

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

MINUTES OF THE PRE-BID CONFERENCE  
SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND NEW ENT OPERATING  
MICROSCOPE FOR THE PHILIPPINE ARMY (PA)  
**BID REF. NO. MPG-B1-2019-161**  
18 July 2019, 5<sup>th</sup> Floor Conference Room

There being a quorum, Vice-Chair convened the meeting at 2:05 PM

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PA
Atty. Ma. Gudelia C. Guese, Vice-Chair and Presiding Officer	As per attached attendance sheet
David A. Inocencio, Member	
Joel S. Rodriguez, Member	
Vivian E. Monsanto, Alternate Member	
Irene G. Alayon, Alternate Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
<b>BIDDERS</b>	
As per attached attendance sheet	

**HIGHLIGHTS OF PROCEEDINGS:**

- Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of One (1) Unit Brand New ENT Operating Microscope for the Philippine Army (PA). After which, Vice-Chair introduced the BAC members and the PA Representative/s.
- Vice-Chair acknowledged the presence of Micro Biological Laboratory, Inc. the only prospective bidder present in this pre-bid conference.
- Vice-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 dealers, distributors or resellers who must be Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging citizens of the Philippines.
- Vice-Chair explained that the first part of the Bidding Documents the Instructions to Bidders, *Section IV. General Conditions of Contract (GCC)* and *Section V. Special Conditions of Contract (SCC)* should be read by Micro Biological 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;
- 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 I – ELIGIBILITY & TECHNICAL DOCUMENTS**

Class "A" Eligibility Documents	Vice-Chair's Instructions
SEC/DTI Registration Certificate	<p><b>For Corporation</b>, submission will be the SEC Registration Certificate.</p> <p><b>For the Sole Proprietorship</b> a copy of valid and current DTI business registration; and</p> <p><b>For Cooperatives</b> 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.	Bidders must submit their 2019 Mayor's Permit.
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>Vice-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>Vice-Chair advised Bidders to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2018 and 2017	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.
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>Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>
<b>Annex I</b> Statement of all Ongoing government and private contracts including contracts awarded but not yet started	<p>Vice-Chair's instructions to the Bidders with respect to this document is:</p> <ul style="list-style-type: none"> <li>• Form Annex I is already provided in the Bidding Documents. Bidders to use Annex I;</li> <li>• Bidders to provide the information called for;</li> <li>• Additional sheets can be used for as long as the authorized representative signs the last page.</li> </ul>
<b>Annex I-A</b> Statement of Single Largest Contract similar to the contract being bid within the last 5 yrs. equivalent to at least 50% of the ABC.	<ul style="list-style-type: none"> <li>• A form is again provided;</li> <li>• 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"> <li>1. End User's Acceptance</li> <li>2. Copy of Official Receipt;</li> <li>3. Sales Invoice together with Collection Receipt (They go together)</li> </ol> </li> </ul>

