



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

**MINUTES OF THE PRE-BID CONFERENCE
PROCUREMENT OF TRAINING FOR MEDICAL CERTIFICATION OF CAUSE OF DEATH
(MCCOD) FOR THE DEPARTMENT OF HEALTH - KNOWLEDGE MANAGEMENT AND
INFORMATION TECHNOLOGY SERVICE (DOH-KMITS)**

**BID REF. NO. GPG-B1-2019-345 Rebid
13 November 2019, 5th Floor Conference Room**

There being a quorum, Alternate Vice-Chair convened the meeting at 11:10 A.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – DOH-KMITS
Christabelle P. Ebriega, Chair	Via video conference
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Myra T. Alvarez, Member	
David A. Inocencio, Member	
Atty. Mitzell Arthur R. Magdaong, Alternate Member	
Irene G. Alayon, Alternate Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
BIDDERS	
As per attached attendance sheet	

HIGHLIGHTS OF PROCEEDINGS

- Alternate Vice-Chair Ms. Myra Alvarez welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. Afterwhich, Chair introduced the BAC Members and the End-Users from DOH-KMITS thru video conference.
- Alternate Vice-Chair informed Ass. Of DOH Retired Employee that PITC has been tapped by the DOH-KMITS to undertake this project for them.
- Alternate Vice-Chair acknowledged the presence of Ass. Of DOH Retired Employee the only prospective bidder present in this Pre-Bid Conference.
- Invitees are qualified entities for the Training for Medical Certification of Cause of Death (MCCOD) for the Department of Health-Knowledge Management and Information Technology Service (DOH-KMITS).
- Alternate Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder A prospective Bidder must have completed a contract of similar nature within the last five (5) years from the date of submission and receipt of bids as follows:
 - a) Single completed contract of similar nature within the last five (5) years equivalent to at least twenty five percent (25%) of the ABC;
OR
 - b) Two (2) or more 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 twenty five percent (25%) of the ABC. The largest of these similar contracts must be equivalent to at least twelve point five percent (12.5%) of the ABC.

“Similar nature” shall mean “Projects related to Medical Certification of Cause of Death (MCCOD)”.

- Alternate 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.
- Alternate 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 1 – ELIGIBILITY & TECHNICAL DOCUMENTS

