



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY, DELIVERY, AND INSTALLATION OF VARIOUS BRAND NEW
LABORATORY FREEZERS FOR THE RESEARCH INSTITUTE FOR TROPICAL
MEDICINE (RITM)**

**BID REF. NO. GPG-B1-2019-010
15 March 2018 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 3:00 P.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – RITM
Atty. Ma. Victoria C. Magcase, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Christabelle P. Ebriga, Member	
Myra T. Alvarez, Member	
David A. Inocencio, Member (On Official Business)	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
BIDDERS	
As per attached attendance sheet	

HIGHLIGHTS OF PROCEEDINGS

- Chair welcomed everyone to the Pre-Bid Conference for the Supply, Delivery, and Installation of Various Brand New Laboratory Freezers requirement for the RITM. After which, Chair introduced the BAC members, Provisional Member Dr. Amado O. Tandoc III and the RITM's End-User.
- Chair acknowledged the presence of the following prospective Bidders:
 1. Labtraders, Inc.
 2. Variance Trading Corp.
 3. Zafire Distributors, Inc.
 4. BP Integrated Technologies, Inc.
 5. Molave Trading, Inc.
- Chair informed the Bidders that PITC has been tapped by the RITM to undertake this project for them.
- Chair also informed the Bidders that there are two (2) lots involved in this project. A Bidder can bid for one or both of the lots.
- Chair turned over the floor to the Vice-Chair who will explain the requirements.
- Invitees for the project are authorized Philippine dealers, distributors or resellers for the Supply, Delivery, and Installation of Various Brand New Laboratory Freezers for the Research Institute for Tropical Medicine (RITM).
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder should have completed a Single contract of similar nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC of the Lot being bid;
OR

OR

At least two (2) 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 fifty percent (50%) of the ABC. The largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC of the Lot being bid.

“Similar” contract shall mean “Laboratory Equipment”.

- 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

Class “A” Eligibility Documents	Vice-Chair’s Instructions
SEC/DTI Registration Certificate	For Corporation , submission will be the SEC Registration Certificate. For the Sole Proprietorship a copy of valid and current DTI business registration valid and current.; and For Cooperatives a copy of valid and current Cooperative Development Authority (CDA)
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, said permit shall be submitted together with the official receipt as proof that the Bidder has applied for renewal with the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement.

Valid and Current Tax Clearance	<p>Chair informed 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.</p> <p>Chair advised Bidders to only transact with legitimate employees of BIR.</p> <p>Chair mentioned that Tax Clearance can now be issued by the Revenue Regional Office of the BIR just ensure that there are no tax liabilities.</p>
Audited Financial Statements for 2017 and 2016	Submission will be the 2017-2016 Audited Financial Statements comprising of: Independent Auditor's Report, Balance Sheet and Income Statements, all page of which must have the stamp "Received" by the BIR.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>In lieu of the above eligibility documents, Bidders can submit its valid and current PhilGEPS Platinum Registration and Member together with the attached Annex "A".</p> <p>As flashed on the screen, Chair pointed to Annex "A" which enumerates the documents that a registered platinum member submits to PhilGEPS.</p> <p>Should there be any documents that has expired already, i.e. its Tax Clearance, Bidders should submit on bid opening day its valid and current Tax clearance, together with their PhilGEPS Platinum Certificate and Annex "A".</p> <p>In case the Bidders submission to PhilGEPS is still the 2016 AFS, then they must submit on bid opening day the 2017 AFS with the following attachments: Independent Auditor's Report, Balance Sheet and Income Statement, all pages of which must have the BIR stamp "Received" on all pages. Vice-Chair emphasized that any documents that have expired, Bidders must submit the updated one on bid opening day.</p>
Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started	<p>Vice-Chair's instructions to the Bidders with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, The Bidders have to use Annex I; • Bidders to check the box pertaining to the Lot being bid for; • Bidder's to provide the information called for; • Additional sheets can be used for as long as the authorized representative sign the last page.
Annex I-A Statement of Single Largest Contract similar of nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC of the Lot being bid; OR At least two (2) completed contracts of similar nature within the last five (5) years from date of submission and receipt of bids and the aggregate contract amounts	<ul style="list-style-type: none"> • A form is again provided; • Bidders to check the box pertaining to the Lot being bid for; • 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"> 1. Copy of Official Receipt; 2. End User's Acceptance 3. Sales Invoice together with Collection Receipt (They go together)

