



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

MINUTES OF THE PRE-BID CONFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) SET BRAND NEW
TREADMILL STRESS TEST MACHINE FOR THE GENERAL HEADQUARTERS
ARMED FORCES OF THE PHILIPPINES (GHQ,AFP)
BID REF. NO. MPG-B1-2019-191 2nd Rebid
17 April 2019, 5th Floor Conference Room

There being a quorum, Chair convened the meeting at 10:00 A.M.

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – GHQ,AFP
Christabelle P. Ebriega, Chair	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair & Supvg. BAC 1 Secretariat	
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

- Chair welcomed everyone to the Pre-Bid Conference for the above mentioned procurement project. Afterwhich, Chair introduced the BAC Members.
- For the record, no representative from the GHQ,AFP were present during the Pre-Bid Conference.
- Chair acknowledged the presence of the following prospective Bidders present in this Pre-Bid Conference; namely:
 1. Robustan, Inc.
 2. Avila Medical & Hospital Supplies
 3. Technomed Int'l., Inc.
 4. RG Meditron, Inc.
- Chair informed Bidders that PITC has been tapped by the GHQ,AFP to undertake this project for them.
- Invitees are authorized dealers, distributors or resellers for the Supply, Delivery and Installation of one (1) set Brand New Treadmill Stress Test Machine for the General Headquarters, Armed Forces of the Philippines (GHQ,AFP).
- Chair informed that to be able to participate in this bid project, 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”.

- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the 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

<u>Class "A" Eligibility Documents</u>	<u>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 valid and current.; 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 to submit a Valid and Current Mayor's Permit</p> <p>In case of recently expired Mayor's / Business Permits, said permit shall be submitted together with the official receipt as proof that the Bidder has applied for renewal with the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Chair informed 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> <p>Chair mentioned that Tax Clearance can now be issued by the Revenue Regional Office of the BIR just ensure that there are no tax liabilities.</p>
Audited Financial Statements for 2018 and 2017	<p>Submission will be the 2018-2017 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>

<u>Technical Documents</u>	<u>Chair's Instructions</u>
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p style="text-align: center;">Bid Securing Declaration</p> <ul style="list-style-type: none"> • A form is provided for as Annex IV. <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> <ul style="list-style-type: none"> • Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC; • A Bank Draft / Bank Guarantee or Letter of Credit issued by a local commercial/universal bank equivalent to 2% of the ABC. Issued by a local commercial or Universal Bank. • Surety Bond issued by a bonding company authorized by the Insurance Commission. <p>In case Bidders will opt for a Surety Bond, Bidders 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 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>Technical Bid Form Annex V (5 pages)</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"> • Bidders to use the Bid Form. They shall not retype or alter it; • Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • Bidders to put the Brand and Model No. of the Equipment being offered; • All pages must be signed by the authorized representative/s of Bidders.

	Chair reminded Bidders 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 Annex V-A (2 pages)	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of these Annexes.
Annex V-A2 Product Brochure and/or Technical Data Sheet	<ul style="list-style-type: none"> • Bidders to submit Product Brochure and/or Technical Data Sheet showing compliance to the required Technical Specifications
Copy of Valid and Current Certificate of Distributorship	<ul style="list-style-type: none"> • Bidders to submit a Copy of Valid and Current Certificate of Distributorship issued by the principal manufacturer authorizing the Bidder to sell/distribute the item being bid. <p>Note: If not directly issued by the manufacturer to the Bidder, Bidder must submit the certificate of distributorship/dealership that will link the Bidder to the manufacturer.</p>
Valid and Current License to Operate as Medical Device Importer/Distributor from the Food and Drug Administration (FDA) – Philippines	<ul style="list-style-type: none"> • Submission is 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.
Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption from the Food and Drug Administration (FDA) – Philippines	<ul style="list-style-type: none"> • Bidders to submit a Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption from the Food and Drug Administration (FDA) – Philippines
Certification from one (1) Tertiary Hospital, University or other government institution in Metro Manila that they have been supplied the same/similar brand of the equipment being offered by the supplier OR sales Invoice from one (1) Tertiary Hospital, University or other government institution in Metro Manila may also be presented in lieu of the Hospital Certification	<ul style="list-style-type: none"> • Bidders to submit a Certification from one (1) Tertiary Hospital, University or other government institution in Metro Manila that they have been supplied the same/similar brand of the equipment being offered by the supplier OR sales Invoice from one (1) Tertiary Hospital, University or other government institution in Metro Manila may also be presented in lieu of the Hospital Certification
Valid and Current ISO Certification (or equivalent)	<ul style="list-style-type: none"> • Submission is a Valid and Current ISO Certification or its equivalent for Medical Devices Standards in the name of the manufacturer. The ISO Certification must cover the manufacture/design or production of the item subject to this Bid Project.
Valid and Current IEC Certification (or equivalent)	<ul style="list-style-type: none"> • Bidders to submit a Valid and Current IEC Certification or its equivalent safety and effectiveness or Medical Electrical Equipment in the name of the manufacturer. The IEC Certification must cover the manufacture/design or production of the item subject to this Bid Project.

