



**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-B1-2019-315 Rebid
22 July 2019, 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 – UPM-PGH
Christabelle P. Ebriega, Chair	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
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

- Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. Afterwhich, Chair introduced the BAC Members, Provisional Member, Ma. Margarita Lat-Luna, MD and the End-User from UPM-PGH.
- Chair informed Instrumix Supplier, Inc. that PITC has been tapped by the UPM-PGH to undertake this project for them.
- Chair acknowledged the presence of Instrumix Supplier, Inc. the only prospective bidder present in this Pre-Bid Conference.
- Invitees are 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.

- 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 nature” shall mean “Radiological Equipment”.

- 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

<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 valid and current.; 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>Instrumix must submit their 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 Instrumix 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 Instrumix 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>

<p>Audited Financial Statements for 2018 and 2017</p>	<p>Submission will be the 2018-2017 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>If a Bidder is already a PhilGEPS Platinum Member they 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 I-A of the certificate has expired, Instrumix must submit the valid and current one.</p> <p>Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
<p>Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Chair's instructions to Instrumix with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, Instrumix have to use Annex I; • Instrumix to provide the information called for; • Additional sheets can be used for as long as the authorized representative sign the last page.
<p>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.</p>	<ul style="list-style-type: none"> • A form is again provided; • Instrumix 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>Annex II Net Financial Contracting Capacity (NFCC)</p> <p>Annex II-A Committed Line of Credit (CLC)</p>	<p><u>For NFCC</u></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 Instrumix 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><u>For CLC</u></p> <p>In case Instrumix 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 sample form is provided for as Annex II-A.</p>

	Chair reminded Instrumix that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.
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<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 style="text-align: center;">Bid Securing Declaration.</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV. <p>Instrumix 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 Instrumix 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"> • Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC; • A Bank Draft / Bank Guaranty or Letter of Credit issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a local commercial or Universal Bank. • Surety Bond issued by a bonding company authorized by the Insurance Commission. <p>In case Instrumix will opt for a Surety Bond, Instrumix 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 Instrumix 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 (6 pages)</p>	<p>As the Technical Bid Form for was flashed on the screen, Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • For Instrumix to use the Bid Form. They shall not retype or alter it; • Instrumix to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";

Valid and current ISO Certification	<ul style="list-style-type: none"> • Submission is 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: <ul style="list-style-type: none"> a. Cardiac Mapping Device b. Ablation Machine c. Irrigating Pump
Valid and Current ISO	<ul style="list-style-type: none"> • Instrumix 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.
List of Authorized Service Center/s in the Philippines and/or Asia	<ul style="list-style-type: none"> • Submission is a 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>In the event of closure of business, termination of franchisee/ service center, the supplier shall notify the UPM-PGH and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and service</p>
List of Manufacturer's Branch Office / Sales Offices	<ul style="list-style-type: none"> • List of Manufacturer's Branch Office / Sales Offices in the following: a) any country in Western Europe, b) US/Canada and c) Japan;
Annex V-D Affidavit of Site Inspection	<ul style="list-style-type: none"> • Submission is an Affidavit of Site Inspection issued / signed by UPM-PGH authorized officer / personnel.
Annex VI Certificate of Performance Evaluation	<p>The Committee wants to make sure that Instrumix has a good record with their client. As such, Instrumix has to go back to their client which they identified in Annex I-A as the single largest completed contract client.</p> <p>Instrumix 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 the Bidder's Single Largest Completed Contract Client.</p>
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Instrumix Authorized Representative/s:</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

	<p>Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, Chair advised Instrumix 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 Instrumix 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 BID FORM (Annex VIII)</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 Instrumix where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the project.</p>

- Chair also 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. Details is found in page 41 of the BDS (ITB Clause 19.5).

Biodevices Query/Clarification/s	Committee's Reply
	Any question?
Regarding the brochure Ma'am. Yung Radio-Fluoroscopy Machine lang po ang required? Yung 3 rd party kahit hindi na po?	

	I think the brochure required only the Radio-Fluoroscopy Machine in soft and hard copies. Make sure it's in the envelope that you are submitting and it should be comprehensive enough so that we've seen that you comply with all the technical specifications of UPM-PGH.
Thank you, Ma'am.	
	Review your documents well. Thank you.

- Chair stated that Instrumix should write all their queries/concerns to the BAC Chair which may be sent through email or fax. The BAC will reply through a Bid Bulletin which will be posted in the PhilGEPS and PITC website.

Deadline for Questions/clarifications will be on 02 August 2019.

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

- Instrumix were advised that any changes in the documents the Committee will issue a Bid-Bulletin and Instrumix have to use the revised forms which will be put in the Bid-Bulletin.
- The Submission and Opening of Bids is scheduled on 14 August 2019 (Wednesday, 10:00AM). Instrumix were advised to submit their bids before 10:00AM.

Adjourned at 4:00 P.M.

MINUTES TAKEN BY:

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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-315) -REBID
SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ONE (1) LOT 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)
 22 July 2019, 3:00 P.M., 5/F Conference Room, Philippine International Trading Corporation (PITC)
 NDC Building, 116 Tordesillas Street, Saicedo Village, Makati City

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

Regular Members	Gender	Signature	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriega	F		1) Elena E. Romero	F	<i>on leave</i>
2) Atty. Ma. Gudella C. Guese	F		2) Katrina B. Alba	F	
3) Myra Chitella T. Alvarez	F		3) Jinky C. Apollinar	F	
4) David A. Inocencio	M		4) Rhonell O. Bautista	M	
5) Joel S. Rodriguez	M		5) Maria Victoria S. Castillo	F	
6) Irene G. Alayon	F		6) Jacky C. Crispino	M	<i>on leave</i>
7) Vivian E. Monsanto	F		7) Erika April C. Guycoa	F	
8) Ma. Margarita Lat-Luna, MD	F		8) Kriss Ann S. Hizon	F	<i>on leave</i>
			9) Fe B. Irene	F	
			10) Maria Eda I. Maningat	F	
			11) Verna Liza DV. Maramot	F	
			12) Gel Cyrell Y. Tallada	F	
			Secretariat		
			1) Ma Veronica A. Morales	F	
			2) Jane C. Arcilla	F	
			3) Ana DG. Asprec	F	
			4) Ma Teresa S. Elima	F	
			5) Mirasol S. Ninobla	F	
			6) Ma. Irissa G. Ordillano	F	
			Observer/s		
			1) _____		
			2) _____		

End-Users

- 1) Razel Irene Luis Querol, MD
- 2) Eric B. Tasy, MD
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Account Officer

- 1) Erika April C. Guycoa
- 2) _____

1) _____ (COA)
2) _____