<p>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p><b>For NFCC</b> - A form is provided for as <b>Annex II</b>;</p> <p>As the sample form was flashed on the screen, Vice-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><b>For CLC</b> - A sample form is provided for as <b>Annex II-A</b>.</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>Vice-Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p><b>Technical Documents</b></p>	<p><b>Vice-Chair's Instructions</b></p>
<p><b>Annex IV</b> Bid Security</p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p><b>a. Bid Securing Declaration</b> - A form is provided for as <b>Annex IV</b>.</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, Vice-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>b. Cash or Manager's Check issued by the local commercial/universal bank</b> equivalent to at least 2% of the ABC;</p> <p><b>c. A Bank Draft / Bank Guarantee or Irrevocable LC</b> equivalent to at least 2% of the ABC; <b>OR</b></p> <p><b>d. Surety Bond</b> 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>Vice-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><b>Annex V</b> Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> <li>• There is an instruction on the top most part of the form that states "Please use the Bid Form. Do not retype or alter";</li> <li>• Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";</li> <li>• Bidders to indicate the Brand and Model Number of the ENT Operating Microscope;</li> <li>• All five (5) pages must be signed by the authorized representative of the Bidder.</li> </ul> <p>Vice-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><b>Annex V-A</b> Technical Specifications (1 page)</p>	<ul style="list-style-type: none"> <li>• Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.</li> </ul>
<p>Product Brochure and/or Technical Data Sheet</p>	<p>Bidders to submit a Product Brochure and/or Technical Data Sheet showing compliance to the required Technical Specifications</p> <p>Bidders must make sure that the brochure is complete enough to show compliance to the Technical Specification of the item;</p> <p><b>Note:</b> If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p>Valid and Current Certificate of Distributorship</p>	<p>Bidders to submit a copy of valid and current Certificate of Distributorship from the manufacturer authorizing the bidder to sell/distribute the equipment.</p> <p><b>Note:</b> 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>
<p>Valid and Current License to Operate</p>	<p>Bidders to submit a valid and current License to Operate as Medical Device Importer / Distributor from the Food and Drug Administration (FDA) – Philippines issued in the name of the Bidder.</p> <p>If your LTO is expired and it's currently for renewal you may also raise that concern writing, but for now we need a Valid and Current LTO as Medical Device Importer /Distributor.</p>
<p>Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption</p>	<p>Bidders to submit a Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption from the Food and Drug Administration (FDA) – Philippines.</p>
<p>Valid and Current ISO Certification</p>	<p>Bidders to submit a valid and current ISO Certification in the name of the manufacturer issued by an independent certifying body. The ISO Certification must cover the manufacture/design and/or production.</p>
<p>List and address of Manufacturer's branch office, sales office and/or distributor's office</p>	<p>Submission of a List and address of Manufacturer's branch office, sales office and/or distributor's office in the following:</p> <ol style="list-style-type: none"> <li>a) Any country in Western Europe;</li> <li>b) USA or Canada; and</li> <li>c) Japan</li> </ol> <p>If you have any concerns on this particular this requirement you need to raise it in writing and send it to PITC because the rationale of this requirement is that the brand you are offering has a global presence.</p>

List of Authorized Service Center or Service Engineer(s) or Technician(s)	Submission of a List of Authorized Service Center or Service Engineer(s) or Technician(s) of the manufacturer in Metro Manila (indicating address, contact numbers and email address)
<b>Annex VI</b> 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 <b>Very Satisfactory</b>.</p> <p>Vice-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) Duly notarized Special Power of Attorney – For Sole Proprietorship if owner opts to designate a representative/s; <b>OR</b></p> <p>b) Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture.</p> <p>Once again, Vice-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>
<b>Annex VII</b> Omnibus Sworn Statement (OSS)	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-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, Vice-Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>On the "IWe", 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**

<b>Annex VIII - Financial Bid Form</b>	<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>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>Vice-Chair reminded the Bidder to be careful in writing the total bid price in words and every erasure, overwriting and correction made in any of the documents must be signed or initialed by the authorized representative of the bidder.</p>
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- Vice-Chair emphasized the additional requirement for whoever will be declared as Single/Lowest Calculated Bid – a Presentation of actual brand/model being offered within seven (7) calendar days after receipt of Notice to Present Sample. Presentation of sample may be in any of the following:
  - A unit already installed at other government or private hospitals/ establishments (Metro Manila); OR
  - Brand New Unit to be used for product presentation/ demonstration

Vice-Chair reminded the Bidders that the sample that will be presented should be the exact brand and model number being offered. And if the unit is already installed at other government or private hospitals/ establishments (Metro Manila) it will be the Supplier's responsibility to make arrangement with the hospital/establishment for the Philippine Army and PITC to check the unit.

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

<b>Bidder's Query/Clarification/s</b>	<b>Committee's Reply</b>
In the Technical Specifications, the Binocular straight inclinable titable by 60 – 80 degrees, we can offer straight inclinable titable by 160 degrees	
	Vice-Chair: the range is 60-80 degrees.
	PA: But the Binocular straight inclinable titable by 60 – 80 degrees, kaya?
Yes.	
Then the eyepiece (d) Minimum magnification of 12.5x, can you make it at least 10x?	
	PA: Just raise your request in writing sir.
	Vice-Chair: because your request is to change the specifications, you need to raise that in writing and if you have any proposal or suggestion please also include it.
	Anything else?
Regarding the magnification factor, usually its types of magnification...	
	So sainyo hindi ito identified as 0.4, 0.6, 1.0, 1.6 and 2.4?
	5 lang siya?
Ang nire-require po kasi nila is objective, puwede tayo mag start sa 2.7....	
	Vice-Chair: Sir please raise it in writing, including your explanation so that the end-users can study your concerns regarding the matter.
Also the Accessories: Integrated camera with 17 inch LCD Monitor, do you mean po ba sa Monitor is integrated din siya?	
	PA: Accessory lang siya, so pwede siyang external.

