



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF 11 UNITS BRAND NEW EMERGENCY CART, 17 UNITS
BRAND NEW MAJOR SURGERY SET AND 25 UNITS BRAND NEW MINOR SURGERY
SET FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2019-166
9 May 2019, 5th Floor Conference Room**

There being a quorum, Vice-Chair convened the meeting at 3:00 PM

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PA
Christabelle P. Ebriga, Chairperson (on leave)	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair and Presiding Officer	
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:

- Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of 11 Units Brand New Emergency Cart, 17 Units Brand New Major Surgery Set and 25 Units Brand New Minor Surgery Set for the Philippine Army (PA). After which, Vice-Chair introduced the BAC members and the PA Representative/s.
- Vice-Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Asya Medika Inc.
 2. Digicare Medical Products Inc.
 3. Zenith Medical Equipment, Inc.
 4. Berovan Marketing, Inc.
 5. Actimed Healthcare Technologies, Inc.
 6. Intercontinental Pharma Inc.
 7. Tesoro Enterprises
- Vice-Chair informed the bidders that there are three (3) Items involved in this project. A bidder can bid for one, some or all of the Items.
- 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.

For Item 1: Similar contract shall mean “Medical Equipment”
For Item 2 and 3: Similar contract shall mean “Surgical Instruments”
- 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 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;
- 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 that should be in separate folder per Item (in 3 copies) because each Item has a separate Financial Bid Form.
 - **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>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; and</p> <p>For Cooperatives a copy of valid and current Cooperative Development Authority (CDA)</p>
Valid and current Business/Mayor's Permit	<p>Bidders must submit their valid and current 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>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 2016 and 2017	<p>Submission will be the 2016-2017 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>Vice-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>Vice-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 Item 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 Item 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. Copy of Official Receipt; 2. End User's Acceptance 3. Sales Invoice together with Collection Receipt (They go together)
<p>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</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 Item being bid for. <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>For CLC - A form is provided for as Annex II-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>
Technical Documents	Vice-Chair's Instructions
<p>Annex IV Bid Security</p>	<p>Vice-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 Item 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, 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>Vice-Vice-Chair reminded the Bidders that there should be separate Bid Security per lot being bid.</p> <p>The other forms of Bid Security are:</p> <ul style="list-style-type: none"> b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC; c. A Bank Guarantee / Bank Draft or Irrevocable LC equivalent to at least 2% of the ABC; OR 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.</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>Duly signed and completed Technical Bid Form</p> <p>For Item no. 1: Annex V-A (4 pages) For Item no. 2: Annex V-B (4 pages) For Item no. 3: Annex V-C (4 pages)</p>	<p>As the Technical Bid Form for Item 1 was flashed on the screen Vice-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 specify the Brand and Model Number of the following: For Item no. 1: Emergency Cart For Item no. 2: Major Surgery Set For Item no. 3: Minor Surgery Set • All pages must be signed by the authorized representative of the Bidder. <p>Vice-Chair reminded the bidders that each Item has its own Technical Bid Form and the same instruction will apply for Item 2 and 3.</p> <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>Technical Specifications</p> <p>For Item no. 1: Annex V-A1 (1 page) For Item no. 2: Annex V-B1 (2 pages) For Item no. 3: Annex V-C1 (2 pages)</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Product Brochure and/or Technical Data Sheet</p>	<p>Bidders to submit a Product Brochure and/or Technical Data Sheet for the following showing compliance to the required Technical Specifications:</p> <p>For Item no. 1: Brand New Emergency Cart For Item no. 2: Brand New Major Surgery Set For Item no. 3: Brand New Minor Surgery Set</p> <p>Bidders must make sure that the brochure is complete enough to show compliance to the Technical Specification of the item.</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p>Manufacturer's Certification that the surgical items are medical grade and autoclavable</p>	<p>This requirement is applicable only for bidders who are bidding for Item no. 2 and 3 only – a submission of Manufacturer's Certification that the surgical items are medical grade and autoclavable.</p>
<p>Valid and Current License to Operate as Medical Device Importer / Distributor</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>For Item no. 1: Brand New Emergency Cart For Item no. 2: Brand New Major Surgery Set For Item no. 3: Brand New Minor Surgery Set</p>
<p>Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption f</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 for the following:</p> <p>For Item no. 1: Brand New Emergency Cart For Item no. 2: Brand New Major Surgery Set For Item no. 3: Brand New Minor Surgery Set</p>
<p>Valid and Current ISO Certification</p>	<p>Submission of a valid and current ISO Certification in the name of the manufacturer. The ISO Certification must cover the manufacture/design and/or production of the following:</p> <p>For Item no. 2: Brand New Major Surgery Set For Item no. 3: Brand New Minor Surgery Set</p>
<p>Annex VI Certificate of Performance Evaluation</p>	<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 <u>Very Satisfactory</u>.</p> <p>Vice-Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.</p>