	<p>In case Bidders will opt for a Surety Bond, Bidders 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 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>Technical Bid Form Annex V-A for Lot No. 1 Annex V-B for Lot No. 2</p>	<p>Vice-Chair reminded the Bidders that each Lot has its own TBF.</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"> • For the Bidders to use the Bid Form. They shall not retype or alter it; • Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • Bidders to indicate the Brand and Model of the equipment being offered; • All pages must be signed by the authorized representative of the Bidder. <p>Vice-Chair reminded the Bidders 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>Terms of Reference Annex V-A1 for Lot No. 1 Annex V-B1 for Lot No. 2</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Product Brochure(s) showing CE Mark</p>	<p>Bidders to submit Product Brochure(s) showing CE Mark in Hard Copies indicating the technical specifications of the offered brand/model of each equipment, accessories and consumable medical device in English language of the following:</p> <p><u>For Lot 1:</u></p> <ol style="list-style-type: none"> 1. 350 to 370L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System; 2. 519L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System; 3. 482L capacity Upright Biomedical Freezer; and 4. 728L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System. <p><u>For Lot 2:</u></p> <ol style="list-style-type: none"> 1. 519L capacity Ultralow Temperature Medical Freezer: Dual Independent Cooling System. <p><i>Note: If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders.</i></p>

	<p>4. 728L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System.</p> <p><u>For Lot 2:</u></p> <p>1. 519L capacity Ultralow Temperature Medical Freezer: Dual Independent Cooling System.</p> <p><i>Note: If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders.</i></p>
<p>Copy of Valid and Current Certificate of Distributorship</p>	<p>Bidders to submit a copy of valid and current Certificate of Distributorship issued by the principal manufacturer authorizing the bidder to sell/distribute the following:</p> <p><u>For Lot 1:</u></p> <ol style="list-style-type: none"> 1. 350 to 370L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System; 2. 519L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System; 3. 482L capacity Upright Biomedical Freezer; and 4. 728L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System. <p><u>For Lot 2:</u></p> <ol style="list-style-type: none"> 1. 519L capacity Ultralow Temperature Medical Freezer: Dual Independent Cooling System. <p>The Certificate must also indicate the following:</p> <ol style="list-style-type: none"> 1) That parts shall be available at the authorized Philippine service center/s for a period of five (5) years after the warranty period; 2) With locally available technical support; and 3) That supplier will provide access to the maintenance software of the equipment after warranty period. <p><i>Note: If not directly issued by the manufacturer to the Bidders, Bidder must submit the certificate of distributorship/dealership that will link the Bidder to the manufacturer.</i></p>
<p>Certification from the Bidder stating that they will conduct On-site Calibration Annually within the warranty period if awarded the contract</p>	<ul style="list-style-type: none"> • Submission is a Certification coming from the Bidders stating that they will conduct On-site Calibration Annually within the warranty period if awarded the contract for the following: <p><u>For Lot 1:</u></p> <ol style="list-style-type: none"> 1. 350 to 370L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System; 2. 519L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System; 3. 482L capacity Upright Biomedical Freezer; and 4. 728L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System. <p><u>For Lot 2:</u></p> <ol style="list-style-type: none"> 1. 519L capacity Ultralow Temperature Medical Freezer: Dual Independent Cooling System.

