



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

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF
ELEVEN (11) PACKAGES CONSISTING OF ONE HUNDRED TEN (110) UNITS
BRAND NEW HEMODIALYSIS WITH VARIOUS ACCESSORIES AND
CONSUMABLE MEDICAL DEVICES FOR THE DEPARTMENT OF HEALTH (DOH)**

BID REF. NO. GPG-BI-2020-431

22 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, Member
Joel S. Rodriguez, Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – DOH (via ZOOM)
Engr. Eric N. Urbano
Engr. Mari Jemma C. Quinto
Engr. Mario Franco Fuderanan

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply, Delivery, Installation and Commissioning of Eleven (11) Packages consisting of One Hundred Ten (110) Units Brand New Hemodialysis with Various Accessories and Consumable Medical Devices for the Department of Health (DOH). After which, Chair acknowledged the presence of the BAC members and Department of Health Representative/s through video conference (via ZOOM).
- Chair acknowledged the presence of the prospective bidders attended the pre-bid conference via ZOOM. Namely:
 1. Vita J88 Pharma House
 2. Medilines Distributors Incorporated
 3. Fresenius Medical Care Philippines, Inc.
 4. Metro Drug
 5. RC Prime Enterprises
- Chair informed that to be able to participate in this bid project, the prospective Bidders should have completed a contract of similar nature within the last five (5) years from the date of submission and receipt of bids amounting to at least fifty percent (50%) of the ABC.
 “Similar” contract shall mean “**Medical Equipment**”.
- At the same time, this bid project is open Manufacturers or Local First Tier Distributors of the principal manufacturer for the Supply, Delivery, Installation and Commissioning of One Hundred Ten (110) Units Brand New Hemodialysis with Various Accessories and Consumable Medical Devices
 “First Tier Distributor” shall mean a Philippine company directly appointed by the principal manufacturer of the **Hemodialysis Equipment** with ongoing business relationship over the last five (5) years, regardless of the type of equipment/products carried for the principal manufacturer.
 Foreign Manufacturers must be represented by a Philippine based company.
- 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.
 - **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 20b.4* 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>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> <ol 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 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>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 the prospective bidder's 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 provide the information called for; • Additional sheets can be used for as long as the authorized representative signs the last page. <p>Again, Chair reminded the Bidder to use the prescribed form in the Bidding Documents as per Annex I and this requirement does not require any attachment.</p>
<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 lot being bid (Annex I-A). Similar contract shall mean "Medical Equipment"</p>	<ul style="list-style-type: none"> • A form is again provided; • 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 - A form is provided for as Annex II;</p> <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 Lot 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.</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's Instructions</p>
<p>Joint Venture Agreement (JVA) OR Protocol/Undertaking of Agreement to Enter into Joint Venture</p>	<ol style="list-style-type: none"> 1) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, OR 2) 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. (Annex III) <p>In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder Notice of Award.</p> <p>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex III) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</p>

<p>For Local JV Partner</p>	<p>Aside from the JVA or JVP, the local partner shall also submit the documents as follows:</p> <ol style="list-style-type: none"> 1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives. 2. Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas. <p>In cases 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 within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted prior to payment.</p> <p>Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p>
<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. <p>If not in English, must be translated to English pursuant to Clause 11 of the Instructions to Bidders;</p> <ol style="list-style-type: none"> 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 Bidders 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. "GPPB Circular 07-2017 dated 31 July 2017"</p>
	<p>For other required Class "A" Eligibility Documents, submission by any of the partner(s) constitutes collective compliance:</p> <ul style="list-style-type: none"> • Duly filled up and signed form Annex I; • Duly filled up and signed form Annex I-A, complete with the required attachment; • NFCC or CLC.

Technical Documents	Chair 's Instructions
<p>Annex IV Bid Security</p>	<p>Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration - A form is provided for as Annex IV;</p> <p>Bidder 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.</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 Bidder 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>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.</p>
<p>Annex V Duly signed and completed 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 this Bid Form. Do not retype or alter"; • Bidder 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 Number being offered for the following equipment, various accessories, and consumable medical devices; • All pages must be signed by the company's authorized representative. <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 DOH Terms of Reference</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of the Annex.

