



**Philippine International Trading Corporation  
BIDS & AWARDS COMMITTEE I**

**MINUTES OF THE PRE-BID CONFERENCE  
PROCUREMENT OF TRAINING FOR MEDICAL CERTIFICATION OF CAUSE OF  
DEATH (MCCOD) FOR THE DEPARTMENT OF HEALTH-KNOWLEDGE  
MANAGEMENT AND INFORMATION TECHNOLOGY SERVICE (DOH-KMITS)  
BID REF. NO. GPG-B1-2019-004  
12 March 2019, 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 11:15 A.M.

In attendance are:

<b>FOR PITC BAC-I</b>	<b>FOR PROPONENT – DOH-KMITS</b>
Atty. Ma. Victoria C. Magcase, Chairperson	As per attached attendance sheet
Atty. Maria Gudelia C. Guese, Vice-Chair	
Christabelle P. Ebriega, Member	
Myra T. Alvarez, Member	
David A. Inocencio, Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
<b>BIDDERS</b>	
As per attached attendance sheet	

**HIGHLIGHTS OF PROCEEDINGS:**

- For the record, Vice-Chair is the presiding officer for this Pre-bid conference.
- Vice-Chair welcomed everyone to the pre-bid conference for the Procurement of Training for Medical Certification of Cause of Death (MCCOD) for the Department of Health-Knowledge Management and Information Technology Service (DOH-KMITS). After which, Vice-Chair introduced the BAC members and the DOH-KMITS Representative/s.
- Vice-Chair acknowledged the presence of Association of DOH Retired Employees (ADOHRE) the only prospective bidder present in this pre-bid conference.
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a contract of similar nature within the last five (5) years from the date of submission and receipt of bids as follows:
  - a) Single completed contract of similar nature within the last five (5) years equivalent to at least twenty five percent (25%) of the ABC; OR
  - b) Two (2) or more completed contracts of similar nature within the last five (5) years from date of submission and receipt of bids and the aggregate contract amounts should be equivalent to at least twenty five percent (25%) of the ABC. The largest of these similar contracts must be equivalent to at least twelve point five percent (12.5%) of the ABC.

Similar contract shall mean "Projects related to Medical Certification of Cause of Death (MCCOD)"

- At the same time, this bid project is open to qualified entities for the Training for Medical Certification of Cause of Death (MCCOD) for the Department of Health-Knowledge Management and Information Technology Service (DOH-KMITS)
- Vice-Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the prospective Bidders at their own good time. What will be discussed in this pre-bid conference are the documents that are required to be submitted on Bid Opening Day;
- Vice-Chair started to discuss the Envelope System:
  - **Envelope System:** The system of submission is a two envelope system wherein **Envelope 1** will contain the eligibility and technical documents and **Envelope 2** will only contain the Financial Bid.
  - **Number of Copies:** All documentary submission must come in three sets. These will be placed in 3 folders marked: "original", "duplicate" and "triplicate".
  - **Sealing/Markings:** The two envelopes will then be placed in a master envelope. The master envelope will then be sealed and marked in accordance with the instructions stated in the Bidding Documents.

**ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS**

<b><u>Class "A" Eligibility Documents</u></b>	<b><u>Vice-Chair's Instructions</u></b>
SEC/DTI Registration Certificate	<b>For Corporation</b> , submission will be the SEC Registration Certificate.
Business Permit issued by the city or municipality where the place of business is located OR the equivalent document for Exclusive Economic Zones or Areas.	Bidders must submit their valid and current Mayor's Permit.  In case of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as post-qualification requirement.
Valid and Current Tax Clearance	Bidders must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.  Vice-Chair informed the bidders that PITC does not accept any provisional Tax Clearance, renewal certificate or claim stub because the GPPB has already issued a ruling that only the Tax Clearance itself is acceptable.  Vice-Chair advised Bidders to only transact with legitimate employees of BIR.
Audited Financial Statements for 2016 and 2017	Submission will be the 2016-2017 Audited Financial Statements comprising of: Independent Auditor's Report, Balance Sheet and Income Statements, all pages of which must have the stamp "Received" by the BIR.

