

**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

Pre-bid Conference (via Zoom)

Project 2021-32: Purchase of One (1) Unit Brand New Multi-purpose Vehicle**Project 2021-33: Purchase of One (1) Unit Brand New Multi-purpose Vehicle with Backhoe Loader****Project 2021-34: Purchase of One (1) Unit Brand New Four (4) Wheeled Vehicle Van**

December 2, 2021, 1:30pm

GSCWD Bldg., Boardroom, General Santos City

MINUTES OF THE PROCEEDINGS

I. Attendance

Bids and Awards Committee (via Zoom)

Ferdinand S. Ferrer, MPA	-	BAC Chairperson
Engr. Rogelio A. Besana, Jr.	-	BAC Vice Chairperson
Engr. Cornelio Turija, Jr.	-	BAC Member
Maritess P. Primaylon, MPA	-	BAC Member
Samcelle B. Valenzuela, MPA	-	BAC Member
Agnes P. Tampico, MPA	-	BAC Secretariat, Head
Mira Jean G. Fuentes	-	BAC Secretariat
Rauline Kaye F. Autida	-	BAC Secretariat
Engr. Michael Gabales	-	BAC TWG Head
Engr. Darwin Dave Sarsale	-	BAC TWG

Bidders (via Zoom)

Ellen Bermoy	-	MICEI
Disley Baclayo	-	Powerking
Ferlind James Pugoy	-	M & R Megatrade Co. Ltd.

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 Mira Jean Fuentes went over the attendees. Three (3) prospect bidders attended the pre-bid conference, namely: MICEI, Powerking, and M & R Megatrade Co. Ltd.

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 Member, Maritess P. Primaylon, MPA, discussed the following points:



- Approved Budget for the Contract (ABC)

Project 2021-32: Purchase of One (1) Unit Brand New Multi-purpose Vehicle	Php 1,450,000.00
Project 2021-33: Purchase of One (1) Unit Brand New Multi-purpose Vehicle with Backhoe Loader	Php 3,000,000.00
Project 2021-34: Purchase of One (1) Unit Brand New Four (4) Wheeled Vehicle Van	Php 2,500,000.00

- 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 Philippine Bidding Document.
- 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**
 - ITB 5.3: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
 - ITB 10.2: The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within 5 years prior to the deadline for the submission and receipt of bids.
 - BDS ITB 5.3: For this purpose, contracts similar to the Project shall be:
 - 2021-32: Multi-Purpose Vehicle
 - 2021-34: Four(4) Wheeled Vehicle Van
 - **Supply & Delivery of Vehicles**
 - 2021-33: Multi-Purpose Vehicle with Backhoe Loader
 - **Supply & Delivery of Heavy Equipment**
 - Completed within 5 years prior to the deadline for the submission and receipt of bids.
- (d) **Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration; and**

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Note: The Bid Security shall be limited to Bid Securing Declaration or at least one (1) other form in accordance with the following amount;

Project 2021-32: Purchase of One (1) Unit Brand New Multi-purpose Vehicle

- Cash (2% of ABC) = Php 29,000.00
- Cashier's / Manager's Check issued by a Universal or Commercial Bank (2% of ABC) = Php 29,000.00
- Bank Draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. (2% of ABC) = Php 29,000.00
- Surety Bond (5% of ABC) = Php 72,500.00 valid *until* April 15, 2022 and shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments.

Project 2021-33: Purchase of One (1) Unit Brand New Multi-purpose Vehicle with Backhoe Loader

- Cash (2% of ABC) = Php 60,000.00
- Cashier's / Manager's Check issued by a Universal or Commercial Bank (2% of ABC) = Php 60,000.00
- Bank Draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. (2% of ABC) = Php 60,000.00
- Surety Bond (5% of ABC) = Php 150,000.00 valid *until* April 15, 2022 and shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments.

Project 2021-34: Purchase of One (1) Unit Brand New Four (4) Wheeled Vehicle Van

- Cash (2% of ABC) = Php 50,000.00
- Cashier's / Manager's Check issued by a Universal or Commercial Bank (2% of ABC) = Php 50,000.00
- Bank Draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. (2% of ABC) = Php 50,000.00
- Surety Bond (5% of ABC) = Php 125,000.00 valid *until* April 15, 2022 and 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 shall be given along with the bid docs.

Must be filled out properly

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(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 **December 15, 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
- After determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "PASSED".
- In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC, the BAC shall rate the bid concerned as "FAILED".
- The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening. Also, this act shall be subject for ineligibility or disqualification.
- All forms must be properly filled out (project no., project name, etc.) and be addressed to:
Ferdinand S. Ferrer, MPA
BAC Chairperson
General Santos City Water District
E. Fernandez St., Brgy. Lagao, GSC

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 this Project is December 15, 2021



at 12nn. Bids shall be emailed at: 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 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 Technical Specifications were discussed by Engr. Darwin Dave Sarsale. The same can be found in Section VII of the bidding documents.

As to Clarifications

- Ms. Ellen Bermoy, MICEI's representative, asked for clarification on the details stated under Terms and Conditions IV of Project 2021-32.
 - Engr. Dave Sarsale reiterated that labor and consumables (e.g. oil and filters) on the first preventive maintenance shall be shouldered by the winning bidder and labor only on the succeeding years of the warranty period.
- Ms. Disley Baclayo, Powerking's representative, clarified if the details stated under Terms and Conditions II of Project 2021-33 should be *One Hundred Thousand (100,000) kilometres warranty* or *One Hundred Thousand (100,000) hours warranty*.
 - Engr. Sarsale confirmed that it should be *One Hundred Thousand (100,000) hours warranty*. An Addendum shall be issued relating to this amendment.



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4.0 Addendum


This Addendum No. 14 is issued to modify or amend items. This shall form as an integral part of the Bid Documents for **Project No. 2021-33: Purchase of One (1) Unit Brand New Multi-Purpose Vehicle with Backhoe Loader.**

Amendment	From	To
Technical Specification	Terms and Conditions II. The winning bidder shall provide Three (3) years or One Hundred Thousand (100,000) kilometres warranty whichever comes first on the vehicle unit and its accessories. Warranty period shall commence from the date of final acceptance.	Terms and Conditions II. The winning bidder shall provide Three (3) years or One Hundred Thousand (100,000) hours warranty whichever comes first on the vehicle unit and its accessories. Warranty period shall commence from the date of final acceptance.

5.0 Adjournment

There having no other remaining topic to be discussed, the Pre-Bid Conference was adjourned at 2:13pm.

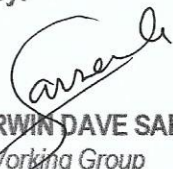
Prepared by:


MIRA JEAN G. FUENTES
BAC Secretary

Checked by:

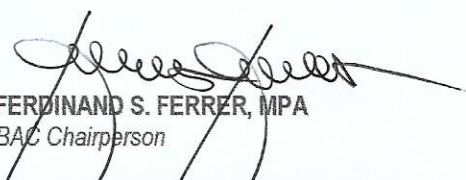

AGNES P. TAMPICO, MPA
Head, BAC Secretariat

Reviewed by:


ENGR. DARWIN DAVE SARSALE
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

SAMCELLE B. VALENZUELA, MPA
BAC Member

MARITESS P. PRIMAYLON, MPA
BAC Member