



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY, DELIVERY, TESTING AND COMMISSIONING OF THREE (3) UNITS OF
GENERAL PURPOSE BRAND NEW ULTRASOUND WITH PROBES AND ACCESSORIES
FOR THE DEPARTMENT OF MEDICINE (SECTION OF PULMONARY MEDICINE),
DEPARTMENT OF NEUROSCIENCES AND DEPARTMENT OF RADIOLOGY (SECTION
OF INTERVENTIONAL RADIOLOGY) OF THE UNIVERSITY OF THE PHILIPPINES
MANILA - PHILIPPINE GENERAL HOSPITAL (UPM-PGH)
BID REF. NO. GPG-B1-2019-536 Rebid
26 November 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 3:30pm

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson
Myra T. Alvarez, Member
Joel S. Rodriguez, Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – UPM-PGH
Ma. Margarita Lat-Luna MD, UPM-PGH Provisional Member

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the above mentioned procurement project. After which, Chair introduced the BAC members and the UPM-PGH Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 - 1) Technomed International, Inc.
 - 2) Cosmo Medical Inc.
 - 3) Fernando Medical Ent., Inc.
- 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 as follows: Single completed contract of similar nature amounting to at least fifty percent (50%) of the ABC.

“Similar nature” shall mean Radiologic Equipment

- At the same time, this bid project is open to Suppliers who are themselves Manufacturers or Local First Tier Distributors of the principal manufacturer of General Purpose of Brand New Ultrasound with Probes and Accessories for the Department of Medicine (Section of Pulmonary Medicine), Department of Neurosciences and Department of Radiology (Section of Interventional Radiology) of the University of the Philippines (Manila) - Philippine General Hospital (UPM-PGH).

“First Tier Distributor” shall mean a Philippine company directly appointed by the principal manufacturer of the equipment with ongoing business relationship over the last five (5) years, regardless of the type of equipment/products carried for the principal manufacturer.

- 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

Class "A" Eligibility Documents For Local Bidders	Chair's Instructions
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>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>
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>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 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.
<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; • 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. End User's Acceptance 2. Copy of Official Receipt; 3. Sales Invoice with Collection Receipt <i>(They go together)</i>
<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, 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>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Class "B" Documents (For Joint Ventures)</p>	<p>Chair Instruction's</p>
<p>Joint Venture Agreement (JVA)</p>	<ol style="list-style-type: none"> 1. Bidders to submit a copy of Joint Venture Agreement in case joint venture is already in existence; 2. If not submission will be a copy of Protocol/ Undertaking of Agreement to enter into Joint Venture signed by all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. <p>Submission shall be within (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i) of the 2016 Revised IRR of RA 9184].</p>
<p>For Local JV Partner</p>	<p>Aside from the JVA or JVP, the local partner shall also submit the four (4) mandatory documents as follows:</p> <ol style="list-style-type: none"> 1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporation, or from Department Trade of Industry (DTI) for Sole Proprietorship, or from Cooperative Development Authority (CDA) for cooperatives. 2. 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. 3. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. 4. 2018 and 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>For Foreign JV Partner</p>	<ol style="list-style-type: none"> 1. Valid and Current Certificate/ license/ authority to conduct business issued by the regulatory authority in the country where bidder is based. 2. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. 3. Corporate Financial Statement or Annual Report for 2018 or 2017.
<p>PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>The PhilGEPS Certificate of Registration as discussed earlier shall apply.</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>Chair reminded the Bidders that in case the JV Partners opt to submit their eligibility documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall be a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. <i>"GPPB Circular 07-2017 dated 31 July 2017"</i></p>
	<p>For the rest of the Eligibility and Technical Documents, any of the JV partners can submit and it will be considered as collective compliance, i.e.</p> <ul style="list-style-type: none"> • Duly filled up and signed form Annex I; • Duly filled up and signed form Annex I-A, complete with the required attachment; • NFCC or CLC.
<p>Technical Documents</p>	<p>Chair's Instructions</p>
<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 - A form is provided for as Annex IV.</p> <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 Duly signed, conformed and completed 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 items; • All four (4) 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>Annex V-A Duly signed/conformed Terms of Reference</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Annex V-A2 Test Parameters (4 pages)</p>	
<p>Product Brochure and/or Technical Data Sheet</p>	<p>Bidders to submit a Product Brochure and/or Technical Data Sheet for Ultrasound Machine, Transducers for Pulmonology, Radiology and Neurosciences of the brand/model of the equipment being offered showing compliance to the technical specifications.</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p>For Manufacturers:</p>	<p>Submission of a Certification that the manufacturer has been in the business of manufacturing the equipment being offered for at least 10 years, sample per Annex V-B, Chair's Instruction are as follows:</p> <ul style="list-style-type: none"> • A form is provided for as Annex V-B; • Transpose the form in Manufacturer's Letterhead; • Fill all the required information; • Signed by the Manufacturer's Authorized Representative
<p>For Local First Tier Distributors:</p>	<p>Submission of a 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 of this bidding.</p> <p>The Certificate MUST INDICATE/INCLUDE the following:</p> <ol style="list-style-type: none"> a) That the manufacturer has been in the business manufacturing ultrasound equipment for ten (10) years; b) That the local distributor has been in the business of importing and supplying medical equipment for the past ten (10) years; c) That the principal and the local distributor must have been in the business partnership for the past five (5) years; d) That supplies, parts and accessories of the equipment shall be available for at least ten (10) years after expiration of the warranty period;