<p>Annex V-A1 Bidder's Statement of Reference</p>	<ul style="list-style-type: none"> • A form is provided for as Annex V-A1; • Bidders to indicate the Brand and Model Number of the following equipment, various accessories, and consumable medical devices; and • Specify/Indicate the Page Number of Brochure / Data Sheet, Manual where the particular technical specification can be validated or can be proven through actual presentation of equipment; • Signed by the Bidder's Authorized Representative/s. 								
<p>Annex V-A2 DOH Allocation / Distribution List</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of the Annex 								
<p>Annex V-B Duly Signed and Notarized Affidavit of Site Inspection</p>	<p>Chair informed the Bidders that the Committee will issue a Bid Bulletin to include the Annex V-B Form.</p>								
<p>Product Brochure / Technical Data Sheet</p>	<p>Submission of a Product Brochure and/or Technical Data Sheet in Hard and Soft copies of the brand/model of each equipment, accessories, and consumable medical device being offered showing compliance to the technical specifications of the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">1. Hemodialysis Equipment</td> <td style="width: 50%;">5. Electrocardiograph Machine</td> </tr> <tr> <td>2. Dialyzer Reprocessing System</td> <td>6. Pulse Oximeter</td> </tr> <tr> <td>3. Body Composition Analyzer</td> <td>7. Medical Suction Machine</td> </tr> <tr> <td>4. Cardiac Defibrillator</td> <td>8. Biological Refrigerator</td> </tr> </table> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instructions to Bidders.</p>	1. Hemodialysis Equipment	5. Electrocardiograph Machine	2. Dialyzer Reprocessing System	6. Pulse Oximeter	3. Body Composition Analyzer	7. Medical Suction Machine	4. Cardiac Defibrillator	8. Biological Refrigerator
1. Hemodialysis Equipment	5. Electrocardiograph Machine								
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3. Body Composition Analyzer	7. Medical Suction Machine								
4. Cardiac Defibrillator	8. Biological Refrigerator								
<p>FOR THE HEMODIALYSIS EQUIPMENT:</p>	<p>For Manufacturers: Submission of a Certification from the manufacturer stating the following: (sample Certification per Annex VI)</p> <ol style="list-style-type: none"> a) That the manufacturer has been in the business of manufacturing the Hemodialysis Equipment being offered; b) That the manufacturer has been in a business relationship with the bidder over the last five (5) years; c) That the Hemodialysis Equipment being offered is brand new, unused, not a discontinued model and was not subjected to a product recall. <p>OR</p> <p>For Local First Tier Distributors: submission of a copy of valid and current Certificate of Distributorship (as First Tier Distributor) issued by the principal manufacturer authorizing the bidder to sell/distribute the Hemodialysis Equipment subject of this bidding.</p> <p>The Certificate MUST INDICATE/INCLUDE the following:</p> <ol style="list-style-type: none"> a) That the manufacturer has been in the business of manufacturing the Hemodialysis Equipment being offered; b) That the manufacturer has been in a business relationship with the bidder over the last five (5) years. c) That the Hemodialysis Equipment being offered is brand new, unused, not a discontinued model and was not subjected to a product recall. 								
<p>Sales Invoice issued by the manufacturer/distributor or Certification from a Health Facility as proof that the brand of the Hemodialysis Equipment has been in the Philippine Market for at least twenty (20) years.</p>	<p>Bidders to submit a Sales Invoice issued by the manufacturer/distributor or Certification from a Health Facility as proof that the brand of the Hemodialysis Equipment has been in the Philippine Market for at least twenty (20) years.</p>								

