



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
FOR THE SUPPLY AND DELIVERY OF 119 UNITS BRAND NEW
HOSPITAL BED FOR THE PHILIPPINE ARMY (PA)**

**Bid Ref. No. MPG-B1-2020-235
28 September 2020, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 3:20pm

In attendance are:

FOR PITC BAC-I via ZOOM
Christabelle P. Ebriega, Chairperson
Atty. Ma. Gudelia C. Guese, Vice-Chair
Myra T. Alvarez, Alternate Vice-Chair
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)
MAJ BITCO Chief PMO
Col. Jose Rosel R. Reduble

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of 119 Units Brand New Hospital Bed for the Philippine Army (PA). After which, Chair acknowledged the presence of the BAC members and Philippine Army Representative/s through video conference (via ZOOM).
- Chair acknowledged the presence of the prospective bidder attending the pre-bid conference via ZOOM. Namely:
 - 1) Berovan Marketing Inc.
 - 2) R and A Dental Supply
 - 3) S&S Enterprises
- Chair turned over the floor to Alt. Vice-Chair who will discuss the project requirements.
- Alt. Vice-Chair informed that to be able to participate in this bid project, the prospective Bidders 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 for the Supply and Delivery of 119 Units Brand New Hospital Bed for the Philippine Army (PA) who must be Filipino citizens / sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- Required Delivery Period: Within Ninety (90) calendar days from receipt of Notice to Proceed.
- Alt. 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;

- Alt. 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 *Clause 20.3 and 20.4* in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

Class "A" Eligibility Documents	Alt. Vice-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 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 Bidders 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>Alt. 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>Alt. Vice-Chair advised Bidders 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>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If a Bidders 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>Alt. 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), if any whether similar or not in nature and complexity to the contract to be bid.</p>	<p>Alt. 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 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 percent (50%) of the total ABC of the item being bid (Annex I-A).</p> <p>"Similar" contract shall mean Medical Equipment.</p>	<ul style="list-style-type: none"> • A form is again provided; • Bidders 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 - A form is provided for as Annex II-A;</p> <p>As the sample form was flashed on the screen, Alt. Vice-Chair's instructions are for the Bidders to supply the necessary details as required. A formula is already provided for the Bidders 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 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>FOR COMMITTED LINE OF CREDIT (CLC) - A sample form is provided for as Annex II-B;</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.</p> <p>Alt. Vice-Chair reminded the Bidders 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>Since prospective Bidders expressed that they will not bid as a Joint Venture, Alt. Vice-Chair skipped this portion, but stated that just in case any of them decides to enter into Joint Venture, the requirements are found in Bid Data Sheet Clause 12.1 pages 35 to 37 of the Bidding Documents.</p>
<p>Technical Documents</p>	<p>Alt. Vice-Chair's Instructions</p>
<p>Annex IV Bid Security</p>	<p>Alt. 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;

	<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, Alt. Vice-Chair advised Bidders to photocopy the form or scan it, and then have the authorized representative sign form and have it notarized.</p> <p>The other forms of Bid Security are:</p> <p>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.</p> <p>c. Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>d. Surety Bond callable upon demand equivalent to at least 5% of the ABC.</p> <p>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.</p> <p>Alt. 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>Annex V-A Duly signed and completed Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen Alt. 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 this Bid Form. Do not retype or alter"; ◦ Bidders to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance"; ◦ Bidders to indicate the Brand and Model No. of the Hospital Bed; ◦ All five (5) pages must be signed by the company's authorized representative. <p>Alt. Vice-Chair reminded the Bidders that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidders cannot comply with the technical specifications.</p>
<p>Annex V-A1 Technical Specifications</p>	<ul style="list-style-type: none"> ◦ Bidder's authorized representative/s to sign the "Conforme" box provided.
<p>Product Brochure and/or Technical Data Sheet</p>	<p>Submission of 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 issued by the principal manufacturer authorizing the bidder to sell/distribute.</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 ISO Certification</p>	<p>Bidders to submit a valid and current ISO Certification in the name of the manufacturer.</p> <p>The ISO Certification must cover the manufacture/design and/or production of the Brand New Hospital Bed.</p>