<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ul style="list-style-type: none"> a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney; 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>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>
<p>Annex VII Omnibus Sworn Statement (OSS)</p>	<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>Bidders to check the box pertaining to the item being bid for.</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: Name, Title and Specimen Signature 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 ENVELOPE</p> <p>Completed and signed Financial Bid Form</p> <p>For Item no. 1: Annex VIII-A For Item no. 2: Annex VIII-B For Item no. 3: Annex VIII-C</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders where he will indicate the Unit price and Total Bid price in words and figures which should not exceed the ABC per Item.</p> <p>Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Vice-Chair emphasized that each Item has its own Financial Bid Form and the same instruction will apply for Item no. 2 and 3.</p> <p>Vice-Chair once again reminded the Bidders that the Financial Bid Form should be in separate folder/envelope because if any of the bid submissions is declared "failed" the Committee cannot proceed with the opening of financial bid.</p>

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

Bidder's Query/Clarification/s	Committee's Reply
Berovan: the NFCC form, what should we indicate in the particular line?	
	As the NFCC form was flashed on the screen, Vice-Chair's instructions is for Berovan to indicate the Total NFCC Amount in words. "This is to certify that our Net Financial Contracting Capacity (NFCC) is Philippine Pesos"
In the technical specification for Item no. 1 (Brand New Emergency Cart), the size of the cart is too big, can it be a manufacturer standard?	
	That's a minimum ma'am.
Mas mababa po ang gamin.	
	Just raise your request in writing ma'am and the reason why want the size to be changed and if you have any proposal please also include that in your letter.
	And if in case there will be any modification in the requirement and the TOR of Philippine Army will be revised, please use the revised forms.
	All the answers to your concerns will be through a Bid Bulletin which will be posted in the PhilGEPS and PITC website.
Zenith: For item no. 3 Minor Surgery Set, the SLCC can it be at least two similar contracts?	
	You can also raise your request in writing ma'am.
How about in the descriptions of instruments and sizes, because not all instruments have the same sizes but most likely it's almost the same	
	I encourage you to raise all your requests/questions in writing so that the Philippine Army will have time to study all your concerns.
Ma'am ga-ano po katagal yung response in our letter?	
	There are timelines in Law, you're required to raise all your concerns within 10 calendar days before the Bid Opening, the PITC BAC are required to issue a Bid Bulletin within 7 calendar days before the Bid Opening.
	So if you write your concerns right away, we can also answer your questions right away.
Actimed: In the Accessories of the Emergency Cart letter (j), the two (2) accessory mounting bracket	
Ano po ito ma'am? lagayan ng oxygen tank?	
	PA: just raise it in writing sir.
	The Philippine Army will refer the matter to their Technical Working Group.
Okay.	
	Vice-Chair: thank you so much.

- Vice-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.

Bidders can send queries/concerns until 20 May 2019 (Monday)

The Bid Opening is scheduled on 30 May 2019 (Thursday, 10:00 AM)

Adjourned at 4:00 P.M.

MINUTES TAKEN BY:


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

NOTED BY:


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

APPROVED BY:


CHRISTABELLE D. EBRIEGA
Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-166)

SUPPLY AND DELIVERY OF ELEVEN (11) UNITS BRAND NEW EMERGENCY CART, SEVENTEEN (17) UNITS BRAND NEW MAJOR SET AND TWENTY-FIVE (25) UNITS BRAND NEW MINOR SET FOR THE PHILIPPINE ARMY (PA)