Valid and current Certificate of Compliance with ISO 13485: Quality Management System – Requirements for regulatory purposes	<p>Bidders to submit a valid and current Certificate of Compliance with ISO 13485: Quality Management System – Requirements for regulatory purposes in the name of the manufacturer of the following equipment. The Certificates must be issued by independent Certifying Agencies:</p> <ol style="list-style-type: none"> 1. Hemodialysis Equipment 2. Body Composition Analyzer 3. Cardiac Defibrillator 4. Electrocardiograph Machine 5. Biological Refrigerator 6. Sphygmomanometer 7. Medical Suction Machine 8. Weighing Scale (Wheelchair/Accessible)
Valid and current Certificate of Compliance and/or Test Report on the latest version of IEC 60601-2-16 Part 2-16: Particular Requirements for the basic safety and essential performance of haemodialysis, haemodiafiltration and haemofiltration equipment	<p>Bidder to submit a valid and current Certificate of Compliance and/or Test Report on the latest version of IEC 60601-2-16 Part 2-16: Particular Requirements for the basic safety and essential performance of haemodialysis, haemodiafiltration and haemofiltration equipment for the <u>brand and model</u> of the Hemodialysis Equipment being offered.</p> <p>The Certificate and/or Test Report must be issued by an independent Certifying Agency.</p>
Valid Marketing Authorization, Registration Approval or Free Sale Certificate	<p>Submission of a valid Marketing Authorization, Registration Approval or Free Sale Certificate issued by the Health Authority from the country of origin for the following equipment:</p> <ol style="list-style-type: none"> 1. Hemodialysis Equipment 2. Body Composition Analyzer 3. Cardiac Defibrillator 4. Electrocardiograph Machine
Bidder's valid and current License to Operate (LTO) as a Medical Device Importer / Distributor	<p>Submission of a Bidder's valid and current License to Operate (LTO) as a Medical Device Importer / Distributor issued by the Philippine Food and Drug Administration.</p> <p>In case of expired LTO, the following must be submitted:</p> <ol style="list-style-type: none"> 1. Copy of expired LTO; 2. Application for renewal; and 3. Official Receipt as proof of payment for the renewal of LTO
Valid and current Certificate of Product Registration (CPR)	<p>Submission of a valid and current Certificate of Product Registration (CPR) issued by the Philippine Food and Drug Administration for each of the following:</p> <ol style="list-style-type: none"> 1. Hi Flux Dialyzer 2. Bloodline 3. AV Fistula Needles (Gauge 15, 16, 17) 4. Bicarbonate powder 5. Acid concentrate 6. Sterile adhesive absorbent pad 7. Micropore tape 8. Examination gloves 9. Surface disinfectant 10. Betadine Solution 11. Syringes (10 ml , 20 ml) 12. Oropharyngeal airways 13. Nasopharyngeal airways 14. Bag-valve-mask device for adult 15. Endotracheal tube: size 7.5, 8
List and complete address of Authorized Service Engineer(s) and/or Technician(s)	<p>Submission Submission of a List and complete address of Authorized Service Engineer(s) and/or Technician(s) of the bidder in Luzon, Visayas and Mindanao (indicating address, contact numbers and email address)</p>
List and address of the Hemodialysis Equipment Manufacturer's Branch Office/Sales Offices/Distribution Office	<p>Submission of a List and address of the Hemodialysis Equipment Manufacturer's Branch Office/Sales Offices/Distribution Office in the following:</p> <ol style="list-style-type: none"> a) Any country Western Europe; b) US or Canada; AND c) Japan.

<p>Certificate of Performance Evaluation</p>	<ul style="list-style-type: none"> • A form is provided for as Annex VII; • Transpose the form in Bidder's Client's Company Letterhead; • Bidders to provide all the information called for; • The rating should be at least Very Satisfactory; • Signed by the Single Largest Completed Contract Client. • Again, Chair emphasized that this form must be issued by the Single Largest Completed Contract Client specified in 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> <p>a) For Sole Proprietorship submission of Duly Notarized Special Power of Attorney;</p> <p>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> <p>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.</p> <p>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.</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 VIII Omnibus Sworn Statement (OSS)</p>	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Bidder 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>Bidders to check the box pertaining to the Lot no/s. 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: <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. Notarization is required for this OSS.</p>

