



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ONE (1) LOT
BRAND NEW DIGITAL RADIOFLUOROSCOPY MACHINE WITH AIRCONDITIONING SYSTEM
FOR THE CENTRAL ENDOSCOPY UNIT OF THE UNIVERSITY OF THE PHILIPPINES -
PHILIPPINE GENERAL HOSPITAL (UPM-PGH)
BID REF. NO. GPG-B1-2019-103
2 May 2019, 5th Floor Conference Room

There being a quorum, Vice-Chair convened the meeting at 9:20 A.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – UPM-PGH
Christabelle P. Ebriega, Chairperson (on leave)	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair and Presiding Officer	
Myra T. Alvarez, Member	
David A. Inocencio, Member	
Joel S. Rodriguez, Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
BIDDERS	
As per attached attendance sheet	

HIGHLIGHTS OF PROCEEDINGS:

- Vice-Chair welcomed everyone to the pre-bid conference for the Supply, Delivery, Installation, Testing and Commissioning of One (1) Lot Brand New Digital RadioFluoroscopy Machine with Air-conditioning System for the Central Endoscopy Unit of the University of the Philippines Manila - Philippine General Hospital (UPM-PGH). After which, Vice-Chair introduced the BAC members and the UPM-PGH Provisional Member.
- Vice-Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Instrumix Supplier, Inc.
 2. Medicotek Inc.
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder should have completed a contract of similar nature within the last five (5) years from the date of submission and receipt of bids amounting to at least fifty percent (50%) of the ABC.

Similar contract shall mean "Laboratory Equipment".

Bidder's Query/Clarification/s	Committee's Reply
Regarding with the similar contract, can it be Radiology equipment? Because our company supply Radiology Equipment.	
	Radiology Equipment is also a Laboratory Equipment, right?

Bidder's Query/Clarification/s	Committee's Reply
I think Radiology and Laboratory equipment is different, Radiology equipment is mostly like diagnostic imaging.	
	Okay, just raise your request in writing and send it to the PITC BAC and if in case there will be any modifications in the requirements it will be through a Bid Bulletin.

- At the same time, this bid project is open to Manufacturers or First Tier Distributors for the Supply, Delivery, Installation, Testing and Commissioning of One (1) Lot Brand New Digital Radio-Fluoroscopy Machine.

"First Tier Distributor" shall mean a Philippine-based company directly appointed by the principal manufacturer of the equipment regardless of the type of equipment/products carried for the principal manufacturer.

Foreign manufacturers must be represented by a Philippine-based company.

- 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

<u>Class "A" Eligibility Documents</u>	<u>Vice-Chair's Instructions</u>
SEC/DTI Registration Certificate	<p>For Corporation, submission will be the SEC Registration Certificate.</p> <p>For the Sole Proprietorship a copy of valid and current DTI business registration; and</p> <p>For Cooperatives 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 must submit their 2019 Mayor's Permit.</p> <p>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.</p>

Valid and Current Tax Clearance	<p>Bidders must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>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.</p>
Audited Financial Statements for 2018 and 2017	<p>Submission will be the 2018 and 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>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>
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. Bidders to use Annex I; • Bidders to provide the information called for; • Additional sheets can be used for as long as the authorized representative signs the last page.
Annex I-A Statement of Single Largest Contract similar to the contract being bid within the last 5 yrs. equivalent to at least 50% of the ABC.	<ul style="list-style-type: none"> • A form is again provided; • 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>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p>For NFCC - A form is provided for as Annex II;</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>For CLC - A sample form is provided for as Annex II-A</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>Vice-Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>

<u>Technical Documents</u>	<u>Vice-Chair 's Instructions</u>
<p>Annex IV Bid Security</p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <ul style="list-style-type: none"> a. Bid Securing Declaration. <ul style="list-style-type: none"> • A form is provided for as Annex IV. <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"> b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC; c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR d. Surety Bond callable upon demand equivalent to at least 5% of the ABC. <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>Annex V-A 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"> • There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter"; • 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 Number of the following: <ul style="list-style-type: none"> a) Radio-fluoroscopy Machine <ul style="list-style-type: none"> • X-ray Table • X-ray Generator • X-ray Tube • Fluoroscopy/Radiography Detector (3rd party) • Workstation (3rd party) • X-ray console b) Ceiling-mounted Type X-ray Tube

	<ul style="list-style-type: none"> c) Vertical Bucky Floor-mounted Bucky stand d) LCD Monitor e) AVR with Step-up Transformer f) UPS (3rd party) g) Air-conditioning System (3rd party) <ul style="list-style-type: none"> • All six (6) pages must be signed by the authorized representative of the Bidder. <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>
Annex V-B Duly signed/conformed UPM-PGH Terms of Reference (5 pages)	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
Product Brochure	<p>Bidders to submit the Product brochure (Soft and Hard copies) for the Radio-Fluoroscopy Machine being offered showing compliance to the technical specifications Engine;</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
For Manufacturers	<p>Submission of valid and current Certification that they have been in the business of manufacturing Radiology Equipment for at least twenty (20) years per Annex V-C.</p>
For First Tier Distributors	<p>Copy of valid and current Certificate of Distributorship (as First Tier Distributor) issued by the principal manufacturer authorizing the bidder to sell/distribute the items subject to this bidding.</p> <p>The Certificate MUST INDICATE/INCLUDE the following:</p> <ul style="list-style-type: none"> a) That the manufacturer is in the business of providing /manufacturing the equipment for at least twenty (20) years; b) That they ensure availability of supplies, parts and accessories for at least ten (10) years after expiration of the warranty period; c) That service engineers are factory-trained on service and repair. <p>Again, If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
Valid and current Certificate of Product Registration or Certificate of Product Exemption	<p>Bidders to submit a valid and current Certificate of Product Registration or Certificate of Product Exemption from the FDA for the Radio-Fluoroscopy Machine</p>
Valid and current ISO Certification	<p>Bidders to submit a valid and current ISO Certification in the name of the manufacturer of the Radio Fluoroscopy Machine being offered issued by an Independent Certifying Agency. The ISO Certification must cover the manufacture/design or production of the item subject to this Bid Project.</p>
List of Authorized Service Center/s in the Philippines and/or Asia	<p>List of Authorized Service Center/s in the Philippines and/or Asia (with available spare parts, indicating address, telephone & fax numbers, email address and contact person).</p>

