



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
SUPPLY AND DELIVERY OF 17 UNITS BRAND NEW MAJOR SURGERY SET AND 25
UNITS BRAND NEW MINOR SURGERY SET FOR THE PHILIPPINE ARMY (PA)**

**BID REF. NO. MPG-B1-2020-230 Rebid
22 July 2020, 5th Floor Conference Room**

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

In attendance are:

FOR PITC BAC-I via ZOOM
Christabelle P. Ebriega, Chairperson
Atty. Ma. 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 – PA via ZOOM
Ltc Jose Rosel R. Reduble, PA TWG Chairman
Ltc Rogel Alrahim L. Linzag, PA TWG Member

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of 17 Units Brand New Major Surgery Set and 25 Units Brand New Minor Surgery Set for the Philippine Army (PA). After which, Chair acknowledged the presence of the BAC members and PA Representative/s through video conferencing (via ZOOM).
- Chair turned over the floor to the Vice-Chair to acknowledge the presence of the prospective Bidder.
- Chair acknowledged the presence of Tesoro Enterprises the only bidder attending the pre-bid conference via ZOOM.
- Chair mentioned that there are two (2) items involved in this project. Bidder may bid for one or both items.
- Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a contract of similar nature within the last five (5) years from the date of submission and receipt of bids as follows:

Single completed contract of similar nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC;

Similar contract shall mean “Medical Equipment or Surgical Instruments”

- At the same time, this bid project is open to authorized dealers, distributors or resellers for the Supply and Delivery of 17 units Brand New Major Surgery Set and 25 units Brand New Minor Surgery Set for the Philippine Army (PA) who must be Filipino citizen/sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizen of the Philippines.
- **Completion Period per Lot:** within ninety (90) calendar days after receipt of Notice to Proceed (NTP).

Delivery Place: *Medical Warehouse, Supply Battalion, ASCOM, PA, Fort Bonifacio, Taguig City.*

- Chair also informed the Bidder that PITC Committee will issue a Bid Bulletin for the other payment options to purchase Bidding Documents.

- Chair explained that the first part of the Bidding Documents is the Instructions to Bidders which should be read by the prospective Bidder 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 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 *Clause 20.3 and 23.4* in the Bidding Documents.

ENVELOPE – ELIGIBILITY & TECHNICAL DOCUMENTS

NOTE: During Bid Submission and Opening, bidder must submit only one (1) set of the Eligibility Documents regardless of the number of Items being bid for.

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>Bidder 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>Bidder must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>Chair informed the Bidder 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 Bidder to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2019 and 2018	<p>Submission will be the 2019 and 2018 Audited Financial Statements comprising of:</p> <ul style="list-style-type: none"> a) Independent Auditor's Report; b) Balance Sheet; and c) Income Statements <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p>

	<p>Chair pointed out that normally PiTC will require Audited Financial Statement for 2019, but because the deadline for 2019 has been extended. For now, the requirement will be 2018 and 2017 Audited Financial Statement.</p>
<p>Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<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 Bidder 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 all ongoing government and private contracts (including contracts awarded but not started), if any whether similar or not in nature and complexity to the contract to be bid</p>	<p>Chair's instructions to the Bidder with respect to this document is:</p> <ul style="list-style-type: none"> • Form "Annex I" is already provided in the Bidding Documents. Bidder to use Annex I; • Bidder to check the box pertaining to the item being bid for; • Bidder 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 Completed Contract of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC of the Item being bid (Annex I-A).</p>	<ul style="list-style-type: none"> • A form is again provided; • Bidder to check the box pertaining to the item being bid for; • Bidder to supply the data or information required in the form and to attach any of the following documents: <ul style="list-style-type: none"> a) End User's Acceptance b) Copy of Official Receipt; c) 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; • Bidder to check the box pertaining to the item being bid for; <p>As the sample form was flashed on the screen, Chair's instructions are 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 be at least equal to the total ABC of the Item being bid for.</p> <p>In case Bidder 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>FOR COMMITTED LINE OF CREDIT (CLC) - A sample form is provided for as Annex II-A;</p> <p>CLC must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank. The amount of the committed Line of Credit.</p> <p>Chair reminded the Bidder that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Class "B" Documents (For Joint Ventures)</p>	<p>Chair Instruction's</p>

