

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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF THREE (3) UNITS BRAND NEW FULLY AUTOMATED
BLOOD CHEMISTRY ANALYZER AND ONE (1) UNIT BRAND NEW FULLY AUTOMATED
CROSS MATCHING ANALYZER FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-BI-2019-160
18 July 2019, 5th Floor Conference Room**

There being a quorum, Vice-Chair convened the meeting at 11:10 AM

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PA
Atty. Ma. Gudelia C. Guese, Vice-Chair and Presiding Officer	As per attached attendance sheet
David A. Inocencio, Member	
Joel S. Rodriguez, Member	
Vivian E. Monsanto, Alternate Member	
Irene G. Alayon, Alternate Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
BIDDERS	
As per attached attendance sheet	

HIGHLIGHTS OF PROCEEDINGS:

- Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Three (3) Units Brand New Fully Automated Blood Chemistry Analyzer and One (1) Unit Brand New Fully Automated Cross Matching Analyzer for the Philippine Army (PA). After which, Vice-Chair introduced the BAC members and the PA Representative/s.
- Vice-Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Scientific Biotech Specialties Inc.
 2. Genesis Transunited Inc.
 3. Gret Marketin, Inc.
- Vice-Chair reminded the Bidders that there are two (2) Items involved in this project. Bidder may bid for one or both items.
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a Single contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC of the item being bid.

Similar contract shall mean "Laboratory Equipment"
- At the same time, this bid project is open to authorized dealers, distributors or resellers who must be Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging citizens of the Philippines.
- Vice-Chair explained that the first part of the Bidding Documents the Instructions to Bidders, *Section IV. General Conditions of Contract (GCC)* and *Section V. Special Conditions of Contract (SCC)* 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;

- 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 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 the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

Class "A" Eligibility Documents	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 their 2019 Mayor's Permit.</p> <p>In case of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as post-qualification requirement.</p>
Valid and Current Tax Clearance	<p>Bidders must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018.</p> <p>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>Vice-Chair advised Bidders to only transact with legitimate employees of BIR.</p>
Audited Financial Statements for 2018 and 2017	<p>Submission will be the 2018 and 2017 Audited Financial Statements comprising of: Independent Auditor's Report, Balance Sheet and Income Statements, all pages of which must have the stamp "Received" by the BIR.</p>
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	<p>If a Bidder is already a PhilGEPS Platinum Member he can submit the Platinum Membership Certificate together with the Annex "A". The Platinum Membership will substitute for the four (4) eligibility documents enumerated earlier.</p> <p>However, if any of the documents listed in Annex A of the certificate has expired Bidders must submit the valid and current one.</p> <p>Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.</p>

	<p>c. A Bank Draft / Bank Guarantee 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 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>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>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</p> <p>Item No. 1 – Annex V-A Item no. 2 – Annex V-B</p>	<p>As the Technical Bid Form for Item no. 1 was flashed on the screen 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 the Bid Form. Do not retype or alter"; • Bidders to put the word "Comply" on all the line item on the column "Bidder's Statement of Compliance"; • Bidders to indicate the Brand and Model Number of the following: <p>For Item 1:</p> <ol style="list-style-type: none"> 1) Brand New Fully Automated Blood Chemistry Analyzer 2) UPS 3) AVR <p>For Item 2: Brand New Fully Automated Cross Matching Analyzer</p> <ul style="list-style-type: none"> • All pages must be signed by the authorized representative of the Bidder. <p>Vice-Chair emphasized that each Item has its own Technical Bid Form and the same instruction will apply for Item no. 2.</p> <p>Vice-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>Technical Specifications</p> <p>Item No. 1 – Annex V-A1 Item no. 2 – Annex V-B1</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages.
<p>Product Brochure and/or Technical Data Sheet</p>	<p>Bidders to submit a Product Brochure and/or Technical Data Sheet for the following showing compliance to the required Technical Specifications:</p> <p>Bidders must make sure that the brochure is complete enough to show compliance to the Technical Specification of the item;</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>