<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>If a Bidder is already a PhilGEPS Platinum Member he can submit the Platinum Membership Certificate together with the Annex "A". The Platinum Membership will substitute for the four (4) eligibility documents enumerated earlier.</p> <p>However, if any of the documents listed in Annex A of the certificate has expired Bidders must submit the valid and current one.</p> <p>Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>								
<p><b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Vice-Chair's instructions to the Bidders with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents. Bidders to use Annex I;</li> <li>• Bidders to provide the information called for;</li> <li>• Additional sheets can be used for as long as the authorized representative signs the last page.</li> </ul> <table border="1" data-bbox="706 797 1437 1121"> <thead> <tr> <th data-bbox="706 797 1063 834">ADOHRE's Query</th> <th data-bbox="1071 797 1437 834">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="706 834 1063 897">Will it include yung mga United Nation...</td> <td data-bbox="1071 834 1437 897"></td> </tr> <tr> <td data-bbox="706 897 1063 1059"></td> <td data-bbox="1071 897 1437 1059">Lahat po, wala pong distinction similar or not to the contract we are bidding out government or private.</td> </tr> <tr> <td data-bbox="706 1059 1063 1121"></td> <td data-bbox="1071 1059 1437 1121">You need to put lahat po ng on-going contracts.</td> </tr> </tbody> </table>	ADOHRE's Query	Committee's Reply	Will it include yung mga United Nation...			Lahat po, wala pong distinction similar or not to the contract we are bidding out government or private.		You need to put lahat po ng on-going contracts.
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<p><b>Annex I-A</b> Statement of Single Largest Contract similar to the contract being bid within the last 5 yrs. equivalent to at least 25% of the ABC; <b>OR</b></p> <p>Two (2) or more completed contracts of similar nature within the last five (5) years from date of submission and receipt of bids and the aggregate contract amounts should be equivalent to at least twenty five percent (25%) of the ABC. The largest of these similar contracts must be equivalent to at least twelve point five percent (12.5%) of the ABC.</p> <p>Similar contract shall mean "Projects related to Medical Certification of Cause of Death (MCCOD)".</p>	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• Bidders to supply the data or information required in the form and to attach any of the following documents:             <ol style="list-style-type: none"> <li>1. Copy of Official Receipt;</li> <li>2. End User's Acceptance</li> <li>3. Sales Invoice together with Collection Receipt (They go together)</li> </ol> </li> </ul>								

<p><b>Annex II</b> Net Financial Contracting Capacity (NFCC)</p> <p><b>Annex II-A</b> Committed Line of Credit (CLC)</p>	<p><b>For NFCC</b> - A form is provided for as <b>Annex II</b></p> <p>As the sample form was flashed on the screen, Vice-Chair's instructions is for the Bidder to supply the necessary details as required. A formula is already provided for the bidder to come up with the NFCC.</p> <p>The NFCC must at least be equal to the ABC of the project.</p> <p><b>For CLC</b> - A sample form is provided for as <b>Annex II-A</b></p> <p>In case Bidder does not want to submit the NFCC, they have an option to submit Committed Line of Credit, issued by a local commercial/Universal Bank.</p> <p>Vice-Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p><b><u>Technical Documents</u></b></p>	<p><b><u>Vice-Chair's Instructions</u></b></p>
<p><b>Annex IV</b> <b>Bid Security</b></p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <ul style="list-style-type: none"> <li>a. <b>Bid Securing Declaration.</b> <ul style="list-style-type: none"> <li>• A form is provided for as <b>Annex IV.</b></li> </ul> </li> </ul> <p>Bidders should use the form provided by PITC because it is complete in contents.</p> <p>In order not to miss out on anything, Vice-Chair advised Bidders to photocopy the form or scan it, and then have the authorized representative sign the form and submit it notarized.</p> <p>The other forms of Bid Security are:</p> <ul style="list-style-type: none"> <li>b. <b>Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></li> <li>c. <b>A Bank Guarantee / Bank Draft or Irrevocable LC equivalent to at least 2% of the ABC; OR</b></li> <li>d. <b>Surety Bond callable upon demand equivalent to at least 5% of the ABC.</b></li> </ul> <p>In case Bidders will opt for a Surety Bond, The Bidder has to submit a Certification from the Insurance Commission that the bonding company is authorized to issue Surety Bond. In addition to this, the Surety Bond should contain all the 14 grounds for the forfeiture of the Bid Security and it be written on Bond Itself.</p> <p>Vice-Chair advised the Bidders to show the 14 grounds to their bonding company so that the latter can include or type them on the copy of the bond itself.</p> <p>The fourteen (14) grounds is found in Clause 12.1(b) (i) (c) (3) (i) to (xiv) of the Bid Data Sheet.</p>

