

**BIDS AND AWARDS COMMITTEE
Minutes of the Meeting**

**Pre-Bid Conference for the Contract on the Supply and Delivery of
6,000 Bags of Poly Aluminum Chloride and 1,685 Bags of Aluminum
Sulfate**

January 23, 2018 at 9:00 A.M.

Present:

Engr. Lizalyn B. Baylon - Vice- Chairperson
Engr. Joecel B. Belvis - BAC Member
Nelin B. Andong - BAC Member
Engr. Zaldy A. Lacson - BAC Member
Shalmahr. B. Vito - Head, BAC TWG
Rudilyn Atanque - BAC TWG, Member-Chemicals
Marjorie A. Dela Cruz - Head, BAC Secretariat
Criselda D. Fonte - BAC Secretariat
John Francis Roldan - BAC Secretariat
Anna Rhea R. Basilonia - BAC Secretariat

Other Present:

Ma. Leilanie Hom - Branch Manager, Chemical Research
Product and Sales
Dan Tan - Salesman, Jedaric Chemical Company, Inc.
Juancho Almazan - Territory Manager-, The Alpha Enterprise

Absent:

Atty. Dante A. Arcangeles - BAC Vice-Chairperson

Declaration of Quorum:

The Vice-Chairman called the Meeting to Order at 9:00 A.M.

The meeting started with a prayer led by the Head of the BAC Secretariat

Upon determination of the BAC Secretariat that majority of the members are present, it was announced that there being a Quorum.

The BAC, then proceeded to transact its business for the Pre-Bid Conference for the Contract on the Supply and Delivery of 6,000 Bags of Poly Aluminum Chloride with 30% Minimum Alumina Content at 25 Kilogram per Bag in Powder Form and 1,685 Bags of Aluminum Sulfate with an Approved Budget for the Contract of Seven Million Four Hundred Twenty-Two Thousand Pesos (PhP7,422,000.00). The requesting unit is Water Resource Division. It was divided into two (2) lots, to wit:

ABC for Lot 1 P5,400,000.00 (6,000 bags of Poly Aluminum Chloride).

ABC for Lot 2 P2,022,000.00 (1,685 bags of Aluminum Sulfate)

53 It was approved for public bidding through BOD Reso. 2 dated January 12,
54 2018.

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Proceedings:

- The Vice-Chairman started that the pre-bid conference is being held to discuss, among other things, the eligibility requirements and the technical and financial components of the Contract on the Supply and Delivery of 6,000 Bags of Poly Aluminum Chloride with 30% Minimum Alumina Content at 25 Kilogram per Bag in Powder Form and 1,685 Bags of Aluminum Sulfate with a minimum of 17% alumina content at 50 kilogram per bag in granular form.
- As instructed by the Vice-Chairman, the Head of the BAC Secretariat introduced the Committee to the prospective bidders' representative and requested the representatives to introduce themselves.
- Engr. Baylon, Vice Chairperson apprised the Committee that the said procurement is divided into two lots, to wit:
ABC for Lot 1 P5,400,000.00 (6,000 bags of Poly Aluminum Chloride).
ABC for Lot 2 P2,022,000.00 (1,685 bags of Aluminum Sulfate)
The contract duration is Thirty (30) calendar days from receipt of Contract and Notice to Proceed .
The delivery of goods is within thirty (30) calendar days from receipt of contract, purchase order and notice to proceed.
- Afterwards, Engr. Baylon instructed the Secretariat to read out the schedule of activities in the Invitation to Bid
- Thereafter, the Vice Chairman informed the Committee that the Bid Documents will be made available to prospective Bidders from the address stated in the ITB and shall be received personally by the prospective Bidder or his duly authorized representative. It has also a non refundable annual accreditation fee of One Thousand Pesos (P1,000.00). The cost of sales of bidding document is Ten Thousand Pesos (P10,000.00) for all lots, Ten Thousand Pesos (P10,000.00) for lot 1, and Five Thousand Pesos (P5,000.00) for lot 2.
- The Vice Chairman asked the Committee if they have any question/suggestion or clarification regarding the Invitation to Bid.
- Engr. Zaldy Lacson raised his concern on the delivery period, and advised the prospective bidders' representative who are present in the conference to adhere in the schedule of delivery since the goods to be procured is a vital needs in water production. Thus, the BAC recommended a strict compliance on the delivery of coagulant chemicals.
- Afterwards, Mr. Juancho Almazan, representative of The Alpha Enterprise informed the Committee regarding the pending delivery of Poly Aluminum Chloride, and according to him he received an update from their operation manager that there was a delivery of PAC to custom and The Alpha Enterprise clear the documents to release the goods and hopefully they can partially deliver the 1,340 bags of PAC.