Copy of Valid and Current Certificate of Distributorship	<p>Bidders to submit a copy of valid and current Certificate of Distributorship from the manufacturer authorizing the bidder to sell/distribute the following:</p> <p>For Item 1: Brand New Fully Automated Blood Chemistry Analyzer.</p> <p>For Item 2: Brand New Fully Automated Cross Matching Analyzer</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>
Valid and Current License to Operate as Medical Device Importer / Distributor	<p>Bidders to submit a valid and current License to Operate as Medical Device Importer / Distributor from the Food and Drug Administration (FDA) – Philippines issued in the name of the Bidder.</p> <p>For Item 1: Brand New Fully Automated Blood Chemistry Analyzer.</p> <p>For Item 2: Brand New Fully Automated Cross Matching Analyzer</p>
Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption	<p>Bidders to submit a valid and current Certificate of Product Registration (CPR) or Certificate of Exemption from the Food and Drug Administration (FDA) – Philippines for the following:</p> <p>For Item 1: Brand New Fully Automated Blood Chemistry Analyzer.</p> <p>For Item 2: Brand New Fully Automated Cross Matching Analyzer.</p> <p>Again, If not in English, it must be accompanied by subject to requirement per Clause 11 of the Instruction to Bidders.</p>
Valid and Current ISO Certification	<p>Bidders to submit a valid and current ISO Certification in the name of the manufacturer. The ISO Certification must cover the manufacture/design and/or production of the following:</p> <p>For Item 1: Brand New Fully Automated Blood Chemistry Analyzer.</p> <p>For Item 2: Brand New Fully Automated Cross Matching Analyzer.</p>
Certificate of Site Inspection	<p>Bidders to submit a Certificate of Site Inspection issued by the Army General Hospital for the following:</p> <p>For Item 1: Brand New Fully Automated Blood Chemistry Analyzer.</p> <p>For Item 2: Brand New Fully Automated Cross Matching Analyzer.</p> <p>Contact Person for Site Inspection: LTC Rogel Al-Rahim L Linzag Operations Officer, Army General Hospital</p> <p>Contact Number: 0917-898-9036 Address: Fort Bonifacio, Taguig City</p>
List and address of Manufacturer's branch office, sales office and/or distributor's office	<p>Submission of List and address of Manufacturer's branch office, sales office and/or distributor's office in the following:</p> <ol style="list-style-type: none"> Any country in Western Europe; USA or Canada; and Japan <p>If you have any concerns on this particular this requirement you need to raise it in writing and send it to PITC because the rationale of this requirement is that the brand you are offering has a global presence.</p>

List of Authorized Service Center or Service Engineer(s) or Technician(s) of the manufacturer in Metro Manila	Submission of List of Authorized Service Center or Service Engineer(s) or Technician(s) of the manufacturer in Metro Manila (indicating address, contact numbers and email address).
Annex VI Certificate of Performance Evaluation	<p>The Committee wants to make sure that the Bidders has a good record with his client. As such, Bidders has to go back to the client which they identified in Annex I-A as the completed contract client/s.</p> <p>Bidders to present this form to their client and request the SLCC to transpose the form in their letterhead and then rate the Bidder. The rating should be at least Very Satisfactory.</p> <p>Vice-Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.</p>
Proof of Authority of the Designated Representative	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <p>a) Duly notarized Special Power of Attorney – For Sole Proprietorship if owner opts to designate a representative/s; OR</p> <p>b) Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture.</p> <p>Once again, Vice-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>
Annex VII Omnibus Sworn Statement (OSS)	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>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, Vice-Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>Bidders to check the box pertaining to the item 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. 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 ENVELOPE

<p>Financial Bid Form</p> <p>Item No. 1 – Annex VIII-A Item no. 2 – Annex VIII-B</p>	<p>Envelope 2 will contain the Financial Bid of the Bidders where bidders will indicate the Total Bid price in words and figures which should not exceed the ABC per Item.</p> <p>Vice-Chair explained that similar to the TBF, the FBF cannot be retyped. It may be photocopied for purpose of the other 2 copies required.</p> <p>Again, the Financial Bid should be in Separate Folder per Item (in 3 copies) because each Item has a separate Financial Bid Form.</p> <p>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.</p>
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- Vice-Chair emphasized the additional requirement for whoever will be declared as Declared Single/Lowest Calculated Bid (SCB/LCB) a Presentation of actual brand/model being offered within seven (7) calendar days after receipt of Notice to Present Sample. Details are found in Technical Bid Form Line no. 4 page 77 of 102 in the Bidding Documents.