<u>Class “A” Eligibility Documents</u>	<u>Alternate 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 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>ADOHRE 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>Alternate Vice-Chair informed ADOHRE 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>Alternate Vice-Chair advised ADOHRE to only transact with legitimate employees of BIR.</p> <p>Alternate Vice-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 2018 and 2017	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.								
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<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, ADOHRE must submit the valid and current one.</p> <p>Alternate Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p> <table border="1" data-bbox="715 701 1406 1160"> <thead> <tr> <th data-bbox="715 701 1058 734">Adohre's Query</th> <th data-bbox="1058 701 1406 734">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="715 734 1058 958">Kung wala po yung first documentary like SEC registration 2017-2018 pero mayroon po kaming PhilGEPS Certificate Registration, either of the two nalang po?</td> <td data-bbox="1058 734 1406 958"></td> </tr> <tr> <td data-bbox="715 958 1058 1122"></td> <td data-bbox="1058 958 1406 1122">Yes Ma'am. Dito po sa PhilGEPS make sure naka indicate na po yung 4 eligibilty documents valid and current.</td> </tr> <tr> <td data-bbox="715 1122 1058 1160">Okay Ma'am.</td> <td data-bbox="1058 1122 1406 1160"></td> </tr> </tbody> </table>	Adohre's Query	Committee's Reply	Kung wala po yung first documentary like SEC registration 2017-2018 pero mayroon po kaming PhilGEPS Certificate Registration, either of the two nalang po?			Yes Ma'am. Dito po sa PhilGEPS make sure naka indicate na po yung 4 eligibilty documents valid and current.	Okay Ma'am.	
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Okay Ma'am.									
<p>Annex I Statement of all Ongoing government and private contracts including contracts awarded but not yet started</p>	<p>Alternate Vice-Chair's instructions to Adohre with respect to this document is:</p> <ul style="list-style-type: none"> • Form Annex I is already provided in the Bidding Documents, ADOHRE have to use Annex I; • ADOHRE 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 Completed Contract similar to the contract to be bid within the last five (5) years from the date of submission and receipt of bids equivalent to at least twenty five percent (25%) of the total ABC OR Two (2) or more 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 twenty five percent (25%) of the ABC. The largest of these similar contracts must be equivalent to at least</p>	<ul style="list-style-type: none"> • A form is again provided; • Adohre 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) <table border="1" data-bbox="715 1758 1406 1888"> <tr> <td data-bbox="715 1758 1058 1888">Ma'am doon po sa mga statement yung mga latest or finished contract lot po namin wala po kaming</td> <td data-bbox="1058 1758 1406 1888"></td> </tr> </table>	Ma'am doon po sa mga statement yung mga latest or finished contract lot po namin wala po kaming							
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twelve point five percent (12.5%) of the ABC.	some of these, acceptance report, Sales Invoice together with Collection Receipt or Copy of Official Receipt hindi na po ba naming ilalagay doon?	
		May option kayo dito na two or more para maka buo kayo ng 25%. Yun po ba yung sinasabi niyo?
	Yung lahat na po ng finished contract namin.	
		So completed na yun?
	Yes, Ma'am completed na po yun. Pero yung iba po kasi like mga private hospitals, hindi po sila ngabibigay ng ganun.	
		Yun po yung Statement of all ongoing government and private contracts including contracts awarded but not yet started. Yung completed hindi po kasama dito, yung Annex I-A po ang ilalagay niyo lang po doon yung mga single largest completed contract ninyo related doon sa medical certification of cause of death. Pwede po kayong mag submit ng two or more pero kailangan pinakamalaki sa 12.5% pero lahat po ng isasama ninyo dapat mayroong Copy of Official Receipt or End User's Acceptance or Sales Invoice together with Collection Receipt, so pipiliin niyo po doon hindi ninyo kailangan ilagay lahat basta make sure within the last five years at to-total sa 25% at yung oinakamalaki niyo is 12.5%. Okay Ma'am?
	Yes, Ma'am. Thank you.	
Annex II Net Financial Contracting Capacity (NFCC)	For NFCC A form is provided for as Annex II; As the sample form was flashed on the screen, Alternate Vice-Chair's instructions is for ADOHRE to supply the	

<p>Annex II-A Committed Line of Credit (CLC)</p>	<p>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 Adohre 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> <p>Alternate Vice-Chair reminded Adohre that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
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<u>Technical Documents</u>	<u>Alternate Vice-Chair's Instructions</u>
<p>Annex IV Bid Security</p>	<p>Alternate Vice-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>Adohre should use the form provided by PITC because it is complete in contents.</p> <p>In order not to miss out on anything, Alternate Vice-Chair advised Adohre 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 ADOHRE will opt for a Surety Bond, ADOHRE 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>

Alternate Vice-Chair advised Adohre 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.

The fourteen (14) grounds is found in Clause 12.1 (b) (i) (c) (3) (i) to (xiv) of the Bid Data Sheet.

ADOHRE's Query	Committee's Reply
<p>Related to this mayroon po kami gustong i-clarify. Yung inyong note, the value upon outstanding for a completed portion of the project under ongoing contracts. For example kung yung contract is 1M and then nagbayad ng Php500,000 so yung completed portion Php500,000? Ang ire-reflect nalang is Php500,000?</p>	
	<p>Make sure po na nakalagay yun sa ongoing. Kasi yung outstanding namin diyan kinukha namin dun sa list ng ongoing.</p>
<p>Kaya connected parin yun?</p>	
	<p>Opo hindi pa po siya considered as completed kasi may portion pa pero dapat ilagay niyo kasi dun sa statement of ongoing nakalagay yung value of outstanding contracts makikita kung magkano yung value. Kung anong value ang inalagay niyo po yung ang magre-reflect dun sa Annex I. Kaya mahalaga yung Annex I kung ang gamitin niyo is NFCC.</p>
<p>Ilalagay din po namin ang computation? Kung magkano yung payment for this, halimbawa ang value is 1.5M?</p>	
	<p>TWG flashed the Annex I form and explained by the Alternate Vice-Chair.</p>
<p>Yung value of outstanding contracts, figure din po yun?</p>	

