



Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF TWO (2) UNITS BRAND NEW ULTRASOUND MACHINE
FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-B1-2019-171
30 May 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 3:10 PM

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PA
Christabelle P. Ebriga, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Myra T. Alvarez, Member	
David A. Inocencio, Member	
Joel S. Rodriguez, Member	
Vivian E. Monsanto, Alternate Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
BIDDERS	
As per attached attendance sheet	

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of two (2) Units Brand New Ultrasound Machine for the Philippine Army (PA). After which, Chair introduced the BAC members and the PA Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Chemvalley Resources Inc.
 2. Everyday Enterprise Inc.
 3. Healthsolutions Enterprise Inc.
 4. NPK Medical Trading Inc.
 5. Canomed Corp.
 6. Himex Corporation
 7. Zafire Distributors Inc.
 8. Inter-continental Pharmaceuticals Inc.
 9. KPI Healthcare Philippines Incorporated
- 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 the last five years amounting to at least fifty percent (50%) of the ABC of the item being bid for.

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.
- 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 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>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 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 Ultrasound Machine; • All five (5) 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 Technical Specifications (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 showing compliance to the required Technical Specifications</p>
<p>Valid and Current Certificate of Distributorship</p>	<p>Bidders to submit a copy of valid and current Certificate of Distributorship authorizing the bidder to sell/distribute the equipment.</p> <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>
<p>Valid and Current License to Operate as Medical Device Importer / Distributor</p>	<p>Inter-continental 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>Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption</p>	<p>Inter-continental 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>Inter-continental to submit a valid and current ISO Certification in the name of the manufacturer. The ISO Certification must cover the manufacture/design and/or production.</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 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>

<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, 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>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>
<p>ENVELOPE 2 – FINANCIAL ENVELOPE</p>	
<p>Annex VIII - Financial Bid Form</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.</p> <p>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p>

	I would like to request that if you send somebody to buy bidding documents please give the correct Bid Reference Number because this is not the only project that were bidding of.
Healthsolutions: Can I ask a Technical questions?	
	Yes.
The Software technology, (e) Spatio-temporal image correlation (STIC)...	
	PA: ...
	If there will be any changes in the forms or any document please use the revised forms/document, which will be posted in PhilGEPS.
	Just a reminder that there are times that we answer some questions from the Bidder but if there's going to be any changes in the bid requirement just wait for the Bid Bulletin to officially confirm what is said in the Pre-Bid Conference.
	Vice-Chair: the last day to send your questions is on June 4 2019 (Tuesday), I encourage you to raise your concerns/requests way ahead the deadline since there will be upcoming holidays, you can send it tomorrow since we accept queries through email so we can also reply to your concerns right away.
	Chair: Any other concerns? If none, thank you so much.

- 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 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 4 June 2019 (Tuesday)

The Bid Opening is scheduled on 14 June 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:

CHRISTABELLE P. EBRIEGA
 Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE(Bid Ref. No. MPG-B1-2019-171)

SUPPLY AND DELIVERY OF TWO (2) UNITS BRAND NEW ULTRASOUND MACHINE FOR THE PHILIPPINE ARMY (PA)

30 May 2019, 3:00 P.M., 5/F Conference Room, Philippine International Trading Corporation (PTC)

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 Gudelia C. Guese	F (Vice-Chairperson & Supvg. BAC 1 Secretariat)	
3) Myra Chitella T. Alvarez	F (Member)	-08-
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) BGen Byron H Callmag AFP	M (Provisional Member)	
9) Col Glenn E. Cruz	M (Alt. Prov. Member)	

Technical Working Group	Gender	Signature
1) Manuel O. Elima, III	M (Team Coordinator)	On Leave
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)	-08-
6) Judy Ann L. Esteban	F (Member)	
7) Michael M. Arriessgado	M (Member)	
8) Franklin D. Iglesias	M (Member)	
9) Louis Albert H. Quiroga	M (Member)	
10) Jay A. Tagaca	M (Member)	
11) Ma. Eda I. Maningat	F (Member)	

End-Users

1) LTCARDINA A FICO (MC) PA M Tech MEMBER	
2) CPT PUEBLO DIVISO & BARRIOS MC R END USER	
3)	
4)	
5)	
6)	

Secretariat

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

Account Officers

1) Pio B. Bellosillo	M	
2)		

Observers

1)		
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 TWO (2) UNITS BRAND NEW ULTRASOUND MACHINE FOR THE PA

Bid Reference No. : MPG-B1-2018-171

Time / Date & Venue : 30 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 NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO/S	TIME-IN	BIDDERS SIGNATURE
①	Fernan SERNA	M	CHERVALIER RESOURCES INC 168 West Riverside Dr	372-9093	andy.antonio@chervalier.com.ph		2:14	[Signature]
	WILLIE CHAN	M	QUEENMILKY PETS INC. 168 West Riverside Dr ST B-C	372-9092	chan.willie2009@gmail.com		2:15	[Signature]
	Guianne Mae L. Manilla	F	Angus Complex 81-A McArthur Highway. Angy. Mahina Crossing Davao City EVERYDAY ENTERPRISE	(082) 224-0678	glolamillo.everydayenterprise@gmail.com		2:15	[Signature]
	Amabelle G Lopez	F	Hadison Enterprises for Payers Inc	09176521658	actopres@hadisonenterprises.com.ph		2:30	[Signature]
	Mart BARRER	M	2241 Alvarado Street Makati City					[Signature]



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

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ID No.	PRINTED NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./S	TIME-IN	BIDDER'S SIGNATURE
④	Mylene Domingo ERLISA A QUINDO	F	Unit 301 2302 Element Bldg S22 Quepo Ave. St. Nipe Medford Trading Inc. (P)	7425986	mlongino@phinterbid.com		2:35	
⑤	JASON CARROLL GO NOLA GONZALEZ	M	808 P. CUBERA COR NORVICID ST. CAROL NOLA ⑤ CANDMED CORP	354-7485	Jason- Lopez@carroll.com		2:40	
⑥	BEVERLY ANN CARTMAN	F	HINTEX CORPORATION 403-604, Pradige Tower, Ortigas Pasig City	09131813	beverlyann@hinsex.com		2:40	
⑦	Racarela E. Cordero	F	ZAFIRE DISTRIBUTIVES INC EXAMINER ST. BATAVIA CITY	0939 934 4210	rela-cordero@yahoo.com		2:46	
	Mark Vincent Ong	M	ZAFIRE DISTRIBUTIVES INC EXAMINER ST. BATAVIA CITY	0939 934 4215	markvincent-ong@yahoo.com		2:46	