If the unit is already installed at other government or private hospitals/ establishments (Metro Manila) it will be the responsibility of the supplier to get clearance or permission for the Philippine Army and PITC to check the unit.

- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
Scientific Biotech: In Technical Specifications for Item no. 2, regarding the Antigen Screening hindi po kasi siya capable for Cross Matching Analyzer...	
Sa pagka-kaalam kopo wala pon Antigen Screening	
Our Analyzer po kasi is table top we don't have floor standing	We will require you to raise that in writing ma'am.
	Please also include that in your letter ma'am.
	Any other concerns?
The Sample/Reagent Dispensing, (b) four (4) probes for samples	That's the requirement of PA, if you have concerns with that, please raise it also in writing and if you have any proposal r suggestion you may include it.
	But we don't guaranty that we will grant your requests, you need to raise your requests in writing so that the Philippine Army will have the basis to review your concerns.
Loading capacity of 32-40 samples, pag tumaas po sa 40 hindi napo puwede?	
	PA: it will be better if it's higher.
	Vice-Chair: but in the Technical Specifications it 32-40 samples, we will clarify this requirement ma'am
	If you will offer higher than that, don't expect to have premium point.
The Configuration time (a) 1000-1008 rpm, yung samin po kasi 998 rpm...	
And also the 1.5-3 minutes, usually its 9 minutes, I'll just include it in writing.	

	Vice-Chair: Yes, we will expect your letter ma'am.
The ISO Certification should be Quality Management and Medical device?	
	We don't specify, just a valid and current ISO Certificate.
Technical Specification for Item no. 1, the Drug Assay it's very broad do you have any specific drugs you need?	
And wala po yung Immunoglobulin...	
	We will need you to put that in writing sir.
	Just a reminder that there are times that we answer some questions from you but if there's going to be any changes in the bid requirement just wait for the Bid Bulletin to officially confirm what is said in the Pre-Bid Conference.
Gret Marketing: the Reagent capacity maximum of 50 bottles, sa amin po kasi maximum of 60 bottles with 60 positions.	
And then the storage temp, meaning during use or... to compensate for the room...	
	Since it has to do with the technical specifications, I will require you to raise your concerns in writing because Philippine Army still need to review your concerns, and if in case there will be any modification in any of the requirement it will be through a Bid Bulletin and it will be your responsibility to check PhilGEPS and our website from time to time.
The Data Storage (a) 100,000-1,000,000 tests, samin po kasi dependent po siya sa memory ng computer, so if we will provide a computer na mas malaki ang memory mas mataas ang magiging storage.	
Pero yung nasa brochure po kasi is standard na 30,000	
	PA: Please raise it also in writing sir.
Also the Minimum throughput capacity of 600 test/hour, our throughput capacity is 560...	
And lastly the Reagent System is bar coded mahirap po siyang pasukan ng other reagent analyzer kasi po bar coded, Kaya po mahirap sabihin na open system siya.	
	Duly noted sir.
	Since you already have your concerns regarding the specifications you may raise it right away and not wait for the deadline, send it to the PITC BAC and please use the email address and fax number that is indicate in the Bidding Documents.
	We will not answer you individually it will be through a bid bulletin. And whenever we revise any of the forms please us the revised forms.
	And during the Site Inspection if the Philippine Army answer your questions, you still need to raise it in writing so that we can also answer you officially through a Bid Bulletin, as I've said nothing changes unless we issue a Bid Bulletin.
	Vice-Chair again 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.

BAC SCHEDULE:

- Bidders can send queries/concerns until 31 July 2019 (Wednesday)
- The Bid Opening is scheduled on 9 August 2019 (Friday, 2:00 PM)

Adjourned at 12:00 P.M.

