



Pre-bid Conference (via Zoom)

Project No. 2022-01: Exploratory / Drilling of Production Well

December 3, 2021, 1:30pm
GSCWD Bldg., Boardroom, General Santos City

MINUTES OF THE PROCEEDINGS

I. Attendance (GSCWD)

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
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. Dluanie Enerio	-	BAC TWG

Observers

Marivic A. Reston, CPA	-	Commission on Audit
Hyacynth Llasos, CPA	-	Commission on Audit

Bidders (via Zoom)

Alan Salonga	-	Hydrock Wells, Inc.
Jeremiah Cudia	-	Mountain Drilling
Merry Joy Letigio	-	Hanna Via Construction
Eugie Gonio	-	Hanna Via Construction
Dick L. Yan	-	NJG Construction

Absent

Samcelle B. Valenzuela	-	BAC Member
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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, Ferdinand S. Ferrer, MPA.

BAC Secretary Mira Jean Fuentes went over the attendees. Four (4) prospect bidders attended the pre-bid conference, namely: Hydrock Wells, Inc., Mountain Drilling, Hanna Via Construction, and NJG Construction.

There were two (2) representatives from Commission on Audit. However, there were no representatives from Kiwanis and PICE 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, Engr. Cornelio Turija, Jr. discussed the following points:



- The Total Approved Budget for the Contract (ABC) is **Five Million Seven Hundred Thirteen Thousand Two Hundred Ninety & 12/100 Pesos Only (Php 5,713,290.12)**.
- 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.
- The following are the components for each envelope:

A. TECHNICAL COMPONENT ENVELOPE

Class "A" 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
Note: In case any of the items are expired (except for Mayor's Permit), bidder must present copy of the renewed certificate; official receipts or any proof of payment shall not be accepted.
- (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 5.2 states, "Similar contract shall refer in **EXPLORATORY / DRILLING OF PRODUCTION WELL** in any Government or Private Institution from the date of submission and receipt of bids within **5 years**."
- (d) Philippine Contractors' Accreditation Board (PCAB) License
Small C Category
- (e) **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 114,265.80
 - Cashier's / Manager's Check issued by a Universal or Commercial Bank (2% of ABC) = Php 114,265.80
 - Bank Draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. (2% of ABC) = Php 114,265.80
 - Surety Bond (5% of ABC) = Php 285,664.51 valid *until* April 16, 2021 and shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments.
- (g) Project Requirements, include:
 - a) Organizational Chart
 - b) List of Contractors Personnel (ref BDS clause 10.4)
 - c) List of Contractors Equipment (ref BDS clause 10.5)
- (h) **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 will be given along with the Bid Document
Must be filled out properly



(i) **Audited Financial Statements**

The prospective bidder's audited financial statements, showing, among others, the prospective bidder'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.**

(j) **Net Financial Contracting Capacity (NFCC)** computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184.

B. FINANCIAL COMPONENT ENVELOPE

- 1) Original of duly signed and accomplished Financial Bid Form
- 2) Original of duly signed Bid prices in the Bill of Quantities
- 3) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid, and
- 4) Cash flow by quarter

○ 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 16, 2021 at 12:00nn**; late bids shall be declared "late" and shall not be accepted.
- 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 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 16, 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. Please 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

Engr. Dluanie Enerio elaborately discussed the Technical Specifications. Same can be found in Section VI of the Bidding Documents.

I. Clarifications

- Ms. Eugie Gonio, Hanna Via Construction representative, inquired for the schedule of Site Visit.
 - Engr. Dluanie Enerio advised Ms. Gonio to coordinate with the BAC Secretary for matters relating to Site Visit.
- An inquiry from Mr. Tahir Er of ErSu Drilling Cebu City was received via e-mail last November 23, 2021. The prospective bidder was originally advised to attend the Pre-bid Conference to simultaneously address his concern along with the other bidders' query. However, Mr. Tahir Er did not attend the scheduled Pre-bid Conference.
His query was presented in the meeting. In his e-mail, he stated “I can't find any details in PhilGeps. All files are empty.” Engr. Dluanie Enerio informed the body that all his concerns can be answered through the files uploaded in PhilGeps. Mr. Ferdinand Ferrer advised the BAC Secretary to respond accordingly via e-mail and assist the bidder in accessing the files.
- Mr. Jeremiah Cudia, Mountain Drilling representative, asked if the Site Visit is required for this project.
 - Ms. Agnes Tampico informed the prospective bidder that the Certificate of Site Inspection is included in the Checklist and in the Technical Specification, therefore, it is required.
 - Mr. Cudia informed the body that their company is situated in Valenzuela City, Metro Manila and an actual Site Visit would be difficult on their part.
 - Engr. Dluanie Enerio suggested that they can use the Google Map in conducting the Site Visit. Engr. Cornelio Turija also suggested that in order for them to assess the actual scenario and accessibility of the location, it is better for them to have a representative to conduct an actual site visit. To summarize, Mr. Ferdinand Ferrer explained that the purpose of requiring the



Certificate of Site Inspection is for the bidders to properly estimate all possible costs based on the accessibility of the location. Therefore, it is better for the bidders to conduct an actual site inspection. In cases where actual visit is not possible, they have an option to use the technology – Google Map, with the risk of not inspecting the actual accessibility and location terrain. However, they are still required to submit the Certificate of Site Inspection made through Google Map.

5.0 Adjournment

There having no other remaining topic to be discussed, the Pre-Bid Conference was adjourned at 2:21pm.

Prepared by:


MIRA JEAN G. FUENTES
BAC Secretary

Checked by:

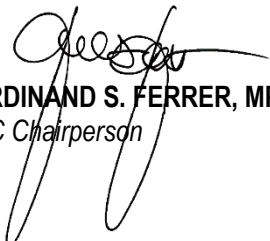

AGNES P. TAMPICO, MPA
Head, BAC Secretariat

Reviewed by:


ENGR. DJUANIE ENERIO
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:



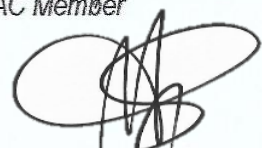
ENGR. ROGELIO A. BESANA, JR.
Vice Chairperson



ENGR. CORNELIO T. TURIYA, JR.
BAC Member



SAMCELLE B. VALENZUELA, MPA
BAC Member



MARITESS P. PRIMAYLON, MPA
BAC Member