Valid and Current ISO Certification 13485	<p>Bidders to submit a copy of valid and current ISO Certification 13485 (Quality Management Standard for Medical Services) Certification in the name of the manufacturer. The ISO Certification must cover the manufacture/design or production of the item subject to this Bid Project for each of the following:</p> <p><u>For Lot 1:</u></p> <ol style="list-style-type: none"> 1. 350 to 370L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System; 2. 519L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System; 3. 482L capacity Upright Biomedical Freezer; and 4. 728L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System. <p><u>For Lot 2:</u></p> <ol style="list-style-type: none"> 1. 519L capacity Ultralow Temperature Medical Freezer: Dual Independent Cooling System.
Bidder's Valid and Current License to Operate (LTO)	Bidders to submit a valid and current License to Operate (LTO) as a Medical Device Importer/Distributor issued by the Philippine Food and Drug Administration (FDA).
Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption (COE)	<p>Bidders to submit a Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption (COE) issued by the Philippine Food and Drug Administration for each of the following:</p> <p><u>For Lot 1:</u></p> <ol style="list-style-type: none"> 1. 350 to 370L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System; 2. 519L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System; 3. 482L capacity Upright Biomedical Freezer; and 4. 728L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System. <p><u>For Lot 2:</u></p> <ol style="list-style-type: none"> 1. 519L capacity Ultralow Temperature Medical Freezer: Dual Independent Cooling System.)
List of Authorized Service Engineer(s) and/or Technician(s)	Bidders to submit the List of Authorized Service Engineer(s) and/or Technician(s) in Metro Manila (indicating address, contact numbers and email address).
List of Manufacturer's Branch Office/ Sales Office/ Distributor's Office	<p>Bidders to submit a List of Manufacturer's Branch Office/ Sales Office/ Distributor's Office in the following:</p> <ol style="list-style-type: none"> a) Any country in Western Europe; b) USA or Canada; <u>and</u> c) Japan <p>For the following:</p> <p><u>For Lot 1:</u></p> <ol style="list-style-type: none"> 1. 350 to 370L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System; 2. 519L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System; 3. 482L capacity Upright Biomedical Freezer; and 4. 728L capacity Ultralow Temperature Medical Freezer: Cascade Cooling System.

	<p>For Lot 2: 1. 519L capacity Ultralow Temperature Medical Freezer: Dual Independent Cooling System.</p>
<p>Annex VI Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that the Bidders has a good record with their client. As such, Bidders has to go back to the client which they identified in Annex I-A as the single largest completed contract client or clients.</p> <p>Bidders to present this form to their client/s and request the SLCC to transpose the form in their letterhead and then rate the Bidder. The rating should be at least Very Satisfactory.</p> <p>Chair emphasized that the form must be in the company letterhead of the 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> <ul style="list-style-type: none"> a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney. 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>Once again, 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>Annex VII 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>Bidders to check the box pertaining to Lot being bid for.</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>

	The last page must be signed by the authorized representative and notarized.
ENVELOPE 2: FINANCIAL ENVELOPE Annex VIII-A for Lot 1 Annex VIII-B for Lot 2	Vice-Chair explained that similar to the TBF, the FBF cannot be retyped. It may be photocopied for purpose of the other 2 copies required. Vice-Chair reminded that each Lot has its own FBF. Envelope 2 will contain the Financial Bid of the Bidders where the will indicate the Total Bid price in words and figures which should not exceed the ABC of the lot being bid for.

- Chair reminded that the Bidders 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.
- Please write your concerns/clarifications on the technical requirements on or before 01 April 2019 and we will be the one to confer it with the RITM. Address it to the BAC Chair. Send by email or fax, further details is found in page 32 of the BDS (ITB Clause 10.1). The answers will be through a Bid-Bulletin and will be posted in PhilGEPS and PITC website www.pitc.gov.ph.

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

- The Bid Opening is scheduled on 11 April 2019.

Adjourned at 3:40 PM.