		Yes po.						
	Meaning, dire-reflect namin diyang yung 1.5M at yung value of remaining?							
		Yes po.						
Annex V (2 pages) Technical Bid Form	<p>As the Technical Bid Form for was flashed on the screen, Alternate Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • For ADOHRE to use the Bid Form. They shall not retype or alter it; • ADOHRE to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • All pages must be signed by the authorized representative of the Bidders. <p>Alternate Vice-Chair reminded ADOHRE 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-A Terms of Reference (3 pages)	<ul style="list-style-type: none"> • Adohre's authorized representative/s to sign the "Conforme" box provided on all pages. 							
Annex V-B Curriculum Vitae of Team Leader and Trainers	<ul style="list-style-type: none"> • Submission is a Curriculum Vitae of Team Leader and Trainers together with the following: <ul style="list-style-type: none"> a) Training Certificates of Completion on MCCOD; and/or b) Certificates of Appreciation for Trainings Conducted 							
List of MCCOD Trainings	<ul style="list-style-type: none"> • Adohre's to submit a List of MCCOD Trainings conducted by the bidder (with date, venue, and profile of participants). 							
Annex VI Certificate of Performance Evaluation	<p>The Committee wants to make sure that Adohre has a good record with their client. As such, Adohre has to go back to their client which they identified in Annex I-A as the single largest completed contract client.</p> <p>Adohre 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>Alternate Vice-Chair emphasized that the form must be in the company letterhead of the Bidder's Single Largest Completed Contract Client.</p> <table border="1"> <thead> <tr> <th>ADOHRE's Query</th> <th>Committee's Reply</th> </tr> </thead> <tbody> <tr> <td>Ang nag-fund po ng training na yun is WHO but the End-User is DOH, so sa DOH po kami kukuha ng Certificate of Performance Evaluation?</td> <td></td> </tr> <tr> <td></td> <td>Yes Ma'am.</td> </tr> </tbody> </table>	ADOHRE's Query	Committee's Reply	Ang nag-fund po ng training na yun is WHO but the End-User is DOH, so sa DOH po kami kukuha ng Certificate of Performance Evaluation?			Yes Ma'am.	
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Ang nag-fund po ng training na yun is WHO but the End-User is DOH, so sa DOH po kami kukuha ng Certificate of Performance Evaluation?								
	Yes Ma'am.							

	Ang contract payment is WHO. WHO is a funding agency, ang DOH ang technical partner na nag implement ng activity.	
		Ang criteria po kasi based on evaluation is timely delivery, compliance to specifications performance and aftersales service. Which I don't know kung kaya e-evaluate nung WHO.
	Ang point naman is yung contract at resibo nasa WHO.	
		Ia-attach ninyo naman po yung contracts during post-qual you will be required to submit the contracts.
	For my point of view, inilalagay naming client is DOH nilalagay namin sa ibaba (WHO) para clear para makita na ang funding is WHO pero ang client/end-user is DOH para klaro sa document.	
		Basta sa Bidder's company letterhead. Ang tanong ko po makakuha po ba kayo ng Performance Evaluation?
	Yun nga po yung issue.	
		In our case, we have clients. Example, PNP and the contractor, pag humingi po ng Performance Evaluation, hindi po ang PITC ang nagbibigay ng performance evaluation kundi ang PNP.
	Yung End-User?	
		Yes po.
	So in material kahit ang contract at resibo is WHO?	
		Kung sino ang ultimate end-user nakalagay sa contract.
	Basta nakalagay doon funding assistant.	