ENVELOPE 2 – FINANCIAL ENVELOPE

<p>Annex IX Financial Bid Form</p> <p>Annex IX-A Detailed Financial Bid Form</p>	<p>Envelope 2 will contain the Financial Bid of the Bidder. 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"; ◦ 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>
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- Chair opened the floor for questions/clarifications. Details are below:

Bidder's Queries	Committee's Reply
Regarding to the IEC, you mentioned it must be valid and latest, right? the IEC, they only issue certificate of compliance at-times, so if you will find the latest then...	
	Chair: I think what I said was valid and current Certificate of Compliance and/or Test Report on the latest version of IEC 60601-2-16 Part 2-16: Particular Requirements for the basic safety and essential performance of haemodialysis, haemodiafiltration and haemofiltration equipment
	Actually, this is a requirement of DOH. So, we will ask DOH to respond to your observation.
Okay ma'am.	
	Any other concerns?
Fresenius: we have questions in the chat box...	
	PITC TWG: this was sent by Mr. Angelo Barcelona, the question is whether the ABC will allow submission of two contracts that will aggregate the 50% of the ABC.
	Chair: in the track record?
Yes ma'am.	
	Right now, the requirement is one Single Largest Completed Contract, but we will allow you to raise that in writing and we will respond to you through a Bid Bulletin.
	PITC TWG: there is another question raised in the chat box, whether list of rental equipment can be considered as similar contract?
	And on Joint Venture Partnership as JV have to be incorporated? and JV partners assigned to do invoice and billing under its name?
	Chair: again, can I request that to be submitted to us in writing?
Regarding to that questions, because we have some PPP with other government hospitals, so that is what we are trying ask if those PPP will be qualified for the total amount.	
	Chair: okay sir, we will expect that in writing.

<p>Mr. Zulueta: regarding to the Affidavit of Site Inspection, with the pandemic right now its impossible to do the site inspection within the 3 weeks allotted time before the Opening of the Bid. Our assumption to this, is that sites are site ready because this was supposed to be 2018, maybe the site inspection requirement can be waved?</p>	
	<p>Again, we will ask you to put that in writing sir. For the consideration of DOH.</p>
	<p>But please address the letter to PITC BAC.</p>
<p>Okay ma'am, and in connection with that, because the NTP is upon issuance of Site Readiness and Possession. Meaning, if the customer will issue the notice, the site is 100% ready for installation and delivery. Then, there is a conflicting provision in the Technical Bid Form, the site preparation because when a recipient applies for a permit to construct with DOH licensing, definitely they have to submit already a layout with all the provision for compliance.</p> <p>So, supposed to be if the customer will issue a Site Readiness and Possession, then it is already complaint. Then why is there Site Preparation involved?</p> <p>This will be an additional cost for us, including the wiring, circuit breakers and loops, because our budget is way back 2018? and all the equipment have already increased their prices all this time. So, adding additional cost for this project, maybe the ABC will not be enough</p>	
	<p>Chair: Can I refer the matter to the DOH representative?</p> <p>Engr Eric: we will study that requirement, because the reason why we included that because in our experience we had a lot of delays because of the preparedness of the site.</p> <p>Some of them have already been assessed and determined already but during the actual installation there were problems encountered. So, we had this requirement for the purpose of avoiding the delays in the installation.</p> <p>But with the concern of the prospective bidders, we will reconsider this requirement and make it more acceptable to them.</p>
	<p>Chair: maybe there are certain requirements that are peculiar to your particular brand of equipment. Therefore, they cannot just say that everything is already ready, and you may go ahead and install. Only for you to find out that for your particular item, there a different requirement.</p> <p>Maybe this is not that big site preparation, but to match the situation to the peculiarity of your own item that you are proposing.</p>