<p>Annex VI Certificate of Performance Evaluation</p>	<ul style="list-style-type: none"> • A form is provided for Annex VI; • Transpose the form in Bidder's Client's Letterhead; • The rating should be at least "Very Satisfactory"; • The form must be issued and signed by the Bidder's Single Largest Completed Contract Client of the bidder per Annex I-A.
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <ol 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, Alt. Vice-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.</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>Alt. Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Alt. 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, Alt. Vice-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: 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. Notarization is required for this OSS.</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. Alt. 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 this Bid Form. Do not retype or alter"; • Bidders has to indicate the unit price and total bid price both in figures and in words in the Financial Bid Form; • Bidders must fill out all line items. If an item is to be given free, Bidders must indicate "0"; • Forms to be signed by the bidder's authorized representative <p>Alt. Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purposes of the other 2 copies required.</p>

- Chair opened the floor for questions/clarifications. Details are below:

Bidders Queries	Committee's Reply
The submission of bids is in hard copies?	Yes.
No required color? For the envelope?	No, there's no required color.
My clarification in the specifications, we will send it via Email.	If you want to raise it now, its okay. But we will also request you to put your queries in writing so we can also refer to the end-users.
The posting of Bid Bulletin is after October 16?	Not necessarily after October 16, that's why we are encouraging you to raise your questions already so that we have the response already, then we can post it even before the deadline.
	So, you can also have a chance to raise clarificatory questions after that. Because if you raise questions on the deadline (October 16), we are required to issue a Bid Bulletin seven (7) calendar days before the Bid Opening. Once we issue our response to your questions seven days before, then you wont have a chance anymore to ask questions. That's why if its okay please raise your questions right away.
Last question, to the Certificate of Performance Evaluation	Chair: I would like to remind you that the form should be on your client's letterhead not yours, and the rating should be at least Very Satisfactory. We have parameters included in the form, on how you will be evaluated (timely delivery, compliance to specifications and performance).
The name of products, we will enumerate all the products we supply in our SLCC?	Chair: not necessarily the list of the products. Maybe, the general grouping of the products. Because remember this is your client named in your Annex I-A and the definition of Single Largest Completed Contract is contract referring to "Medical Equipment". So, your SLCC, is your client that you supplied Medical Equipment
Thank you ma'am.	
SNS: the sample will be part of the delivery?	Chair: In the Technical Bid Form, the item you will be presenting can either be a unit already installed at other government or private hospitals or a brand new unit that you normally use for product presentation or product demonstration. Alt. Vice-Chair: may I suggest ma'am to put their concern writing and we will discuss with Philippine Army. Chair: Okay, so S&S please put your question in writing that if the sample is brand new can it be part of the delivery. because as of now, the definition is can either be unit installed at other government or private hospitals or a brand new unit that you normally use for product presentation purposes.

R and A: It's our first time to attend the pre-bid conference, if ever we will be participating, I have some clarifications that I would like to ask.	
	Chair: okay.
Regarding the sealing and marking of envelope.	
	<p>Number of Copies: All documentary submission must come in three sets. These will be placed in 3 folders marked: "original", "duplicate" and "triplicate".</p> <p>Envelope System: the submission is a two (2) envelope system wherein Envelope 1: will contain the eligibility and technical documents and Envelope 2: will only contain the Financial Bid.</p> <p>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 <i>Clause 20.3 and 20.4</i> in the Bidding Documents.</p>
Basically, we will submit 3 folders for the first envelope, then another 3 folders for the second envelope then we will put the two envelope in the master envelope?	
	Yes.
And in the NFCC Form you provided, we have a form that we usually use the auto compute, can we use it? or strictly we need to use the form provided?	
	<p>What is important is it contains all the information required in our form. Because what we want to see is not just the amount, but how you arrive at the computation and then the NFCC upon computation cannot be less than the ABC.</p> <p>Sir may i request since we have another schedule next to this, may you put all your questions in writing? and our response will be in the form of Bid Bulletin which will be posted in PhilGEPS and PITC website.</p>
I only have two more concerns in the specifications, can I raise it?	
	Alt. Vice-Chair: yes sir, while our end-users are here.
Before I ask in the specification, I also want to clarify in the Technical Bid Form line no. 10 that for defective units and all defective integral parts of the equipment, supplier shall only be allowed up to one (1) replacement only. After which, project shall be cancelled, and performance security shall be forfeited.	
What does it mean? We are allowed only one to warranty?	
	Vice-Chair: That portion is not in the warranty, for those items that you just delivered that will undergo inspection and when found to be defective that portion will apply, you will be allowed to replace it – one time only.
So this is for the inspection?	
	Vice-Chair: yes.