Since its only external puwede po ba na hindi medical grade?	
	PA: we do not specify any grade sir, just 17 inch LCD Monitor.
	Vice-Chair: Don't confuse yourself with the requirements, Basta compliant ka with the Integrated camera with 17 inch LCD Monitor, that's okay.
	Anyway, those questions you've raised today I would like to require you to raise it in writing so we can also officially clarify your concerns in writing.
	And if there will be any modification in any of the requirement it will be through a Bid Bulletin which will be posted in PhilGEPS and PITC website.
	And if you decided to participate, please pay for the Bidding Documents way ahead the Bid Opening date, because our BAC secretariat does not accept bids that haven't paid yet and we also don't accept late bids.
	Thank you very much, we will expect your letters.

- Vice-Chair suggest that Bidders can put everything in writing until 30 July 2019 (Tuesday) 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:**

- The Bid Opening is scheduled on 9 August 2019 (Friday, 10:00 AM)

Adjourned at 4:00 P.M.

MINUTES TAKEN BY

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

APPROVED BY:

  
**ATTY. MARIA GUDELIA C. GUESE**  
 Vice-Chair, BAC-I



**ATTENDANCE SHEET**

PRE-BID CONFERENCE (Bid Ref. No. MP-G-B1-2019-161)

SUPPLY AND DELIVERY OF ONE (1) UNIT BRAND NEW ENT OPERATING MICROSCOPE FOR THE PHILIPPINE ARMY (PA)

18 July 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 - MILITARY PROCUREMENT GROUP PROJECT**

Regular Members	Gender	Signature
1) Christabelle P. Ebriega	F	(Chairperson)
2) Atty. Maria Gudella C. Guese	F	(Vice Chairperson & Supvg. BAC I Secretariat)
3) Myra Chitella T. Alvarez	F	(Member)
4) David A. Inocencio	M	(Member)
5) Joel S. Rodriguez	M	(Member)
6) Irene G. Alayon	F	(Alternate Member)
7) Vivian E. Monsanto	F	(Alternate Member)
8) MGen Byron H Calinag AFP	M	(Provisional Member)
9) BGen Glenn E. Cruz	M	(Alt. Prov. Member)

End-Users

1) LTC JOSE ROSEL REDUBLE M	M	TUG-PA
2) LTC ROSEL AL-RAHIM LINDAG	M	
3) ASN ALBERT C NOVICIO M	M	TUG-PA
4) _____		
5) _____		
6) _____		

Account Officer

1) Pio B. Bellosillo	M	
2) _____		

Technical Working Group	Gender	Signature
1) Manuel O. Elima, III	M	(Team Coordinator)
2) Pio B. Bellosillo	M	(Member)
3) Ma. Cristina Rosa V. Bautista	F	(Member)
4) Suzanne M. Marticio	F	(Member)
5) Rachel F. Ignacio	F	(Member)
6) Judy Ann L. Esteban	F	(Member)
7) Michael M. Arriagado	M	(Member)
8) Franklin D. Iglesias	M	(Member)
9) Louis Albert H. Quiroga	M	(Member)
10) Jay A. Tagaca	M	(Member)
11) Maurita Edna T. Maningayot	F	(Member)

Secretariat

1) Ma Veronica A. Morales (hmc)	F	(Head)
2) Jane C. Arcilla	F	(Member)
3) Ana DG. Asprec	F	(Member)
4) Ma Teresa S. Elima	F	(Member)
5) Mirasol S. Ninobla	F	(Member)
6) Ma. Irissa G. Ordillano	F	(Member)

Observer/s

1) _____		
2) _____		



