permanent and only one serial number will appear on the external top surface of the register box ring. <i>Note: Serial numbering begins with 100601 onwards.</i>
F. Requirements Schedule of Requirements	One percent (1%) of the total quantity required in each delivery of water meter shall undergo random water meter test in Meter Testing Laboratory. The winning bidder shall pay the corresponding cost of testing. One time testing of water meter is not allowed.	<b>One percent (1%) of the total quantity required in each delivery of water meter shall undergo random water meter test in Meter Testing Laboratory. The winning bidder shall pay the corresponding cost of testing.</b>



**5.0 Adjournment**

There having no other remaining topic to be discussed, the Pre-Bid Conference was adjourned at 3:00pm.

**Prepared by:**

**RAULINE KAYE F. AUTIDA**  
*BAC Secretary*

**Checked by:**

**AGNES P. TAMPICO**  
*Head, BAC Secretariat*

**Reviewed by:**

**ENGR. MARY ANN SANDY PINOS**  
*Technical Working Group*

**ENGR. MICHAEL GABALES**  
*Head, TWG*

**Attested and approved by:**

**FERDINAND S. FERRER, MPA**  
*BAC Chairperson*

In conformity with the Bids and Awards Committee:

**ENGR. ROGELIO A. BESANA, JR.**  
*Vice Chairperson*

**ENGR. CORNELIO T. TURIJA, JR.**  
*BAC Member*

**SAMCHELLE B. VALENZUELA**  
*BAC Member*

**MARTESS P. PRIMAYLON**  
*BAC Member*