<p>Annex VI Certificate of Performance Evaluation</p>	<p>The Committee wants to make sure that Bidders has a good record with their client. As such, Bidders has to go back to the client which they identified in Annex I-A as the single largest completed contract client.</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 the Bidders Single Largest Completed Contract Client.</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) <u>For Sole Proprietorship</u> submission of Duly Notarized Special Power of Attorney. b) <u>For Corporation, Cooperative, or the Members of the Joint Venture</u> 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>

ENVELOPE 2: FINANCIAL BID FORM (Annex VIII)	Chair explained that similar to the TBF, the FBF cannot be retyped. It may be photocopied for purpose of the other 2 copies required. Envelope 2 will contain the Financial Bid of Bidders where they will indicate the Total Bid price in words and figures which should not exceed the ABC of the item being bid for.
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- The Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidders Query/Clarification/s	Committee's Reply
Any particular ink po blue or black?	
	No. Chair reminded 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.
Okay, Ma'am.	
	Any question?
No reply from the Bidders.	
	Any clarifications we will issue a Bid-Bulletin. If there is no Bid Bulletin that means whatever written here remains.
	If you still have any further clarification/s with our requirements please write us on or before 24 April 2019. Send by email or fax, further details is found in page 32 of the BDS (ITB Clause 10.1). The answers will be through a Bid-Bulletin and will be posted in PhilGEPS and PITC website www.pitc.gov.ph . Note: Maximum size of email with attachment is six (6) mb only.
Okay, Ma'am. Thank you.	
	Thank you very much.


- The Bid Opening is scheduled on 06 May 2019.

Adjourned at 11:00 A.M.

MINUTES TAKEN BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
 Chairperson, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-191)

SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) SET BRAND NEW TREADMILL STRESS TEST MACHINE FOR THE GENERAL HEADQUARTERS, ARMED FORCES OF THE PHILIPPINES (GHQ, AFP)

17 April 2019, 10:00 A.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	
2) Atty. Maria Gudelia C. Guese	F	
3) Myra Chitella T. Alvarez	F	
4) David A. Inocencio	F	
5) Joel S. Rodriguez	M	
6) Irene G. Alayon	F	
7) Vivian E. Monsanto	F	
8) Col Fernando V. Felipe	M	

Technical Working Group	Gender	Signature
1) Manuel O. Elimma, III	M	
2) Pio B. Bellosillo	M	
3) Ma. Cristina Rosa V. Bautista	F	
4) Suzanne M. Marticio	F	
5) Rachel F. Ignacio	F	
6) Judy Ann L. Esteban	F	
7) Michael M. Arriegado	M	
8) Franklin D. Iglesias	M	
9) Maria Eda I. Maningat	F	

End-Users

1) _____
2) _____
3) _____
4) _____
5) _____
6) _____

Secretariat

1) Ma Veronica A. Morales	F	
2) Jane C. Arcilla	F	
3) Ana DG. Asprec	F	
4) Ma Teresa S. Elimma	F	
5) Mirasol S. Ninobla	F	
6) Ma. Irissa G. Ordilano	F	

Account Officers

1) Manuel O. Elimma, III
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, DELIVERY AND INSTALLATION OF ONE (1) SET BRAND NEW TREADMILL STRESS TEST MACHINE FOR THE GHQ, AFP

Bid Reference No. : MPG-B1-2019-191

Time / Date & Venue : 17 April 2019, 10:00 A.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

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

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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
	Benedict Lagasca <i>Lagasca, ben</i>	M	¹ 404 South Center Tring Madrigal Alabang Muntinlupa city / ¹ Robinson Inc	0919938482	sales@robinson.com		9:45	<i>[Signature]</i>
	Ariner M. Manuira	M	1910 Pinar Avenue, 5th Floor Manila Avila Medical Hospital Supplier @ yahoo.com	0925820968	avilamedicalandhospital supplier@yahoo.com		9:40	<i>[Signature]</i>
	MELANITA DELA CRUZ <i>Delacruz, Melanita</i>	F	² TECHNOMED INT. INC / 4P MOZOR SUBC. ORTIGAS AVE, GREENHILLS, SM DMND	09178201800	sigur.delaacruz@ technomed.com.ph		10:00	<i>[Signature]</i>
	MELVIN LARA BARCENAS	M	82 PAINAN AVE Q.C. RG MEDITION INC	3123844	Cardisery-medi@ rgm.com.ph		10:00	<i>[Signature]</i>