



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF VARIOUS BRAND NEW MEDICAL EQUIPMENT
FOR THE DEPARTMENT OF HEALTH – CENTER FOR HEALTH
DEVELOPMENT I (DOH – CHD I)
BID REF. NO. GPG-B1-2020-010
27 February 2020, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 1:20pm

In attendance are:

FOR PITC BAC-I
Christabelle P. Ebriega, Chairperson
Atty. Maria Gudelia C. Guese, Vice-Chair
Myra T. Alvarez, Member
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Alternate Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT -- DOH-CHD1
As per attached attendance sheet

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 DOH-CHD1 Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 - 1) Pharmastar International Trading Corporation
 - 2) Zafire Distributors, Inc.
- Chair stated that there are three (3) Lots involved in this project. Bidders may bid for one, some or all Lots.
- 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 nature" shall mean **Medical Equipment**.
- At the same time, this bid project is open to authorized Philippine dealers, distributors, or resellers for the Supply and Delivery of Various Brand New Medical Equipment for the Department of Health – Center for Health Development I (DOH-CHD I).
- 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	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 2020 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 check the box pertaining to the Lot being bid for; • 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 check the box pertaining to the Lot being bid for; • 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>For NFCC</p> <ul style="list-style-type: none"> • A form is provided for as Annex II-A; • Bidders to check the box pertaining to the Lot being bid for. <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>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 as classified by the Bangko Sentral ng Pilipinas.</p> <p>FOR COMMITTED LINE OF CREDIT (CLC) - A sample form is provided for as Annex II-B;</p> <p>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p> <p>Chair also informed the Bidders that the credit line shall be available from the date of the Bid Submission.</p>
<p>Class "B" Documents (For Joint Ventures)</p>	<p>Since Bidders will not join as a Joint Venture, Chair skipped to discuss this portion but just in case the requirements for Joint Venture can be found in <i>Bid Data Sheet, ITB Clause 12.1, pages 34 to 36 of the Bidding Documents.</i></p>
<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</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV. • Bidders to check the box pertaining to the Lot being bid for. <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 issued by a Local Universal or Local Commercial Bank.</p> <p>c. Bank Guarantee/ Bank draft 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>

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.

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.

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

Completed and signed Technical Bid Form

Annex V-A – for Lot no. 1 (3 pages)
Annex V-B – for Lot no. 2 (3 pages)
Annex V-C - for Lot no. 3 (3 pages)

As the Technical Bid Form for Lot 1 was flashed on the screen Chair's instructions are as follows:

- **Each Lot** has its own Technical Bid Form;
- There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter";
- Bidders to put the word "Comply" on all the line Lot on the column "Bidder's Statement of Compliance";
- Bidders to indicate the Brand and model number of the following equipment:

Lot no.	Description
1	Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)
2	Blood Bag Tube Sealer
3	a) Peak Flow Meter b) Pulse Oximeter

- All pages must be signed by the authorized representative of the Bidder.

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.

Terms of Reference of DOH-CHD1

Annex V-A1 – for Lot no. 1
Annex V-B1 – for Lot no. 2
Annex V-C1 - for Lot no. 3

- Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of the Annexes.

Product Brochure or Technical Data Sheet

Bidders to submit the Product Brochure and/or Technical Data Sheet or equivalent document in Hard Copies (English Language) of the brand/model of the equipment being offered showing compliance to the technical specifications for the following equipment:

Lot no.	Description
1	Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)
2	Blood Bag Tube Sealer
3	One (1) Lot O2 Parameters Equipment: a) Peak Flow Meter b) Pulse Oximeter

Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.

Valid and Current Certificate of Distributorship / Dealership / Resellership	<p>Copy of Valid and Current Certificate of Distributorship / Dealership / Resellership issued by the principal manufacturer authorizing the bidder to sell/distribute the following:</p> <table border="1" data-bbox="663 255 1509 479"> <thead> <tr> <th>Lot no.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)</td> </tr> <tr> <td>2</td> <td>Blood Bag Tube Sealer</td> </tr> <tr> <td>3</td> <td>One (1) Lot O2 Parameters Equipment: a) Peak Flow Meter b) Pulse Oximeter</td> </tr> </tbody> </table> <p>NOTE: If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship / dealership that will link bidder to the manufacturer.</p>	Lot no.	Description	1	Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)	2	Blood Bag Tube Sealer	3	One (1) Lot O2 Parameters Equipment: a) Peak Flow Meter b) Pulse Oximeter
Lot no.	Description								
1	Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)								
2	Blood Bag Tube Sealer								
3	One (1) Lot O2 Parameters Equipment: a) Peak Flow Meter b) Pulse Oximeter								
For Lot 1 and 2:	<p>Submission of a Certificate from the Supplier/Distributor that the equipment is a brand new, unused and not a discontinued model and subjected in the product recall.</p> <table border="1" data-bbox="663 745 1509 880"> <thead> <tr> <th>Lot no.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)</td> </tr> <tr> <td>2</td> <td>Blood Bag Tube Sealer</td> </tr> </tbody> </table>	Lot no.	Description	1	Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)	2	Blood Bag Tube Sealer		
Lot no.	Description								
1	Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)								
2	Blood Bag Tube Sealer								
For Lot 2:	<p>Submission of a Certificate from the Supplier/Distributor that the bidder has capability for corrective and preventive maintenance of the product.</p> <table border="1" data-bbox="663 1010 1509 1077"> <thead> <tr> <th>Lot no.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Blood Bag Tube Sealer</td> </tr> </tbody> </table>	Lot no.	Description	2	Blood Bag Tube Sealer				
Lot no.	Description								
2	Blood Bag Tube Sealer								
For Lot 1:	<p>Submission of a Certificate from the Bidder that the bidder that the Strips compatible with the units is available in the leading drug store in the Philippines.</p> <table border="1" data-bbox="663 1211 1509 1301"> <thead> <tr> <th>Lot no.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)</td> </tr> </tbody> </table>	Lot no.	Description	1	Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)				
Lot no.	Description								
1	Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)								
For Lot 1:	<p>Submission of a List of retail outlet in Region 1 or Metro Manila with address and contact number where the end user can purchase the strips.</p> <table border="1" data-bbox="663 1442 1509 1532"> <thead> <tr> <th>Lot no.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)</td> </tr> </tbody> </table>	Lot no.	Description	1	Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)				
Lot no.	Description								
1	Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)								
Valid and current ISO 13485 Certification	<p>Submission of a valid and current ISO 13485 Certification in the name of the manufacturer or CE Mark in the Product Brochure. The ISO or CE Mark Certification must cover the manufacture/design or production of the Lot subject to this Bid Project.</p> <table border="1" data-bbox="663 1794 1509 2018"> <thead> <tr> <th>Lot no.</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)</td> </tr> <tr> <td>2</td> <td>Blood Bag Tube Sealer</td> </tr> <tr> <td>3</td> <td>One (1) Lot O2 Parameters Equipment: a) Peak Flow Meter b) Pulse Oximeter</td> </tr> </tbody> </table>	Lot no.	Description	1	Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)	2	Blood Bag Tube Sealer	3	One (1) Lot O2 Parameters Equipment: a) Peak Flow Meter b) Pulse Oximeter
Lot no.	Description								
1	Multi Parameter Device (Glucose, Cholesterol, Uric Acid and Hemoglobin)								
2	Blood Bag Tube Sealer								
3	One (1) Lot O2 Parameters Equipment: a) Peak Flow Meter b) Pulse Oximeter								