<p><b>Annex V</b> Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter";</li> <li>• Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• All pages must be signed by the authorized representative of the Bidder.</li> </ul> <p>Vice-Chair reminded the Bidder that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidder cannot comply with the technical specifications.</p>
<p><b>Annex V-A</b> Duly signed/conformed Terms of Reference (3 pages)</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>
<p><b>Annex V-B</b> Curriculum Vitae of Team Leader and Trainers</p>	<p>Submission of Curriculum Vitae of Team Leader and Trainers (per Annex V-B) together with the following:</p> <p>a) Training Certificates of Completion on MCCOD; and/or b) Certificates of Appreciation for Trainings Conducted</p>
<p>List of MCCOD Trainings conducted by the bidder</p>	<p>Bidders to submit its list of MCCOD Trainings conducted by the bidder (with date, venue, and profile of participants)</p>
<p><b>Annex VI</b> Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that the Bidder has a good record with his client. As such, Bidder has to go back to the client which they identified in Annex I-A as the completed contract client or clients.</p> <p>Bidder to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidder. The rating should be at least <b><u>Very Satisfactory</u></b>.</p> <p>Vice-Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.</p>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <p>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney;</p> <p>b) <u>For Corporation, Cooperative, or the Members of the Joint Venture</u> submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, Vice-Chair advised Bidders to check the wordings. In case the Board appoints more than one person, it is safe that it be worded "any of the following" or "or" so that even only one person can bind the company.</p> <p>However, if not stated this way, then the Committee will look for all the names and signatures of the persons named in the Secretary's Certificate. And if one signature is missing, the submission is non-compliant and will fail.</p>

<p><b>Annex VII</b> Omnibus Sworn Statement (OSS)</p>	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-Chair advised Bidders to use the form that PITC provided in this Bidding Document.</p> <p>The form must be copied verbatim. But to be sure that nothing is missed out, Vice-Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line.</p> <p>All blanks must be filled up, appropriate boxes must be ticked off.</p> <p>On the Authority of the Designated Representative, the portion: <u>Name, Title and Specimen Signature</u> must be filled up.</p> <p>All statements from "a" to "h" must be complete.</p> <p>The last page must be signed by the authorized representative and notarized.</p>
<p><b><u>ENVELOPE 2:</u></b> <b><u>FINANCIAL ENVELOPE</u></b></p>	<p><b><u>Vice-Chair's Instructions</u></b></p>
<p><b>Annex VIII</b> Financial Bid Form</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders where he will indicate the Total Bid price in <b>words</b> and <b>figures</b> which should not exceed the ABC.</p> <p>Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

- Vice-Chair reminded that ADOHRE must **sign** or **initial** each and every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.
- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

<b>ADOHRE's Query/Clarification/s</b>	<b>Committee's Reply</b>
<p>The explanations and instructions are clear, but I cannot retain everything, can I have a copy of those instructions?</p>	
	<p>You can request for the Minutes of the Meeting it will be available five days from today.</p>
	<p>All instructions are stated in the Bidding Documents, which you can download a copy in PhilGEPS and PITC website (<a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a>)</p>
	<p>Since you are a first time bidder in PITC, baka mayroong hindi klaro sa inyo, do not interpret on your own because it might be wrong, you better clarify them with PITC and we will refer your technical matters to the DOH.</p>