	<p>e) That service engineers are factory trained on service and repair;</p> <p>f) That at least one service engineer is available locally to provide quick onsite support;</p> <p>g) Certification that components of the system are of the same brand except when otherwise stated as "third party" in the specification</p>
Valid and current ISO Certification	Bidders to submit a valid and current ISO Certification in the name of the manufacturer of the Ultrasound with Probes and Accessories 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.
Certification from at least five (5) Tertiary Hospitals in Metro Manila	Bidders to submit a Certification from at least five (5) Tertiary Hospitals in Metro Manila that they have been supplied the same brand of equipment being offered by the bidder. Sales invoice from at least five (5) Tertiary Hospitals in Metro Manila may be submitted in lieu of the Hospital Certification
List of Authorized Service Center/s	Submission of a List of Authorized Service Center/s in Metro Manila (with available spare parts, indicating address, telephone & fax numbers, email address and contact person).
List of Manufacturer's Branch Office/ Sales Offices/ Distribution Office	Submission of a List of Manufacturer's Branch Office/ Sales Offices/ Distribution Office in the following: a) in any country Western Europe; b) US/Canada; AND c) Japan.
Valid and current License to Operate (LTO)	Submission of a valid and current License to Operate (LTO) as a Medical Device Importer/ Distributor issued by the Philippine Food and Drug Administration.
Annex VI Certificate of Performance Evaluation	<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/s.</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 Bidder's Single Largest Completed Contract Client/s.</p>
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <p>a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney;</p> <p>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> <p>In the case of Unincorporated Joint Venture each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Once again, Chair advised Bidders to check the wordings. In case the Board appoints more than one person, it is safe that it</p>

	<p>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>
Annex VII Omnibus Sworn Statement (OSS)	<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>

ENVELOPE 2 – FINANCIAL ENVELOPE

Annex VIII Financial Bid Form	<p>Envelope 2 will contain the Financial Bid of the Bidders. Chair’s instructions are as follows:</p> <ul style="list-style-type: none"> • Bidder has to indicate the bid amount both in figures and in words in the Financial Bid Form; • Bidder must fill out all line items. If an item is to be given free, bidder must indicate “0”; • Forms to be signed by the bidder’s authorized representative <p>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>
---	---

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

Bidder’s Query/Clarification/s	Committee’s Reply
Regarding the machine, is it consul type?	
	For us Consul type is okay as long as it’s something movable.
Consul type have touch panel aside from the monitor	
	UPM-PGH: Yes it think that’s required
	Chair: Ma’am may I request you to put your concern in writing? And we will clarify it in a Bid Bulletin, and if you have any other concerns in any of the requirement please raise it in writing send it to the PITC BAC and our reply will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website.

	And don't forget to sign/initial every erasure, fill all the required information, sign on pages that you're required to sign and if in case we revise in any of the forms please use the revised forms do not just correct and use the old forms.
	Review your documents well, thank you.

