



**Pre-bid Conference (via Zoom)**  
**Project No. 2022-05: Purchase of Security Services for the year 2022-2025**  
December 22, 2021, 1:30pm  
GSCWD Bldg., Boardroom, General Santos City

**MINUTES OF THE PROCEEDINGS**

**I. Attendance**

**Bids and Awards Committee (GSCWD Office & Zoom)**

Ferdinand S. Ferrer, MPA	-	BAC Chairperson
Engr. Cornelio Turija, Jr.	-	BAC Member
Samcelle B. Valenzuela	-	BAC Member
Maritess P. Primaylon	-	BAC Member
Engr. Michael Gabales	-	BAC TWG, Head
Rica Alima, CPA	-	BAC TWG
Vanne Thea Balboa	-	BAC TWG
Rauline Kaye F. Autida	-	BAC Secretary

**Bidders (via Zoom)**

Shiela Lara-Borja	-	ACDISA
Stephen Namit	-	ACDISA
Roy J. Labrado	-	Philvets

**Absent**

Engr. Rogelio A. Besana, Jr.	-	BAC Vice Chairperson
Judy Lim-Pasman	-	BAC TWG
Agnes P. Tampico	-	BAC Secretariat, Head
Mira Jean Fuentes	-	BAC Secretary

**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 Rauline Kaye F. Autida went over the attendees. Two (2) prospect bidders attended the pre-bid conference, namely: ACDISA, and Philvets.

There were no representatives from the Commission on Audit, 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 Ms. Samcelle Valenzuela, MPA discussed the following points:

- o The Total Approved Budget for the Contract (ABC) is **Seven Pesos Only (Php 6,510,000.00)** for the 1<sup>st</sup> year. This project is a Multi-Year Contract.
- o The Project Duration for this project is 3 years, for 2022-2024.
- o It was discussed to the prospective bidder the two-envelope system and the components for each envelope. The first envelope is Technical Component & the second is the Financial Component.
- 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) or sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**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.

#### 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;*
- (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;  
**Note:** 1) 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.  
2) ITB 10.2: The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within 3 years prior to the deadline for the submission and receipt of bids.  
3) BDS ITB 5.3: For this purpose, contracts similar to the Project shall be:  
 Security Services  
 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 130,200.00
  - Cashier's / Manager's Check issued by a Universal or Commercial Bank (2% of ABC) = Php 130,200.00
  - Bank Draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. (2% of ABC) = Php 130,200.00
  - Surety Bond (5% of ABC) = Php 325,500.00 valid *until May 4, 2022*; 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;  
**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  
Must be filled out properly

#### A.3 Financial Documents

- (g) **Audited Financial Statements** for the preceding calendar year which **should not be earlier than two (2) years from the date of bid submission**
- (h) **The prospective bidder's computation of Net Financial Contracting Capacity (NFCC)** computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA 9184

## 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)

- o Other reminders:
  - Bids that exceed the ABC shall not be accepted.
  - Breakdown of Prices must be properly filled up as additional attachment to Financial Component in the Second Envelope.
  - 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 Documents submitted in the GSCWD office shall be accepted, however the conduct of Opening of Bids shall be via Zoom.
  - Bid shall be submitted to GSCWD for Opening of Bids on **January 4, 2022 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 the Project is **January 22, 2022 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. 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**

Ms. Rica Alima, CPA discussed the Technical Specifications. Same can be found in Section VII of the Bidding Documents.

**As to Clarifications**

Clarification	BAC & TWG Response
Renewal of Mayor's Permit	Since the Opening of Bid is happening on the 1 <sup>st</sup> week of January 2022, it was agreed that instead of official receipt as proof of renewal, <b>2021 Mayor's Permit and the renewal application form shall be accepted.</b> Provided that, upon post-qualification, lowest bidder must present the 2022 Mayor's Permit.
Submission of E-copy and Hard copy	If bidder opts to submit its bid thru electronic copy, bidders are still required to submit hard copies. However, if bidder submits hard copy, there is no need to provide for an electronic copy.
Administration Fee	Pursuant to Section 31 of the RA 9184 and in view of the pertinent issuances of the GPPB on the matter, the Approved Budget for the Contract (ABC) of the procurement activity shall be the upper limit or ceiling for bid price and that there shall be no lower limit to the amount of the award.
Sub / Satellite Office	As per BAC Chairperson Ferdinand S. Ferrer, this is required for the bidders to have a sub/satellite office within General Santos City for purposes of easier monitoring and communication.

**Addendum**

Addendum No.19 is issued to modify or amend items. This shall form as an integral part of the Bid Documents for **Project 2022-05: Purchase of Security Services for the year 2022-2024 for General Santos City Water District.**

Amendment	From	To	Remarks
<b>Breakdown of Prices No. Of Days Paid Per Year</b>	393.5	<b>393.8</b>	<b>According to DOLE's Handbook on Workers' Statutory Monetary Benefits, for those who are required to work every day, including Sundays or rest days, special days and regular holidays, the total number of working days applied is 393.80 days/year since December 8 (Feast of Immaculate Conception of Mary) was declared as special non-working day per RA 10966.</b>  This shall be used in the computation for the Financial Bid.

**IV. Adjournment**

There having no other remaining topic to be discussed, the Pre-Bid Conference was adjourned at 2:45pm.

Prepared by:

  
**RAULINE KAYE F. AUTIDA**  
BAC Secretary


Checked by:

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

Reviewed by:



**RICA ALIMA, CPA / VANNE BALBODA**  
TWG Member



**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**  
BAC Member



**MANTESS M. RIMAYLON**  
BAC Member