	pero ang idea po noon is more of an advocacy could we include that?							
		Ang nakalagay po sa similar contract po natin is project related to medical certification of cause of death.						
	Advocacy yun, specifically po NCCOD (Alternate Vice-Chair interrupted and replied)							
		Ma'am para po klaro isulat niyo nalang po ulit.						
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Adohre's Authorized Representative/s:</p> <p>a) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney.</p> <p>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> <p>Once again, Alternate Vice-Chair advised ADOHRE 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> <table border="1" data-bbox="730 1211 1444 1541"> <thead> <tr> <th data-bbox="730 1211 1082 1249">ADOHRE's Query</th> <th data-bbox="1098 1211 1444 1249">Committee's Reply</th> </tr> </thead> <tbody> <tr> <td data-bbox="730 1249 1082 1406">Kung sa SEC Registration nakalagay na doon (Alternate Vice-Chair interrupted and replied)</td> <td data-bbox="1098 1249 1444 1406"></td> </tr> <tr> <td data-bbox="730 1406 1082 1541"></td> <td data-bbox="1098 1406 1444 1541">Iba yung SEC Registration Ma'am. Iba po yung Secretary's Certificate.</td> </tr> </tbody> </table> <p>Let me give you some tips, please fill in all the blank and review your documents well, where you need to sign, please sign. Make sure that your Secretary's Certificate is clear on the indent whether only one signatory is required or several signatories and make sure it matches the signature on each of your documents. If there are any erasures, please counter sign the erasures. Failure to do so shall result in the invalidation and rejection of their bids.</p>		ADOHRE's Query	Committee's Reply	Kung sa SEC Registration nakalagay na doon (Alternate Vice-Chair interrupted and replied)			Iba yung SEC Registration Ma'am. Iba po yung Secretary's Certificate.
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Kung sa SEC Registration nakalagay na doon (Alternate Vice-Chair interrupted and replied)								
	Iba yung SEC Registration Ma'am. Iba po yung Secretary's Certificate.							
<p>Annex VII Omnibus Sworn Statement (OSS)</p>	<p>Alternate Vice-Chair informed that the OSS is standard in all government biddings.</p>							

	<p>Alternate Vice-Chair advised Adohre 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, Alternate 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>ENVELOPE 2:</p> <p>FINANCIAL BID FORM (Annex VIII)</p>	<p>Alternate 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.</p> <p>Envelope 2 will contain the Financial Bid of Defense and Protection Systems where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the project.</p>

- Alternate Vice-Chair stated that Adohre should write all their queries/concerns to the BAC Chair which may be sent through email or fax. Further details is found in page 32 of the BDS (ITB Clause 10.1). 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 18 November 2019.

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

- Adohre were advised that any changes in the documents the Committee will issue a Bid-Bulletin and Adohre have to use the revised forms which will be put in the Bid-Bulletin.
- The Submission and Opening of Bids is scheduled on 28 November 2019 (3:00PM). Defense and Protection Systems were advised to submit their bids before 3:00PM.

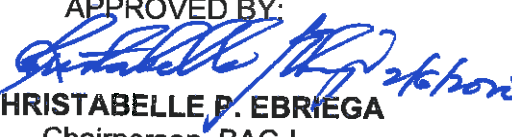
Adjourned at 12:00 P.M.

MINUTES TAKEN BY:


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

REVIEWED BY:


MYRA CHITELLA T. ALVAREZ
 Alternate Vice-Chairperson, BAC-I

APPROVED BY:

CHRISTABELLE P. EBRIEGA
 Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-345) - REBID

(Previous Bid Reference No. GPG-B1-2019-004)

PROCUREMENT OF TRAINING FOR MEDICAL CERTIFICATION OF CAUSE OF DEATH (MCCOD) FOR THE DEPARTMENT OF HEALTH-KNOWLEDGE MANAGEMENT
AND INFORMATION TECHNOLOGY SERVICE (DOH-KMITS)

13 November 2019, 11:00 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	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriega	F		1) Elena E. Romero	F	
2) Atty. Ma. Gudelia C. Guese	F		2) Katrina B. Alba	F	
3) Myra Chitella T. Alvarez	F		3) Jinky C. Apolinar	F	
4) David A. Inocencio	M		4) Rhoneil O. Bautista	M	
5) Joel S. Rodriguez	M		5) Maria Victoria S. Castillo	F	
6) Irene G. Alayon	F		6) Jacky C. Crispino	M	
7) Atty. Mitzell Arthur R. Magdaong	M		7) Erika April C. Guycoa	F	
8) Aida S. Aracap	F		8) Kriss Ann S. Hizon	F	
9) Margaret G. Ganaden	F		9) Fe B. Irene	F	
			10) Maria Eda I. Meningat	F	
			11) Verna Liza DV. Maramot	F	
			12) Gel Cyrell Y. Tallada	F	
			Secretariat		
			1) Ma Veronica A. Morales <i>KOC</i>	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) Elena E. Romero	F				
2)					

1) _____ (COA)
2) _____