<p>Joint Venture Agreement (JVA)</p>	<ol style="list-style-type: none"> 1. Bidder to submit a copy of Joint Venture Agreement in case joint venture is already in existence; 2. If not submission will be a copy of Protocol/ Undertaking of Agreement to enter into Joint Venture signed by all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful (<i>Annex III</i>). <p>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (<i>Annex III</i>) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</p> <p>Submission shall be within (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i) of the 2016 Revised IRR of RA 9184].</p>
<p>For Local JV Partner</p>	<ol style="list-style-type: none"> 1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporation, or from Department Trade of Industry (DTI) for Sole Proprietorship, or from Cooperative Development Authority (CDA) for cooperatives. 2. 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. 3. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.
<p>For Foreign JV Partner</p>	<ol style="list-style-type: none"> 1. Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based. (If not in English, must be translated to English pursuant to Clause 11 of the Instructions to Bidder); 2. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by the BIR. <p>Note: The partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and Audited Financial Statements [as per Section 23.1 (b), of the 2016 Revised IRR of RA 9184.</p>
<p>PhilGEPS Certificate of Registration and Membership (Platinum Registration).</p>	<p>The PhilGEPS Certificate of Registration as discussed earlier shall apply.</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 reminded the Bidder that in case the JV Partners opt to submit their eligibility documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall be a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. "<i>GPPB Circular 07-2017 dated 31 July 2017</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>

a. Bid Securing Declaration

- A form is provided for as **Annex IV**;
- Bidder to check the box pertaining to the item being bid for;

Bidder should use the form provided by PITC because it is complete in contents.

In order not to miss out on anything, Chair advised Bidder to photocopy the form or scan it, and then have the authorized representative sign the form.

The other forms of Bid Security are the following, there must be separate Bid Security if Bidder is Bidding for two (2) or more Items:

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.

c. 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.

In case Bidders will opt for a Surety Bond, The 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.

Chair advised the Bidder 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) (3) (3) (i) to (xiv) of the Bid Data Sheet.

Duly signed and completed Technical Bid Form

For item no. 1: Annex V-A
For item no. 2: Annex V-B

As the Technical Bid Form for item no. 1 was flashed on the screen Chair's instructions are as follows:

- Each item 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";
- Bidder to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance";
- Bidder to indicate the Brand of the following;
For Item no. 1: Major Surgery Set
For Item no. 2: Minor Surgery Set
- All pages must be signed by the company's authorized representative.

Chair informed the Bidder that the same instruction will apply for Lot no. 2.

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.

	Chair informed the Bidder that the Committee will issue a bid bulletin to revise the Technical Bid Form to remove the requirement for Model No. of the item being bid.
Technical Specifications For item no. 1: Annex V-A1 (2 pages) For item no. 2: Annex V-B1 (2 pages)	<ul style="list-style-type: none"> Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of the Annexes. <p>Chair also informed the Bidder that the Committee will issue a Bid Bulletin for the revised Technical Specifications.</p>
Product Brochure and/or Technical Data Sheet	Product Brochure and/or Technical Data Sheet for the following showing compliance to the required Technical Specifications:
For Item 1 and 2:	For Item no. 1: Brand New Major Surgery Set For Item no. 2: Brand New Minor Surgery Set
For Item 1 and 2:	Submission of a Manufacturer's Certification that the surgical items are medical grade and autoclavable.
Valid and Current License to Operate as Medical Device Importer / Distributor	Submission of 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	Item 1: Brand New Major Surgery Set Item 2: Brand New Minor Surgery Set
Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption	Submission of a valid and current Certificate of Product Registration (CPR) or Certificate of Exemption from the Food and Drug Administration (FDA) – Philippines OR Copy of the Application Form with Copy of the Official Receipt issued by FDA Philippines.
Valid and Current ISO Certification	However, a copy of the valid and current Certificate of Product Registration (CPR) or Certificate of Exemption from the Food and Drug Administration in the name of the Bidder must be submitted and the original CPR or COE must be presented as a requirement for post qualification.
Valid and Current ISO Certification	Item 1: Brand New Major Surgery Set Item 2: Brand New Minor Surgery Set
Valid and Current ISO Certification	Submission of 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:
Annex VI Certificate of Performance Evaluation	Item 1: Brand New Major Surgery Set Item 2: Brand New Minor Surgery Set
Annex VI Certificate of Performance Evaluation	Chair's Instructions are as follows:
Annex VI Certificate of Performance Evaluation	<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; Bidder 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	Chair's Instructions are as follows:
Proof of Authority of the Designated Representative	Submission of a Proof of Authority of the Bidder's Authorized Representative:
Proof of Authority of the Designated Representative	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.

In the case of Unincorporated Joint Venture each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.

Once again, Chair advised Bidder 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.

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.

Annex VII
Omnibus Sworn Statement (OSS)

Chair informed that the OSS is standard in all government biddings.

Chair advised Bidder to use the form that PITC provided in this Bidding Document.

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.

Bidder to check the box pertaining to the item being bid for.

On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line.

All blanks must be filled up, appropriate boxes must be ticked off.

On the Authority of the Designated Representative, the portion: Name, Title and Specimen Signature must be filled up.

All statements from "a" to "h" must be complete.