Actually, our concern is if the site is ready, if the everything is okay then we will not be compliant, so there will be modification that it is not absolute to whole...	
	I understand your concern sir. You may put that in writing, so that DOH can also respond in writing.
Okay ma'am.	
	Incidentally, I forgot to mention the additional requirements if declared S/LCB: Product Presentation in case there are some specification that are not found in the brochure, the bidder shall be required to present to the PITC and DOH TWG the sample of the exact equipment brand and model number to verify the compliance of the equipment with the required specifications. So, in Annex V-A1 you must indicate the Specify/Indicate the Page Number of Brochure / Data Sheet, Manual where the particular technical specification can be validated OR can be proven through actual presentation of equipment. Please, do not say later on that "actually that was what we will deliver, but the first three item was not there in the brochure" you cannot do that. You cannot say that you will only comply when you deliver the items, that is not possible. Clear?
Yes ma'am.	
Fresenius: Ma'am clarification to the sites, no. (8) Lanao Del Norte, the municipality is Lantad Silay City?	
	We will check sir.
	Chair: we will correct that through a Bid bulletin, it should be Baroy, Lanao Del Norte . Again, we will issue a revised Annex V-A2 to correct the address/municipality of no. (8) Lanao Del Norte.
Also, in relation to that, the template of the Affidavit of Site Inspection was not in the attachments?	
	I mentioned it earlier, that we will be issuing a Bid Bulletin to provide that particular form.
Another question regarding to the supplies, because there are some items that are non-dialysis, there is a statement that the supply of items must come from one source/manufacturer only?	
Like in our case, we are strictly a dialysis company. So, we do not have this equipment, but we can integrate this for this lot bidding, how will this be?	
	We will issue a clarification regarding that matter sir.
Thank you, ma'am.	
	Again, we prefer that you send your queries via email at the address specified in the Bidding Documents. If you already have questions, please send them right away and do not wait for the last day.

We have a few question ma'am raised in the chat box?	
	PITC TWG: Can SLCC requirements be submitted by any of the Joint Venture partners?
	Chair: Sir it is already indicated in the Class "B" Documents, if it is not registered as a JV at the time of bid submission. In which case, what you need to submit is a Protocol/Undertaking of Agreement to enter into a Joint Venture once you get awarded and you should be able to identify in the protocol, who among the partners will represent the Joint Venture.
	And there are mandatory eligibility requirements that need to be submitted by each partner of the Joint Venture on the Bid Opening. If you have a copy of the Bidding Documents you may refer to pages 37 and 38, the details of the requirements for Joint Venture.
Thank you ma'am.	
Mr. Zulueta: I have another concern, for consideration of DOH, because we notice that they increased the requirement for the reverse osmosis machine. Which means, the cost also increased. Maybe, DOH can find ways on how we can fit to the budget.	
	Duly noted Mr. Zulueta, but we will appreciate if you put that in writing so that we can also issue the corresponding Bid Bulletin.
	Generally, whatever is written cannot be changed, unless and until we issue a Bid Bulletin. and therefore, we would appreciate if you send all your queries in writing via email.
Fresenius: we also have technical questions, that we will also send it in writing.	
	Okay sir, please submit your questions to PITC and please raise all your question in one letter.
So, it is okay to ask both technical and eligibility concerns in just one letter?	
	Yes sir.
	I also suggest that you study the technical requirements so you can also raise questions right away within the period allowed.
	Again, please submit all your questions before the deadline.
Noted ma'am.	
	If there are no more questions for now, thank you and good luck, we will wait for your letters.

OTHER MATTERS:

- Chair reminded the 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.
- **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

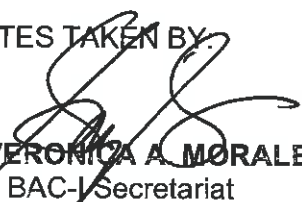
BID SCHEDULE:

- Bidder can send queries/concerns via email until **09 October 2020 (Friday)**
- The Bid Opening is scheduled on **19 October 2020, 3:00 PM (Monday)**

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 4:20pm

MINUTES TAKEN BY:


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

APPROVED BY:


CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I