



## Pre-bid Conference (via Zoom)

**Project 2022-13: Purchase of Brand New Submersible Pump and Motor, Submersible Cable, and Variable Frequency Drive Motor Controller with Complete Accessories**

**Project 2022-14: Purchase of Brand New Submersible Pump and Motor, Submersible Cable and Soft Start Soft Stop Motor Controller with Complete Accessories**

**Project 2022-15: Purchase of Brand New Submersible Pump and Motor, Submersible Cable and Variable Frequency Drive Motor Controller with Complete Accessories**

April 20, 2022, 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. Cornelio Turija, Jr.	-	BAC Member
Maritess P. Primaylon, MPA	-	BAC Member
Samcelle B. Valenzuela, MPA	-	BAC Member
Mira Jean G. Fuentes	-	BAC Secretariat
Rauline Kaye F. Autida	-	BAC Secretariat
Judy Lim-Pasman, JD	-	BAC TWG
Engr. Edmund Badal	-	BAC TWG

##### **Bidders (via Zoom)**

Elvie Macalino	-	Aqua Haus, Inc.
Danica Balmes	-	Armen Electro-Mech Sales
Ana Cagayan	-	Armen Electro-Mech Sales
Geneva Ferrolino	-	GS Ferrolino
Vic Ocho	-	Keylargo Industrial Sales
Ronald Julius Bedua	-	JiYO Pumps
Moises Gratuito	-	LJ Industrial Fabrication, Inc.

##### **Absent**

Engr. Rogelio A. Besana, Jr.	-	BAC Vice Chairperson
Engr. Michael Gabales	-	BAC TWG Head
Agnes P. Tampico, MPA	-	BAC Secretariat, Head

#### 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. Six (6) prospect bidders attended the pre-bid conference, namely: Aqua Haus, Inc., Armen Electro-Mech Sales, GS Ferrolino, Keylargo Industrial Sales, JiYO Pumps, and LJ Industrial Fabrication, Inc.



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 Chairperson, Mr. Ferdinand S. Ferrer, MPA discussed the following points:

- o Total Approved Budget for the Contract (ABC):

Project Title	Approved Budget of Contract
Project 2022-13: Purchase of Brand New Submersible Pump and Motor, Submersible Cable, and Variable Frequency Drive Motor Controller with Complete Accessories	Php 2,300,000.00
Project 2022-14: Purchase of Brand New Submersible Pump and Motor, Submersible Cable and Soft Start Soft Stop Motor Controller with Complete Accessories	Php 2,680,000.00
Project 2022-15: Purchase of Brand New Submersible Pump and Motor, Submersible Cable and Variable Frequency Drive Motor Controller with Complete Accessories	Php 2,800,000.00

- 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 Philippine Bidding Document.
- 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

**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)

(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:
  - **Pump and Motor**
  - 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

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

- 2022-13 ABC = Php 2,300,000.00
  - Cash (2% of ABC) = Php 46,000.00
  - Cashier's / Manager's Check issued by a Universal or Commercial Bank (2% of ABC) = Php 46,000.00
  - Bank Draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. (2% of ABC) = Php 46,000.00
  - Surety Bond (5% of ABC) = Php 115,000.00 valid *until September 11, 2022* and shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments.
- 2022-14 ABC = Php 2,680,000.00
  - Cash (2% of ABC) = Php 53,600.00
  - Cashier's / Manager's Check issued by a Universal or Commercial Bank (2% of ABC) = Php 53,600.00
  - Bank Draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. (2% of ABC) = Php 53,600.00
  - Surety Bond (5% of ABC) = Php 134,000.00 valid *until September 11, 2022* and shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments.
- 2022-15 ABC = Php 2,800,000.00
  - Cash (2% of ABC) = Php 56,000.00
  - Cashier's / Manager's Check issued by a Universal or Commercial Bank (2% of ABC) = Php 56,000.00
  - Bank Draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. (2% of ABC) = Php 56,000.00
  - Surety Bond (5% of ABC) = Php 140,000.00 valid *until September 11, 2022* and shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments.

**Must be properly filled out (i.e. Project Identification No. Please refer to ITB Clause Section 2.1 Scope of Bid for details) and Notarized.**

(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

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)

o 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 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 **May 11, 2022 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)
- 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 May 11, 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. 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 elaborately discussed by Engr. Edmund Badal. The same can be found in Section VII of the bidding documents.

**Other Discussion**

Query	BAC Response
Keylargo Industrial Sales	
Does the testing include pump and motor only and	Yes, only the submersible pump and motor shall be



<p>exclude VFD?</p> <p>Inquired for the Motor Power Rating HP for Submersible Motor.</p> <p><b>Armen Electro-Mech Sales</b> Can we ask for the reduction of pump efficiency?</p> <p><b>Keylargo Industrial Sales</b> Requested for change in delivery term from 90 calendar days to 150 calendar days.</p> <p>Asked for clarification on Submersible Cable Requirement – Size (mm<sup>2</sup>) – 70.</p> <p>Inquired for the process of purchasing bid documents.</p> <p><b>JIYO Pumps</b> Do you accept any brand / model of the pump and motor?</p>	<p>tested as specified in the Technical Specification 6.0 Terms and Conditions – Item 5.</p> <p>As agreed by the TWG, Motor Power Rating HP for Submersible Motor shall be based on the bidder's computation to countercheck the correctness of the offer.</p> <p>The requirement set for Minimum Pump Efficiency is already reduced by two percent (2%) to serve as an allowance.</p> <p>The delivery term of 90 calendar days shall remain since other bidders conformed to the requirement.</p> <p>The 70 mm<sup>2</sup> size is a minimum requirement, therefore, bidders may offer higher sizes.</p> <p>Bidders may coordinate with the BAC Secretariat for assistance in purchasing the bid documents.</p> <p>The GSCWD does not require any brand / model for pump and motor, provided, however, that the offered product meets the minimum requirements in the technical specifications.</p>
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**4.0 Addendum**

This Addendum No. 4 is issued to modify or amend items. This shall form as an integral part of the Bid Documents for **Project No. 2022-14: Purchase of Brand New Submersible Pump and Motor, Submersible Cable and Soft Start Soft Stop Motor Controller with Complete Accessories.**

Amendment	From		To	
	Particulars	Requirements	Particulars	Requirements
<b>2.0 Submersible Pump Operating Requirements</b>	Design Head TDH, m(ft)	100( <del>148</del> )	Design Head TDH, m(ft)	100( <del>328</del> )

**5.0 Adjournment**

There having no other remaining topic to be discussed, the Pre-Bid Conference was adjourned at 3:33pm.



**GENERAL SANTOS CITY WATER DISTRICT**

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*BAC Secretary*

Checked by:

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*Head, BAC Secretariat*

Reviewed by:

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*Technical Working Group*

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

**JUDY LIM-PASMAN, JD**  
*Technical Working Group*

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*

  
**SAMCELLE B. VALENZUELA, MPA**  
*BAC Member*

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

  
**MARITES P. PRIMAYLON, MPA**  
*BAC Member*