MINUTES TAKEN BY:


MA. VERONICA A. MORALES
Head, BAC-I Secretariat
KDC

APPROVED BY:


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



ATTENDANCE SHEET
PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-010)
SUPPLY, DELIVERY, AND INSTALLATION OF VARIOUS BRAND NEW LABORATORY FREEZERS FOR RESEARCH INSTITUTE FOR TROPICAL MEDICINE (RITM)
 15 March 2019, 3:00 P.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
1) Atty. Ma. Victoria C. Magcase	F (Chairperson)	
2) Atty. Ma. Gudelia C. Guese	F (Vice Chairperson)	
3) Christabelle P. Ebriega	F (Member)	
4) Myra Chitella T. Alvarez	F (Member)	
5) David A. Inocencio	M (Member)	
6) Dr. Amado O. Tandoc III	M (Provisional Member)	
7) Engr. Jose Nolan M. Vicente	M (Provisional Member)	
End-Users		
1) Rex J. Centeno, RMT	M (TWG Representative)	
2) Kenneth Rogacion	M (RITM Representative)	
3)		
4)		
5)		
6)		
Account Officer		
1) Katrina B. Alba	F	
2)		

Technical Working Group	Gender	Signature
1) Elena E. Romero	F (Team Coordinator)	
2) Katrina B. Alba	F (Member)	
3) Jinky C. Apolinar	F (Member)	
4) Rhonell O. Bautista	M (Member)	
5) Ma. Victoria S. Castillo	F (Member)	
6) Jacky C. Crispino	M (Member)	
7) Erika April C. Guycoa	F (Member)	
8) Kriss Ann S. Hizon	F (Member)	
9) Fe B. Irena	F (Member)	
10) Maria Eda I. Maningat	F (Member)	
11) Verna Liza DV. Maramot	F (Member)	
12) Gel Cyrell Y. Tallada	F (Member)	
Secretariat		
1) Ma Veronica A. Morales	F (Head)	
2) Jane C. Arcilla	F (Member)	
3) Ana DG. Asprec	F (Member)	
4) Ma Teresa S. Elima	F (Member)	
5) Mirasol S. Ninobla	F (Member)	
6) Ma. Irissa G. Ordillano	F (Member)	
Observers		
1)	(COA)	
2)		

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Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

PRE-BID CONFERENCE

(Who Have Not Yet Bought Bid Docs as of Pre-Bid)

Name of Project

: SUPPLY, DELIVERY, AND INSTALLATION OF VARIOUS BRAND NEW LABORATORY EQUIPMENT FOR THE RTM

Bid Reference No.

: GPG-B1-2019-007

Time / Date & Venue

: 15 March 2019, 3:00 P.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

PLEASE PRINT LEGIBLY

NO ID - NO ENTRY
 For Company Personnel
 • Valid Company ID with picture and signature
 For Individuals (Not representing any Company)
 • Any valid government-issued ID with picture and signature

ID No.	PRINTED NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS	E-MAIL ADDRESS	LOT NO/S	TIME-IN	BIDDERS SIGNATURE
1	RICHARD POSTADAN Jomilyn Sapinoso	M	LAB TRADERS INC. PO. 89 SASHIM ST. POXAS VICI. D.C.	376-66-59 TO SK	richard.postadan@labtraders.com.ph	1 AND 2	1:03	
2	KAYREN MENDOZA MENDOZA	F	VALANCE TRADING CORP. MARTINI ST. BRGY. PUYATTAN QUEZON CITY	09132142490	kayren_eir_waters@valance.com	1 & 2	2:00	
3	JUSTINE GABRIEL SAUTAYANA CHRISTOPHER DIVARTE DIMPATIS	M	ZAFIRE DISTRIBUTORS INC. 40 EXAMINER ST. WEST TRIANGLE QUEZON CITY	925-0500	justine_sautayana@zafire.com.ph	1 & 2	2:25pm	
4	Mirrey Hermsen	F	B.P. Integrated Technologies Inc. Bj Pagsala Compound Pagsala Calamba Laguna	09178192591	christina.hermsen@bpi-inc.com	2	2:37pm	
5	JOSE SALVADOR		MOLAVE TRADING INC. 991 BCSA DILIMAN D.C.	410360-44 (w.32) 09175030882	josef_assyog@yaho.com josef-jason@aceergrp.org	1 & 2	1:49	