Meaning, if I will be inspected I will have a second chance to replace a defective item?	
	Yes.
For the specifications the Frame, how the scratch and chipping resistant be tested? Do you need a documentation?	
	PA TWG: Any document/proof saying that the Frame is Scratch and chipping Resistant.
Thank you and then, the functions height is 400-720mm but for the Dimensions it says 720-750mm?	
	PA TWG: ma'am may we request to put it in writing so we can also check it.
Okay sir, last question is in the accessories: the 1pc Dining table, is that over bed?	
	TWG: Please include it also in your letter ma'am. So, we can also verify that.
Okay sir.	
	Chair: Okay, we will expect your queries in writing and please do not wait for the deadline to ask/raise questions. You may send it right away and we also encourage you to send your questions thru email you need not submit your questions physically in the office. Our response will be in a Bid Bulletin and it is your responsibility to get hold of those Bid Bulletin.
	And if in case we issue any revised forms, you have to use the revised forms that we issue through the Bid Bulletin. Do not just correct the form on your own.
	So, if there are no other questions, thank you for your presence this afternoon's Pre Bid Conference, good luck.

OTHER MATTERS:

- Chair reminded the 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.
- **For questions/clarifications through Email:**

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

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

BID SCHEDULE:

- Bidder can send queries/concerns via email until **16 October 2020 (Friday)**
- The Bid Opening is scheduled on **27 October 2020, 1:00 PM (Tuesday)**

ADJOURNMENT:


- There are no other matter discussed, the pre-bid conference was adjourned at 4:10pm

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-B1-2020-235) VIA ZOOM VIDEO CONFERENCE

SUPPLY AND DELIVERY OF 119 UNITS BRAND NEW HOSPITAL BED FOR THE PHILIPPINE ARMY (PA)

28 September 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. Ebriega	F	(Chairperson)	1) Manuel O. Elima, III	M	(Team Coordinator)
2) Atty. Maria Gudelia C. Guese	F	(Vice Chairperson & Supvg. BAC 1 Secretariat)	2) Pio B. Bellosillo	M	(Member)
3) Myra Chitella T. Alvarez	F	(Alternate Vice-Chair)	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) Atty. Mitzell Arthur R. Magdaong	M	(Alternate Member)	7) Michael M. Arriesgado	M	(Member)
8) MGen Glenn E. Cruz	M	(Provisional Member)	8) Franklin D. Iglesias	M	(Member)
9)	M	(Alt. Provi. Member)	9) Louis Albert H. Quiroga	M	(Member)
End-Users			Secretariat		
1) COL JOSE ROSEL R REDUABLE (MC) PA (CSG)		Via Zoom	1) Ma Veronica A. Morales	F	(Head)
2)			2) Jane C. Arcilla	F	(Member)
3)			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 Officer			Observer/s		
1) Pio B. Bellosillo	M		1) Atty. Mark Bryan A. Dela Cruz	M	(VP-/TSG)
2) Michael M. Arriesgado			2)		



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS **PRE-BID CONFERENCE -VIA ZOOM VIDEO CONFERENCE**

Name of Project : Supply & Delivery of 119 Units Brand New Hospital Bed for the Philippine Army (PA)
Bid Reference No. : MPG-B1-2020-235
Time / Date & Venue : 28 September 2020, 3:00 P.M., 5th Floor Conference Room, PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)
 NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

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

PLEASE PRINT LEGIBLY

ID No.	PRINTED NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDER'S SIGNATURE
1	Ivy Sayson	F	BEROVAN MARKETING, INC.					
2	Jhuan Conria	F	R & A DENTAL SUPPLY					
3	Allizon Marie magat	F						
4	Joseph Urbi-Orido	m	S E S ENTERPRISES					
5	Alexander Hernandez	m						

By signing on this form, I/we hereby give consent to PITC to process, which includes collection and storage, among others, the personal data stated herein in line with the provisions of the Data Privacy Act.
 PITC hereby commits to secure and treat the data indicated in this form with appropriate confidentiality and will not be shared with anybody unless with written consent of the data subjects.