09 May 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 - MILITARY PROCUREMENT GROUP PROJECT

Regular Members	Gender	Signature	Technical Working Group	Gender	Signature
1) Christabelle P. Ebriga	F	(Chairperson)	1) Manuel O. Elima, III	M	(Team Coordinator)
2) Atty. Maria Gudella C. Guese	F	(Vice-Chairperson & Supvg. BAC I Secretariat)	2) Pio B. Bellosillo	M	(Member)
3) Myra Chitella T. Alvarez	F	(Member)	3) Ma. Cristina Rosa V. Bautista	F	(Member)
4) David A. Inocencio	M	(Member)	4) Suzanne M. Marticio	F	(Member)
5) Joel S. Rodriguez	M	(Member)	5) Rachel F. Ignacio	F	(Member)
6) Irene G. Alayon	F	(Alternate Member)	6) Judy Ann L. Esteban	F	(Member)
7) Vivian E. Monsanto	F	(Alternate Member)	7) Michael M. Arriesgado	M	(Member)
8) BGen Byron H Calimag AFP	M	(Provisional Member)	8) Franklin D. Iglesias	M	(Member)
9) Col Glenn E. Cruz	M	(Alt. Prov. Member)	9) Louis Albert H. Quiroga	M	(Member)
			10) Jay A. Tagaca	M	(Member)
			11) Ma. Eda I. Maningat	F	(Member)
End-Users			Secretariat		
1) CPT HARK UGATE G. CASTANEDA WMC W1		END-USER REP	1) Ma Veronica A. Morales	F	(Head)
2) PLT RAMON ABUSON MANGAL D DIZON (MGR)PA			2) Jane C. Arcilla	F	(Member)
3) SSG ALBERT C. HIDALGO (MGR)PA			3) Ana DG. Asprec	F	(Member)
4)			4) Ma Teresa S. Elima	F	(Member)
5)			5) Mirasol S. Ninobla	F	(Member)
6)			6) Ma. Irissa G. Ordillano	F	(Member)
Account Officers			Observers		
1) Pio B. Bellosillo	M		1)		
2) Rachel F. Ignacio	F		2)		



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 11 UNITS BRAND NEW EMERGENCY CART, SEVENTEEN (17) UNITS BRAND NEW MAJOR SET AND TWENTY FIVE (25) BRAND NEW MINOR SET FOR THE PHILIPPINE ARMY (PA)

Bid Reference No. : MFG-B1-2019-166

Time / Date & Venue : 09 May 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
	DINO PATRUCO	M	1 ASYA MODICA INC. 15TH FLR. CLOSERAL PLACE CORPORATE BGC. TAGUIG CITY	09175811412	DinoPatruco@gmail.com	2 #3	1:35	<i>[Signature]</i>
	Pompon Coplikis	M	1 Drogicare Medical Products Inc. 876. Pinar, Manila	0909013014	salus3.drogicarephil@gmail.com	#1	2:15	<i>[Signature]</i>
	MICHIKO BOVIAK OKERANU DIFE VIKAWA	F	1 Zeniter Medical Equipment, Inc. 1123 Rizal Hts., Ste. C102, Manila	09052558044	michiko.boviak@zeniter.com	#3	2:30	<i>[Signature]</i>
	NY SAYSAN	F	1526 RIZAL AVE. STR. C102 MANILA 1 BEROVAN MARKETING, INC	09174062200	nyaysan.berovan@gmail.com	#1	2:30	<i>[Signature]</i>
	MARVEN MASOL	M	1 AQUINO Healthum Fedu Inc w/ F Green Yrd. Kabisas, DC	0917934462	marven.aquino@gmail.com	#1	2:45	<i>[Signature]</i>

5 FCT (M) BD HEALTHCARE TECH. INC.



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 11 UNITS BRAND NEW EMERGENCY CART, SEVENTEEN (17) UNITS BRAND NEW MAJOR SET AND TWENTY FIVE (25) BRAND NEW MINOR SET FOR THE PHILIPPINE ARMY (PA)

Bid Reference No. : MPG-B1-2019-166

Time / Date & Venue : 09 May 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	BIDDERS' SIGNATURE
	NIKKI RAMIREZ	F	INTERCONTINENTAL PHARM INC. RAMPANGA, MUNTINLUPA	82-7656	sales@icfi.com	#1	2:50PM	<i>[Signature]</i>
	GLENDORA OCHOA JEBELY ANN NIYO	F	RESORO ENTERPRISES CANTARA, PASIGAYAN	668097201	g.kesoro@enterprises@gmail.com	#1,2,3	2:55	<i>[Signature]</i>