MINUTES TAKEN BY:


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

APPROVED BY:


ATTY. MARIA GUEDELIA C. GUESE
Vice-Chair, BAC-I



ATTENDANCE SHEET

PRE-BID CONFERENCE (Bid Ref. No. MPG-B1-2019-160)

SUPPLY AND DELIVERY OF THREE (3) UNITS BRAND NEW FULLY AUTOMATED BLOOD CHEMISTRY ANALYZER AND ONE (1) UNIT BRAND NEW FULLY AUTOMATED CROSS MATCHING ANALYZER FOR THE PHILIPPINE ARMY (PA)

18 July 2019, 11:00 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 (Chairperson)
- 2) Atty. Maria Gudelia C. Guese F (Vice Chairperson & Supvy. BAC I Secretarial)
- 3) Myra Chitella T. Alvarez F (Member)
- 4) David A. Inocencio M (Member)
- 5) Joel S. Rodriguez M (Member)
- 6) Irene G. Alayon F (Alternate Member)
- 7) Vivian E. Monsanto F (Alternate Member)
- 8) BGen Byron H Calimag AFP M (Provisional Member)
- 9) BGen Glenn E. Cruz M (Alt. Prov. Member)

Signature: O.C. HYPE
 Signature: M.S.
 Signature: G.A.
 Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]

Technical Working Group

Gender

Signature

- 1) Manuel O. Elima, III M (Team Coordinator)
- 2) Pio B. Bellosillo M (Member)
- 3) Ma. Cristina Rosa V. Bautista F (Member)
- 4) Suzanne M. Marticio F (Member)
- 5) Rachel F. Ignacio F (Member)
- 6) Judy Ann L. Esteban F (Member)
- 7) Michael M. Arriagado M (Member)
- 8) Franklin D. Iglesias M (Member)
- 9) Louis Albert H. Quiroga M (Member)
- 10) Jay A. Tagaca M (Member)
- 11) Maria Gada I. Waringat F (Member)

Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]

End-Users

- 1) LTC JOSE ROSEL PEDRUELA M PA TWRG
- 2) LTC ROSEL AL-ROHIM L LINZAS
- 3) CAP ESTERLANDO RIVERANO
- 4) SGA ALBERTA MORALES W
- 5)
- 6)

Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]
 Signature: [Handwritten]

Account Officers

- 1) Pio B. Bellosillo M
- 2)

Signature: [Handwritten]

Observer/s

- 1)
- 2)

Signature: [Blank]



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

PRE-BID CONFERENCE

(Who Have Not Yet Bought Bid Docs as of Pre-Bid)

Name of Project :

SUPPLY AND DELIVERY OF THREE (3) UNITS BRAND NEW FULLY AUTOMATED BLOOD CHEMISTRY ANALYZER AND ONE (1) UNIT BRAND NEW FULLY AUTOMATED CROSS MATCHING ANALYZER FOR THE PHILIPPINE ARMY (PA)

Bid Reference No. :

MPG-BI-2019-160

Time / Date & Venue :

18 July 2019, 11:00 A.M., 5th Floor Conference Room, Philippine International Trading Corporation (PITC)
NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

PLEASE PRINT LEGIBLY

NO ID - NO ENTRY
For Company Personnel
• Valid Company ID with picture and signature
For Individuals (not representing any Company)
• Any valid government-issued ID with picture and signature

ID No.	PRINTED NAMES OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./S	TIME-IN	BIDDER'S SIGNATURE
	DIANE DE JUAN	F	SCIENTIFIC BIOTECH SERVICES INC. 6023 KAMAGONG COR. SABIDO HEAVY ST. MAKATI CITY	09298151188	diane.dejuang@sci.com.ph	#2	10:38	
	ROSE BATHAN MATHI TECH	F	GENESIS TRANSMUNTED INC. 1809 TULLIANT PLAZA, F-0109 CENOGS, TAGS	0931873045	rlb@gft.ph met@gt.ph	#2	10:45	
	EDUARDO DE SOUZA P. DAVID	M	GRET MARKETING, INC. 500 SAN JOAQUIN ST. PLAZA DIVISION CEN ST. Mandaluyong	0912 885 2786	jeffrey.escobar@gretmarketing.com	#1	11:10	
	Mike Angelo C. Lojion	M	500 SAN JOAQUIN ST. PLAZA DIVISION MANDALUYONG CITY	0951070202	mllojion@lojion.com @gretmarketing.com	#1	11:18	