For Lot 3:	<p>Submission of a valid and current Certificate of Product Registration (CPR) or Certificate of Product Exemption issued by the Philippine Food and Drug Administration for the following:</p> <table border="1" data-bbox="662 257 1524 392"> <thead> <tr> <th data-bbox="662 257 853 302">Lot no.</th> <th data-bbox="853 257 1524 302">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="662 302 853 392">3</td> <td data-bbox="853 302 1524 392"> One (1) Lot O2 Parameters Equipment: a) Peak Flow Meter b) Pulse Oximeter </td> </tr> </tbody> </table>	Lot no.	Description	3	One (1) Lot O2 Parameters Equipment: a) Peak Flow Meter b) Pulse Oximeter
Lot no.	Description				
3	One (1) Lot O2 Parameters Equipment: a) Peak Flow Meter b) Pulse Oximeter				
Annex VI Certificate of Performance Evaluation	<p>Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> • A form is provided for as Annex VI; • the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s; • Bidders to check the box pertaining to the item being bid for; • The rating should be at least VERY SATISFACTORY; AND • Provide all the information called for and the form must be signed by the Bidder's Client Authorized Representative 				
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>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>				
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

Financial Bid Form

Annex VIII-A – For Lot no. 1
Annex VIII-B – For Lot no. 2
Annex VIII-C – For Lot no. 3

Envelope 2 will contain the Financial Bid of the Bidders. Chair's instructions are as follows:

- **Each Lot** has its own Financial Bid Form;
- 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

Financial Bid Form **for each Lot** should be placed in **separate sealed envelope**.

Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.

- The Chair opened the floor for questions/clarifications. No reply from bidders.

OTHER MATTERS:

- Bidder 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 to the Additional Requirement for whoever will be declared Single/Lowest Calculated Bid For Lot 1, 2 and 3 – a Presentation of prototype sample of the actual brand/model being offered within Seven (7) calendar days from receipt of Notice to Present sample.
- 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.

BID SCHEDULE:

- Bidder can send queries/concerns until **17 March 2020** (Tuesday)
- The Bid Opening is scheduled on **27 March 2020** (Friday, 2:00pm)

Adjourned at 2:10 pm

MINUTES TAKEN BY:

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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I



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 AND DELIVERY OF MULTIPARAMETER DEVICE: ONE (1) LOT 02 PARAMETERS EQUIPMENT AND BLOOD BAG TUBE SEALER FOR THE DEPARTMENT OF HEALTH-CENTER FOR HEALTH DEVELOPMENT I (DOH-CHD-1)

Bid Reference No. : GPG-B1-2020-010

Time / Date & Venue : 27 February 2020, 1:00 P.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

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

PLEASE PRINT LEGIBLY

ID No.	PRINTED NAME/IS OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDER'S SIGNATURE
	CARLA ABANES	F	PHILIPPINE INTERNATIONAL TRADING CORP. #8 FEMME PIKE ST, GREEN VALLEY SUBD., BACANG-106, PASIG CITY	02-4865 SDI-4865 #09230589637	obanescarla@gmail.com		12:50	<i>[Signature]</i>
	ALLAN MARK HERNANDEZ ALLEN OFGANG HERNANDEZ	M	OFFICE DIRECT BUILDING INC. 4th Floor 5th Avenue St. Alabaster City	0989419451	john.martinez@gmail.com		12:55	<i>[Signature]</i>

By signing on this form, I/we hereby give consent to PITC to process, which includes collection and storage, among others, the personal data stated herein in line with the provisions of the Data Privacy Act. PITC hereby commits to secure and treat the data indicated in this form with appropriate confidentiality and will not be shared with anybody unless with written consent of the data subjects.