



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

**MINUTES OF THE PRE-BID CONFERENCE  
PROCUREMENT OF SUBSCRIPTION OF PHARMACEUTICAL MARKET DATA  
FROM DRUGSTORES AND HOSPITALS (3-YEAR DATA) AND PHARMACEUTICAL  
SALES FROM INTERNATIONAL MARKET WITH PHILIPPINE DATA (2017-2019)  
FOR THE DEPARTMENT OF HEALTH (DOH)  
BID REF. NO. GPG-B1-2019-100 Rebid  
22 February 2019 5<sup>th</sup> Floor Conference Room**

There being a quorum, Chair convened the meeting at 9:00 A.M.

In attendance are:

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

**HIGHLIGHTS OF PROCEEDINGS**

- Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. Afterwhich, Chair introduced the BAC Members. and the DOH's End-Users.
- Chair acknowledged the presence of the following prospective Bidders:
  1. IQVIA Solutions Phils. Inc.
  2. CE Logic Incorporated
- Chair informed Bidders that PITC has been tapped by the DOH to undertake this project for them.
- Invitees are Suppliers who are themselves Data Provider for the Procurement of Subscription of Pharmaceutical Market Data from Drugstores and Hospitals (3-year data) and Pharmaceutical Sales from International Market with Philippine Data (2017-2019) for the Department of Health (DOH).
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a Single contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC of the item being bid.
 

“Similar” contract shall mean “Subscription to web-based Pharmaceutical Sales Data”.
- 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.

- 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>Class "A" Eligibility Documents</b>	<b>Chair's Instructions</b>
SEC/DTI Registration Certificate	<p><b>For Corporation</b>, submission will be the SEC Registration Certificate.</p> <p><b>For the Sole Proprietorship</b> a copy of valid and current DTI business registration valid and current.; and</p> <p><b>For Cooperatives</b> a copy of valid and current Cooperative Development Authority (CDA)</p>
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.	<p>Bidders to submit a Valid and Current Mayor's Permit</p> <p>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.</p>
Valid and Current Tax Clearance	<p>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.</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	<p>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.</p>

<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>In lieu of the above eligibility documents, Bidders can submit their 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.</p> <p>Chair emphasized that any documents that have expired, Bidders must submit the updated one on Bid Opening day.</p>
<p><b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>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, The Bidders have to use Annex I;</li> <li>• Bidder's to provide the information called for;</li> <li>• Additional sheets can be used for as long as the authorized representative sign the last page.</li> </ul>
<p><b>Annex I-A</b> Statement of Single Largest Contract of similar to the contract to be bid amounting to at least fifty percent (50%) of the ABC of the project.</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></p> <p>A form is provided for as Annex II.</p> <p>As the sample form was flashed on the screen, Chair's instructions is for the Bidders 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 be at least be equal to the ABC of the project.</p>

	<p><b><u>For CLC</u></b></p> <p>In case Bidders 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>A form is provided for as Annex II-A.</p> <p>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>Chair's Instructions</u></b></p>
<p><b>Annex IV Bid Security</b></p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;"><b>Bid Securing Declaration.</b></p> <ul style="list-style-type: none"> <li>• A form is provided for as Annex IV.</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; 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>Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</b></li> <li>• <b>A Bank Draft / Bank Guaranty or Letter of Credit</b> issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a local commercial or Universal Bank.</li> <li>• <b>Surety Bond</b> issued by a bonding company authorized by the Insurance Commission.</li> </ul> <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>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><b>Annex V</b> Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• For the Bidders to use the Bid Form. They shall not retype or alter it;</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>Chair reminded Bidders that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidders cannot comply with the Technical Specifications.</p>
<p><b>Annex V-A</b> Terms of Reference</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>Certification that the Bidder has at least ten (10) years experience in providing verifiable data, analysis, consulting expertise and services in pharmaceutical sector, locally and globally</p>	<ul style="list-style-type: none"> <li>• Submission is a Certification that the Bidder has at least ten (10) years experience in providing verifiable data, analysis, consulting expertise and services in pharmaceutical sector, locally and globally.</li> </ul>
<p>Three (3) Certifications for three (3) projects completed with similar nature for a Philippine client either government or private</p>	<ul style="list-style-type: none"> <li>• Bidders to submit Three (3) Certifications for three (3) projects completed with similar nature for a Philippine client either government or private.</li> </ul>
<p><b>Annex VI</b> 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.</p> <p>Bidders 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 Very Satisfactory.</p> <p>Chair emphasized that the form must be in the company letterhead of the Bidders Single Largest Completed Contract Client.</p>
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ol style="list-style-type: none"> <li>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</li> <li>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.</li> </ol> <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"</p>

	<p>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>Chair informed that the OSS is standard in all government biddings.</p> <p>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>ENVELOPE 2:</b> <b>FINANCIAL BID FORM (Annex VIII)</b></p>	<p>Chair explained that similar to the TBF, the FBF cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Envelope 2 will contain the Financial Bid of the Bidders where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the project.</p>

- Chair reminded that 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. Details is found in page 39 (ITB Clause 19.5).
- The Chair opened the floor for questions/clarifications. Hereunder are the details:

<b>Bidder's Query/Clarification/s</b>	<b>Committee's Reply</b>
We have acquired the certificates from our clients before. Can we still use them?	
	Yes. You can use them because there is no period naman because this is already a Rebid. If you already have a certifications from those clients before, you can resubmit that.
In our PhilGEPS Certification it has typo error which has the same date of issuance and expiration.	

