



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY, DELIVERY, AND INSTALLATION OF BRAND NEW SEVEN (7) UNITS
PATIENT MONITOR WITH CENTRAL STATION FOR EMERGENCY ROOM OF THE
OSPITAL NG PALAWAN (ONP)
BID REF. NO. GPG-B1-2019-147
1 April 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 2:15 P.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – OPN
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	
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 e Supply, Delivery and Installation of Seven (7) Units Brand New Patient Monitor with Central Station for Emergency Room of the Ospital ng Palawan (ONP). After which, Chair introduced the BAC members and the OPN Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Technomed International Inc.
 2. Bluesky Trading Co., Inc.
 3. Everyday Enterprise
 4. Dryws Enterprise
 5. Variance Trading Corp.
 6. Zafire Distributor Inc.
 7. Respicare Enterprises Inc.
 8. Reign Medical Enterprises
- 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 Medical Equipment.

- At the same time, this bid project is open to authorized Philippine dealers, distributors, or resellers for the Supply, Delivery and Installation of Seven (7) Units Brand New Patient Monitor with Central Station for Emergency Room.

- 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.

Bidder's Query	Chair's Reply
How about the color of the folders?	
	There's no required color for the folders, you can use anything.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

<u>Class "A" Eligibility Documents</u>	<u>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 valid and current 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>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>

<u>Technical Documents</u>	<u>Chair 's Instructions</u>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration.</p> <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, 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> <p>b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</p> <p>c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>d. Surety Bond callable upon demand equivalent to at least 5% of the ABC.</p> <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>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 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"> • 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) Patient Monitor (Main Unit) b) Central Monitor System • All three (3) pages must be signed by the authorized representative of the Bidder. <p>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>changes/modification in the requirements it will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website (www.pitc.gov.ph).</p>
<p>Bidder's valid and current License to Operate (LTO)</p>	<p>Submission of Bidder's valid and current License to Operate (LTO) as a Medical Device Distributor issued by the Philippine Food and Drug Administration.</p>
<p>List of Authorized Service Center/s in</p>	<p>Bidders to submit its List of Authorized Service Center/s in</p>

<p>List and address of the manufacturer's branch office, sales office and/or distributor's office</p>	<p>Bidders to submit the List and address of the manufacturer's branch office, sales office and/or distributor's office in the following:</p> <ol style="list-style-type: none"> 1. Any country in Western Europe 2. USA or Canada; AND 3. Japan <table border="1" data-bbox="695 343 1437 797"> <thead> <tr> <th data-bbox="695 343 1089 376">Bidder's Query</th> <th data-bbox="1089 343 1437 376">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="695 376 1089 443">At least one or all three countries?</td> <td data-bbox="1089 376 1437 443"></td> </tr> <tr> <td data-bbox="695 443 1089 568"></td> <td data-bbox="1089 443 1437 568">Three countries. Any country in Europe, one (1) country in USA or Canada, and Japan.</td> </tr> <tr> <td data-bbox="695 568 1089 797"></td> <td data-bbox="1089 568 1437 797">If you have problems with that requirement, you have to write the Committee (<i>PITC BAC</i>) as soon as possible and we will refer the matter to ONP.</td> </tr> </tbody> </table> <p>Chair again reminded the Bidders that the Committee will issue a Bid Bulletin to clarify this requirement.</p>	Bidder's Query	Committee's Reply	At least one or all three countries?			Three countries. Any country in Europe, one (1) country in USA or Canada, and Japan.		If you have problems with that requirement, you have to write the Committee (<i>PITC BAC</i>) as soon as possible and we will refer the matter to ONP.
Bidder's Query	Committee's Reply								
At least one or all three countries?									
	Three countries. Any country in Europe, one (1) country in USA or Canada, and Japan.								
	If you have problems with that requirement, you have to write the Committee (<i>PITC BAC</i>) as soon as possible and we will refer the matter to ONP.								
<p>Annex VI Certificate of Performance Evaluation</p>	<p>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.</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 <u>Very Satisfactory</u>.</p> <p>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> <ol style="list-style-type: none"> a) For Sole Proprietorship (if owner opts to appoint a representative) 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. <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>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, 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>ENVELOPE 2: FINANCIAL ENVELOPE</p> <p>Annex VIII - Financial Bid Form</p>	<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>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

- 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.
- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
<p>For the all ongoing contracts, do we need to attach the receipts?</p>	
	<p>No, just list down all your ongoing contracts.</p>
	<p>But for Annex I-A (Statement of Single Largest Completed Contract) you have to attach a copy of Official Receipt, End User's Acceptance or Sales Invoice together with Collection Receipt.</p>
	<p>Vice-Chair: But it will be good that you already prepare even the contracts, because if in case you're declared the Lowest Calculated Bidder you will have to submit and/or present those documents for post-qualification purposes.</p>
	<p>Chair: Yes, because during post-qualification if you're declared as the Lowest Calculated Bidder you need to submit all the post-qualification requirements within five (5) calendar days from receipt of Notice of LCB/SCB.</p>
<p>In the SEC Certificate, do you require to attach the articles?</p>	
	<p>No.</p>

In the Omnibus Sworn Statement particularly statement (a), what if there's only one representative do we need to fill up the second one (name, title specimen signature)?	
	You don't have to fill it up. It is just a sample, it will depend on how many representative were authorized by the Board.
Okay.	
	Again, the Committee will issue a Bid Bulletin to clarify some of the requirements mentioned earlier.
	And the delivery/completion period is within sixty (60) calendar days upon receipt of Notice to Proceed.
	Calendar days not working days.
Okay.	
	And I encourage you to raise all your concerns in writing before 12 April 2019 (Friday) and not wait for the last minute to ask/raise questions due to the holy week, so that the Committee will have time to get the feedback from ONP as early as possible because the Bid Bulletin must be posted no later than seven (7) calendar days before the Bid Opening.
	If there's no more question, thank you very much for your attendance.