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- Engr. Joecel Belvis, BAC members made a query to the prospective bidders' representative if they can comply the thirty (30) days delivery period as scheduled in the procurement of 6,000 bags of PAC and 1,685 bags of Alum.
- Representative from The Alpha Enterprise, Chemical Research, and Jedarc Chemicals Company Inc. had a common proposal to extend the delivery period since the goods are imported and the production is scarce because some factories had closed due to recent implementation of China Government on regulating the environmental regulations.
- Miss Vito handed an email from The Alpha Enterprise to the Head of the BAC Secretariat regarding the cause of scarcity of goods and the reason for a price increased.
- The Vice Chairman asked Engr. Lacson, BAC Member/end user on the proposal of three (3) representative for the proposed extension of delivery.
- According to Engr. Lacson, delivery may be extended, however suppliers must comply the schedule because non-compliance to the delivery will surely hamper the operation of the procuring entity.
- There was a discussion between the Committee and the three representatives on the delivery period.
- The End -user considered the representatives suggestion, thus, Engr. Lacson agreed to extend the delivery period from thirty (30) to forty-five (45) calendar days provided that, on the 1st delivery, at least 50% or 3000 bags of PAC must be delivered within 30 calendar days from receipt of Contract, Purchase Order, and Notice to Proceed and the remaining balance will be delivered within the next fifteen (15) days to complete the 45 calendar days delivery period.
- The Committee collectively agreed to amend the schedule of delivery of goods, to wit:
Delivery of Goods:
Lot 1-(6,000 bags of Poly Aluminum Chloride) within 45 Calendar Days From Receipt of Purchase Order And Notice To Proceed.

1st Delivery: at least Three Thousand (3,000) bags of Poly Aluminum Chloride (PAC) within 30 Calendar Days From Receipt of Contract, Purchase Order And Notice To Proceed.

Lot 2 - (1,685 Bags of Aluminum Sulfate) within 30 Calendar Days From Receipt of Contract, Purchase Order And Notice To Proceed

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- The Secretariat noted the instruction of the Vice Chairman to take note on the changes made on the schedule of delivery. She also, asked the Vice-Chairman on the Contract Duration of procurement.
- The Committee agreed that the Contract Duration is:
Forty-Five (45) Calendar Days From Receipt of Contract and Notice to Proceed for Lot 1;
Thirty (30) Calendar Days From Receipt of Contract and Notice to Proceed for Lot 2;
- Afterward Engr. Baylon again asked the Committee if there is any question/suggestion on the Invitation to Bid. Hearing none, the Committee proceeded to the Checklist of Requirements for Bidders.
- The Vice Chairman read out the Eligibility and Technical Requirements. She emphasized requirement No. 13, that if a bidder is a sole proprietor, a "Duly Notarized Authority of the Signatory" in a form of "Special Power of Attorney," must be submitted, however, if a bidder is a corporation, partnership, cooperative, or joint venture, a "Duly Notarized Secretary' Certificate" accompanied by a Board Resolution issued for the bidding at hand must be submitted.
- The Vice Chairman directly asked the three (3) prospective bidders' representative if they have any concern on the procurement at hand. Hearing none. The Committee adjourned the pre-bid conference for the Contract on the Supply and Delivery of 6,000 Bags of Poly Aluminum Chloride with 30% Minimum Alumina Content at 25 Kilogram per Bag in Powder Form and 1,685 Bags of Aluminum Sulfate.
- The Committee proceeded to the next agenda..

Prepared by:



MARJORIE A. DELA CRUZ
Head, BAC Secretariat

Approved by:

(On Travel)

ATTY. DANTE A ARCANGELES
BAC Chairperson

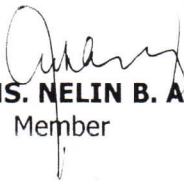



ENGR. LIZALYN B. BAYLON
Vice-Chairperson



ENGR. JOECEL B. BELVIS
Member

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MS. NELIN B. ANDONG
Member


ENGR. ZALDY A. LACSON
Member

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