The last page must be signed by the authorized representative.

ENVELOPE 2 – FINANCIAL ENVELOPE

<p>Financial Bid Form</p> <ul style="list-style-type: none"> • For Item no. 1: Annex VIII-A • For Item no. 2: Annex VIII-B 	<p>Envelope 2 will contain the Financial Bid of the Bidder. Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • Each Item has its own Financial 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"; • 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 <p>Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Chair emphasized that the Financial Bid Form <u>for each Item</u> should be placed in <u>separate</u> sealed envelope, because if any of the requirement were declared "Failed" the Committee cannot proceed with the opening of Financial Bid.</p>
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- Chair inquired for questions/clarifications. No reply from the Bidder.

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 advised the Bidder that if they have any clarification in any of the requirement, they may raise everything in writing through email and not wait for the last day (July 24) to ask/raise concerns. And since the Committee will be issuing a revised Technical Specifications and Technical Bid Form, Bidder must use the revised forms that the Committee will issue in a Bid Bulletin.
- **For questions/clarification:**

CHAIR
 Bids and Awards Committee I
 Philippine International Trading Corporation (PITC)
 5th Flr, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
 Email: chairbac1@pitc.gov.ph
 Telefax: 8892-2149

Note: Maximum size of email with attachment is six (6) MB only

BID SCHEDULE:

- Bidder can send queries/concerns via email on or before **24 July 2020 (Friday)**.
- The Bid Opening is scheduled on **05 August 2020 (Tuesday, 10:00am)**.

ADJOURNMENT:

- There are no other matter discussed, the pre-bid conference was adjourned at 4:00pm

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-B1-2020-230 REBID) - VIA ZOOM

(Previous Bid Reference No. MPG-B1-2019-166)

SUPPLY AND DELIVERY OF 17 UNITS BRAND NEW SURGERY SET FOR THE PHILIPPINE ARMY (PA)

22 July 2020, 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	VIA ZOOM	1) Manuel O. Ellima, III	M	(Team Coordinator)
2) Atty. Maria Gudelia C. Guese	F	VIA ZOOM	2) Pio B. Bellosillo	M	(Member)
3) Myra Chitella T. Alvarez	F	VIA ZOOM	3) Ma. Cristina Rosa V. Bautista	F	(Member)
4) David A. Inocencio	M		4) Suzanne M. Marticio	F	(Member)
5) Joel S. Rodriguez	M		5) Rachel F. Ignacio	F	(Member)
6) Irene G. Alayon	F		6) Judy Ann L. Esteban	F	(Member)
7) Atty. Mitzell Arthur R. Magdaong	M		7) Michael M. Arrieseado	M	(Member)
8) MGen Byron H Calimag AFP	M		8) Franklin D. Iglesias	M	(Member)
9) BGen Glenn E. Cruz	M		9) Louis Albert H. Quiroga	M	(Member)
			10) Josephim-Nathe T. Montellana	M	(Member)
End-Users			Secretariat		
1) LTC Jose Rosel R. Redabole			1) Ma Veronica A. Morales	F	(Head)
2) LTC Rogel Al-Rahim L. Linaog PA		PA TNG Chairman	2) Jane C. Arcilla	F	(Member)
3) _____		TNG Member	3) Ana DG. Asprez	F	(Member)
4) _____			4) Ma Teresa S. Elima	F	(Member)
5) _____			5) Mirasol S. Ninobla	F	(Member)
6) _____			6) Ma. Irisa G. Ordillano	F	(Member)
Account Officer			Observers		
1) Pio B. Bellosillo	M		1) _____		
2) Michael M. Arrieseado	M		2) _____		

Philippine International Trading Corporation

PITC



Ref. No. MPG-C/L-2020-07-
21 July 2020

NOTICE OF ZOOM VIDEO CONFERENCE

Requested to Attend:

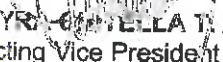
PHILIPPINE ARMY

- > MGEN GLENN CRUZ AFP - PA Provisional Member to PITC
- > MEMBERS OF PA-TWG for Medical Items
- > END USER OF THE PROJECT

Venue : 5/F Conference Room
Philippine International Trading Corp.
NDC Bldg., 116 Tordesillas St., Salcedo Village, Makati City

SCHEDULE:

Date / Time	Bid Ref. No.	PREBID Activity
22 July 2020, 3:00 PM	Bid Ref. No. MPG- BI-2020-230 Rebid	Supply and Delivery of 17 Units Brand New Major Surgery Set and 25 Units Brand New Minor Surgery Set for the Philippine Army (PA)


MYRA CRISPELLA T. ALVAREZ
Acting Vice President
Military Procurement Group

Note: We will send you the link later where you can click and join the Zoom Meeting

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