List of Manufacturer's Branch Office /Sales Office	Bidders to submit its list of Manufacturer's Branch Office /Sales Office in the following: a) Any country in Western Europe; b) US/Canada; and c) Japan
Affidavit of Site Inspection	Submission of Affidavit of Site Inspection issued / signed by UPM-PGH authorized officer / personnel.
Annex VI Certificate of Performance Evaluation	The Committee wants to make sure that the Bidders has a good record with his client. As such, Bidders has to go back to the client which they identified in Annex I-A as the completed contract client/s. 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 . Vice-Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.
Proof of Authority of the Designated Representative	Submission of a Proof of Authority of the Bidder's Authorized Representative: a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney. b) For Corporation, Cooperative, or the Members of the Joint Venture submission of Duly Notarized Secretary's Certificate evidencing the authority of the designated representative/s. 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. 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.
Annex VII Omnibus Sworn Statement (OSS)	Vice-Chair informed that the OSS is standard in all government biddings. Vice-Chair advised Bidders to use the form that PITC provided in this Bidding Document. 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. On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line. All blanks must be filled up, appropriate boxes must be ticked off. On the Authority of the Designated Representative, the portion: <u>Name, Title and Specimen Signature</u> must be filled up. All statements from "a" to "h" must be complete. The last page must be signed by the authorized representative and notarized.

ENVELOPE 2 – FINANCIAL ENVELOPE

Annex VIII - Financial Bid Form	<p>Envelope 2 will contain the Financial Bid of the Bidders where he will indicate the Total Bid price in words and figures which should not exceed the ABC.</p> <p>Vice-Chair explained the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>
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- Vice-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.
- Vice-Chair would like the prospective bidder to take special note on the requirement for whoever will be declared as Single/Lowest Calculated Bidder a Product presentation of the actual brand and model of the being offered within seven (7) calendar days from receipt of Notice of SCB/LCB. Details are found in the Technical Bid Form line no. (5) Page 75 of 106 in the Bidding Documents.
- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
In the Delivery Schedule...	
	Delivery Period is in the Technical Bid Form (page 76 of 106)
	Have you bought bidding documents sir?
No actually I want to clarify, kasi na penalize po kami sa PGH, we already deliver but we cannot install because the road work hindi na-comply ng PGH...	
<p><i>Atty Myles,</i> <i>This question was in the recording po - i'll send a copy of the particular portion, than</i></p>	I don't think they penalized you if it's the fault of the Client and we are not inconsiderate sir to close our eyes on our fault but you need to raise that concern in writing sir.
	You're not limited to raise your questions right now, I encourage you to raise all your concerns in writing and send it to the PITC BAC and we will be the one who will refer your technical questions to UPM-PGH.
	The answers to all your concerns will be through a Bid Bulletin which will be posted in the PhilGEPS and PITC website (www.pitc.gov.ph).
	And if in case you decided to join, please pay for the Bidding Documents much ahead than the Bid Opening date.
	Thank you very much.

- Vice-Chair suggest that Bidders can put everything in writing which can be sent by email or fax. The details can be found in the Bid Data Sheet.

Bidders can send queries/concerns until 10 May 2019 (Friday)

The Bid Opening is scheduled on 23 May 2019 (Thursday, 1:00 PM)

Adjourned at 10:00 A.M.

MINUTES TAKEN BY:


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

NOTED BY:


ATTY. MARIA GUEDELIA C. GUESE
Vice-Chairperson, BAC-I

APPROVED BY:


CHRISTABELLE P. FBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET
PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-103)
SUPPLY, DELIVERY, TESTING AND COMMISSIONING OF ONE (1) UNIT BRAND NEW DIGITAL RADIO-FLUOROSCOPY MACHINE WITH AIRCONDITIONING SYSTEM
FOR THE CENTRAL ENDOSCOPY UNIT OF THE UNIVERSITY OF THE PHILIPPINES-PHILIPPINE GENERAL HOSPITAL (UPM-PGH)
 02 May 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) I - GOVERNMENT PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature
1) Christabelle P. Ebriega	F	<i>m leave</i>
2) Atty. Ma. Gudelia C. Guese	F	<i>RS</i>
3) Myra Chitella T. Alvarez	F	<i>[Signature]</i>
4) David A. Inocencio	M	<i>[Signature]</i>
5) Joel S. Rodriguez	M	<i>[Signature]</i>
6) Irene G. Alayon	F	<i>[Signature]</i>
7) Vivian E. Monsanto	F	<i>[Signature]</i>
8) Ma. Margarita Lat-Luna, MD	F	<i>Ma. Margarita Lat-Luna</i>
End-Users		
1) Racel Irene Luis Querol, MD	M	<i>[Signature]</i>
2) Virginia C. Bembo	F	<i>[Signature]</i>
3)		
4)		
5)		
6)		
Account Officer		
1) Erika April Guycoa	F	<i>[Signature]</i>
2)		

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