	Yes. You cannot alter that, you can submit it nalang. We will be the one to verify with the BIR. We've had several Bidders who also submit the date of issuance is also the date of expiration, but during postqual we verify with the BIR.
Can the duplicate and triplicate a photocopy?	
For the Secretary Certificate, can we use the previous form?	Yes, provided the first (copy) is originally signed.
	You can use it as long as no date and no specific Bid Ref. No. because some Bidders are specific they put a particular Bid Ref. No. this is already a different Bid. Ref. No. because this is already a Rebid so you cannot use the old form if there's any mentioned of the old previous Bid Ref. No.
Regarding the Terms of Reference, I believe that no representative from DOH is here. Is it possible that we will be relaying to the DOH, because it's a bit long?	
	No, please put that in writing on or before 05 March 2019. <u>Address it to the BAC Chair</u> . Send by email or fax, further details is found in page 32 of the BDS (ITB Clause 10.1). PITC will be the one to confer with DOH. The answers will be through a Bid-Bulletin and will be posted in PhilGEPS and PITC website <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a> .  Note: Maximum size of email with attachment is six (6) MB only.
	I also look at the TOR of the DOH, it's a three (3) year data and they must be able to access it for five (5) years. That's the requirement.
Okay, Ma'am.	
Do we need to submit the Terms of Payment?	
	No. do not submit anything that's not asked for. Remember, we already provided in the Bidding Documents the terms of payments it's found in the SCC, so you cannot change that. If you have any question on anything that you find in this Bidding Documents including the SCC, please raise it before March 05. Whoever is awarded the contract, you cannot change what is in the Bidding Documents.
Okay, Ma'am. Thank you.	
	Thank you very much.

- The Bid Opening is scheduled on 15 March 2019.

Adjourned at 10:00 AM.

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-B1-2019-100) - REBID

(Previous Bid Reference No. GPG-B1-2018-579)

PROCUREMENT OF SUBSCRIPTION OF PHARMACEUTICAL MARKET DATA FROM DRUGSTORES AND HOSPITALS (3-YEAR DATA) AND PHARMACEUTICAL SALES FROM INTERNATIONAL MARKET WITH PHILIPPINE DATA (2017-2019) FOR THE DEPARTMENT OF HEALTH (DOH)  
22 February 2019, 9:00 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
1) Atty. Ma. Victoria C. Magcase	F	
2) Atty. Ma. Gudella C. Guese	F	
3) Christabelle P. Ebriega	F	
4) Myra Chitalla T. Alvarez	F	
5) David A. Inocencio	M	
6) Joel S. Rodriguez	M	
7) Vanessa J. Saulog-Obera	F	
<b>End-Users</b>		
1) Archilles Aragona	M	
2) Lester Custodio	M	
3)		
4)		
5)		
6)		
<b>Account Officer</b>		
1) Elena E. Romero	F	
2)		

Technical Working Group	Gender	Signature
1) Elena E. Romero	F	
2) Maria Victoria S. Castillo	F	
3) Jacky C. Crispino	M	
4) Maria Eda I. Meringat	F	
5) Marilou C. Bernal	F	
6) Verna Liza DV. Maramot	F	
7) Rhonell O. Bautista	M	
8) Kriss Ann S. Hizon	F	
9) Mary Ann M. Valencia	F	
10) Erika April Guycoa	F	
11) Katrina B. Alba	F	
12) Jinky C. Apolinar	F	
<b>Secretariat</b>		
1) Ma Veronica A. Morales	F	
2) Jane C. Arcilla	F	
3) Ana DG. Asprec	F	
4) Ma Teresa S. Elina	F	
5) Mirasol S. Ninobia	F	
6) Ma. Irissa G. Ordillano	F	
<b>Observer/s</b>		
1)		
2)		

(COA)



# Bids and Awards Committee (BAC 1)

## ATTENDANCE SHEET : PROSPECTIVE BIDDERS

## PRE-BID CONFERENCE

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

PROCUREMENT OF SUBSCRIPTION OF PHARMACEUTICAL MARKET DATA FROM DRUGSTORES AND HOSPITALS (3-YEAR DATA)  
 AND PHARMACEUTICAL SALES FROM INTERNATIONAL MARKET WITH PHILIPPINE DATA (2017-2019) FOR THE DEPARTMENT OF HEALTH (DOH)

**Bid Reference No.**

: GPG-B1-2019-100 REBID (Previous Bid Ref. No. GPG-B1-2018-579)

**Time / Date & Venue**

: 22 February 2019, 9:00 A.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)  
 NDC Building, 118 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
	BRUNDA F. VELAZQUEZ SANDRA S. SANDROS CERZA T. VAY	F F F	TAUIN SOLUTIONS PHIL. INC c/o G. Rodwell Bldg, Highway Dr. Pasadenal Ctr., Makati City	483-6111	brunda.velazquez@tauin.com sandra.sandros@tauin.com cerza.t.vay@tauin.com		9:45	<i>[Signature]</i>
	Kristel Joyce Encarnacion Kaye Encarnacion	F	CF-Logic Incorporated 859 TDSA South Triangle, Quezon City	0917-474-9788	kristel.encarnacion@cf-logic.com kaye.encarnacion@cf-logic.com		9:30	<i>[Signature]</i>