BAC SCHEDULE

- The Bid Opening is scheduled on 23 April 2019 (Tuesday, 10:00 AM)

Adjourned at 2:50 P.M.

MINUTES TAKEN BY:


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

APPROVED BY:


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



ATTENDANCE SHEET
PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-147)
SUPPLY, DELIVERY, AND INSTALLATION OF BRAND NEW SEVEN (7) UNITS PATIENT MONITOR WITH CENTRAL STATION FOR EMERGENCY ROOM
OF THE OSPITAL NG PALAWAN (ONP)

01 April 2019, 2:00 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) I - GOVERNMENT PROCUREMENT GROUP PROJECT

Regular Members		Gender	Signature	Technical Working Group		Gender	Signature
1) Atty. Ma. Victoria C. Magcase	F	(Chairperson)		1) Elena E. Romero	F	(Team Coordinator)	
2) Atty. Ma. Gudelia C. Guese	F	(Vice Chairperson)		2) Katrina B. Alba	F	(Member)	
3) Christabelle P. Ebriega	F	(Member)		3) Jinky C. Apollinar	F	(Member)	
4) Myra Chitella T. Alvarez	F	(Member)		4) Rhonell O. Bautista	M	(Member)	
5) David A. Inocencio	M	(Member)		5) Maria Victoria S. Castillo	F	(Member)	
6) Joel S. Rodriguez	M	(Alternate Member)		6) Jacky C. Crispino	M	(Member)	
7) Dr. Eugene R. Agustin	M	(Provisional Member)		7) Erika April C. Guycoa	F	(Member)	
				8) Kriss Ann S. Hizon	F	(Member)	
				9) Fe B. Irenaa	F	(Member)	
				10) Maria Eda I. Maningat	F	(Member)	
				11) Verna Liza DV. Maramot	F	(Member)	
				12) Gel Cyrell Y. Tallada	F	(Member)	
End-Users				Secretariat			
1) Maria Theresa P. Silva, RN	F	ONP Representative		1) Ma Veronica A. Morales LWC	F	(Head)	
2) _____				2) Jane C. Arcilla	F	(Member)	
3) _____				3) Ana DG. Asprec	F	(Member)	
4) _____				4) Ma Teresa S. Elima	F	(Member)	
5) _____				5) Mirasol S. Ninobla	F	(Member)	
6) _____				6) Ma. Irissa G. Ordillano	F	(Member)	
Account Officer				Observers			
1) Katrina B. Alba	F			1) _____		(COA)	
2) _____				2) _____			



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 BRAND NEW SEVEN (7) UNIT PATIENT MONITOR WITH CENTRAL STATION FOR EMERGENCY ROOM OF THE OSPITAL NG PALAWAN (ONP)

Bid Reference No. : GPG-B1-2019-147

Time / Date & Venue : 01 April 2019, 2:00 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	BIDDER'S SIGNATURE
1	RYAN CARLO B. DELA REYES	M	416 BERMUNING ST., BUNOOD MANDALAY PLUSTEST TRADING CO. INC.	09199437255	rcbdele@plustest.com.ph		1:25 PM	
2	HERBERT D. BACARD	M	414 DAS MARINER CT BINONOG, MALIBU BUKE SKY TRADING CO. INC.	09178437294	herbertbacard@buke.com.ph		1:25 PM	
3	PAULINE PER L. SIMONET	M	EVERDAY ENTERPRISE BAC & COMPANY, LAS PINAS CITY	0922 482990	pauline-everday@gmail.com		1:31	
	ROKIND P. PENAARANDA (RONALD PENAARANDA)	M	EVERDAY ENTERPRISE RV PASTORANAN, LAS PINAS CITY	092451977	rovalphostephenwardn@gmail.com		1:31	
	BENEDISO, MARY DANIELAN	F	OPYNS ENTERPRISE BAC 1 LOT 12 BAC VILLAGE, CATAUNAN, PANGASIDAN DIVISO CITY	(082) 262 8556 093852 7949	bjane@n@rocketmail.com		1:45	



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 BRAND NEW SEVEN (7) UNIT PATIENT MONITOR WITH CENTRAL STATION FOR EMERGENCY ROOM OF THE OSPITAL NG PALAWAN (ONP)

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ID No.	PRINTED NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDERS SIGNATURE
4	Kayreen Eve Menor Charly mesa	F F	VARIANCE TRADING CORP. / V. Luna Road. Brgy. Pinyaboa Quezon City	0913342490 09171919045	Kayreen eve - menor @ yahoo.com sheryl.vernandez@gmail.com		1:46 pm	
5	Emily F. Duran Julie Villar	F	Zapine Distributor, Inc., # 49 Brawman St. West Angeles A.C.	09922663202	Julie.villar@zapine.com.ph duran.fabros@yahoo.com		1:45 pm	
6	REYNOLDO K ORAZA	M	RESPIRE ENT INC. 23 FISHERS ST. BAY VASPA Q.C.	0917578951	RESPIRE_SALE@yahoo.com		1:50 pm	
7	Grace Karen Prado	F	314 N.S. Amambadave. Cor. Mayon St., Q.C. REIGN MEDICAL ENTERPRISES	09138833225	reignmedicalenterprises@gmail.com		1:50 pm	