OTHER MATTERS:


- 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.
- Chair would like the prospective bidders to take special note on the Additional Requirement for whoever will be declared Single/Lowest Calculated Bid - Presentation of prototype sample of the actual brand/model being offered within Fifteen (15) calendar days after receipt of notice of Single /Lowest Calculated Bid.
- Chair suggest that Bidders can put everything in writing and not wait for the last minute to ask/raise questions. Which can be sent by email or fax. The details can be found in the Bid Data Sheet.

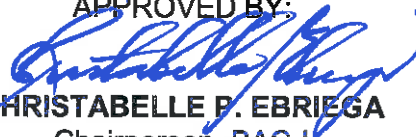
BAC SCHEDULE:

- Bidders can send queries/concerns until **29 November 2019** (Friday)
- The Bid Opening is scheduled **10 December 2019** (Tuesday, 9:00am)

Adjourned at 4:20 P.M.

MINUTES TAKEN BY:


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

APPROVED BY:

CHRISTABELLE P. EBRIEGA
 Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. GPG-B1-2019-536) - REBID

(Previous Bid Reference No. GPG-B1-2019-280)

SUPPLY, DELIVERY, TESTING AND COMMISSIONING OF THREE (3) UNITS OF GENERAL PURPOSE BRAND NEW ULTRASOUND WITH PROBES AND ACCESSORIES FOR THE DEPARTMENT OF MEDICINE (SECTION OF PULMONARY MEDICINE), DEPARTMENT OF NEUROSCIENCES AND DEPARTMENT OF RADIOLOGY (SECTION OF INTERVENTION RADIOLOGY) FOR THE UNIVERSITY OF THE PHILIPPINES MANILA-PHILIPPINE GENERAL HOSPITAL (UPM-PGH)

26 November 2019, 3:00 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) Christabelle P. Ebrtega	F		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) 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	
7) Atty. Mizzell Arthur R. Magdaong	M		7) Erika April C. Guycoa	F	
8) Ma. Margarita Lat-Luna, MID	M		8) Kriss Ann S. Hizon	F	
			9) Fe B. Irena	F	
			10) Maria Eda I. Mantingat	F	
			11) Verna Liza DV. Maramot	F	
			12) Gel Cyrell Y. Tallada	F	
End-Users			Secretariat		
1) Racel Irene Luis Querol, MID	M		1) Ma Veronica A. Morales	F	
2) RDY NINO D. SAMPANZA, MID	M		2) Jane C. Arcilla	F	
3) RONALD C. ANTON	M		3) Ana DG. Aspreo	F	
4) LARA FERRIZ			4) Ma Teresa S. Elima	F	
5) _____			5) Mirasol S. Ninobla	F	
6) _____			6) Ma. Irissa G. Ordillano	F	
Account Officer					
1) Erika April C. Guycoa	F		Observer/s		
2) _____			1) _____		

(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)

Name of Project : SUPPLY, DELIVERY, TESTING AND COMMISSIONING OF THREE (3) UNITS GENERAL PURPOSE BRAND NEW ULTRASOUND WITH PROBES AND ACCESSORIES FOR THE DEPARTMENT OF MEDICINE (SECTION OF PULMONARY MEDICINE), DEPARTMENT OF NEUROSCIENCES AND DEPARTMENT OF RADIOLOGY (SECTION OF INTERVENTIONAL RADIOLOGY) OF THE UPM-PGH

Bid Reference No. : GPG-B1-2019-536 REBID (Prev. Bid Ref. No. GPG-B1-2019-280)

Time / Date & Venue : 26 November 2019, 3:00 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
	KARISSA QUINTAS	F	TECHNORED INTERNATIONAL INC. ELENDIKUS, SANITARIUM CITY 4th Flr. Medecor Bldg.	0977-8116840	klaguiras@gmail.com		2:20pm	<i>[Signature]</i>
	FRANIE WALTERS JUN SPONVANTE	F	BRAND MEDICAL INC. 111 TROUB CITY 1ST QUADRANTALIVE RD, 111 GORTEX BRILLIANT CITY FELIX PERALTA MEDICAL BNT INC 2018N SUE ST. CUBAO BLD	0917-7671058	shirney@gmail.com		2:30pm	<i>[Signature]</i>
	JOSE S. NOLAN JR.	M			jocefian@gmail.com		2:30	<i>[Signature]</i>