	BAC Member CPE: I suggest that you download already the Bidding Documents, But if you decided to join just make sure to pay for the bidding documents before the deadline, kasi hindi po tatanggapin ng BAC Secretariat ang bid niyo kung hindi pa bayad.
	You have until March 25 to send all your concerns/queries and the request for the Minutes of the Meeting para po lahat ng na-discuss natin ay naroon sa Minutes.
	The Minutes of the Meeting is also posted in our website, pwede niyo nang hindi i-request wait niyo nalang within five days.
Okay, thank you.	
	Thank you very much doctor for coming for this pre-bid conference.

- Bidders may write the BAC for concerns/queries until March 25, 2019 (Monday). BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website ([www.pitc.gov.ph](http://www.pitc.gov.ph)).

Request for clarifications may be sent to:

CHAIR  
 Bids and Awards Committee I  
 Philippine International Trading Corporation (PITC)  
 5th floor, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City  
 Email: [chairbac1@pitc.gov.ph](mailto:chairbac1@pitc.gov.ph)  
 Telefax: [892-2149](tel:892-2149)

**Note:** Maximum size of email with attachment is six (6) MB only.

**BAC SCHEDULE:**

- The Bid Opening is scheduled on April 5, 2019 (Friday, 11:00 AM)

There being no other matters discussed the pre-bid conference was adjourned at 11:50 A.M.

MINUTES TAKEN BY:

  
**MA. VERONICA A. MORALES**  
 Head, BAC-I Secretariat  
 LMC

REVIEWED BY:

  
**ATTY. MARIA GUDELIA C. GUESE**  
 Vice-Chairperson, BAC-I

APPROVED BY:

  
**ATTY. MA. VICTORIA C. MAGCASE**  
 Chairperson, BAC-I





# ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-004)  
AND INFORMATION TECHNOLOGY SERVICE (DOH-KMITS)

12 March 2019, 11:00 A.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)  
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

## BIDS AND AWARDS COMMITTEE (BAC) - GOVERNMENT PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature	Technical Working Group	Gender	Signature
1) Atty. Ma. Victoria C. Magcase	F		1) Elena E. Romero	F	
2) Atty. Ma. Gudelia C. Guese	F		2) Maria Victoria S. Castillo	F	
3) Christabelle P. Ebriega	F		3) Jacky C. Crispino	M	
4) Myra Chitella T. Alvarez	F		4) Maria Eda I. Maningat	F	
5) David A. Inocencio	M		5) Marlou C. Bernal	F	
6) Mario M. Leygo	M		6) Verna Liza DV. Maramot	F	
7) Aida S. Aracap	M		7) Rhonell O. Bautista	M	
8) Emilika V. Flores	M		8) Kriss Ann S. Hizon	F	
<div style="border: 1px solid black; padding: 2px;">End-Users</div>			9) Mary Ann M. Valencia	F	
1) Charly L. Tan	F		10) Erika April Guycoa	F	
2) Jomilyn R. Rebanal	F		11) Katrina B. Alba	F	
3) _____			12) Jinky C. Apollinar	F	
4) _____			<div style="border: 1px solid black; padding: 2px;">Secretariat</div>		
5) _____			1) Ma Veronica A. Morales	F	
6) _____			2) Jane C. Arcilla	F	
<div style="border: 1px solid black; padding: 2px;">Account Officer</div>			3) Ana DG. Asprec	F	
1) _____			4) Ma Teresa S. Elima	F	
2) _____			5) Mirasol S. Ninola	F	
			6) Ma. Irissa G. Ordillano	F	
			<div style="border: 1px solid black; padding: 2px;">Observers</div>		
			1) _____		
			2) _____		

(COA)



