



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

**MINUTES OF THE PRE-BID CONFERENCE
SUPPLY AND DELIVERY OF FIVE (5) UNITS BRAND NEW THERAPEUTIC
ULTRASOUND FOR THE PHILIPPINE ARMY (PA)
BID REF. NO. MPG-BI-2019-170
14 June 2019, 5th Floor Conference Room**

There being a quorum, Chair convened the meeting at 2:20 PM

In attendance are:

FOR PITC BAC-I	FOR PROPONENT – PA
Christabelle P. Ebriega, Chairperson	As per attached attendance sheet
Atty. Ma. Gudelia C. Guese, Vice-Chair	
Myra T. Alvarez, Member	
David A. Inocencio, Member	
Joel S. Rodriguez, Member	
PITC TWG/BAC Secretariat (as per attached attendance Sheet)	
BIDDERS	
As per attached attendance sheet	

HIGHLIGHTS OF PROCEEDINGS:

- Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of Six (6) Units Brand New Electrotherapy for the Philippine Army (PA). After which, Chair introduced the BAC members and the PA Representative/s.
- Chair acknowledged the presence of the following prospective bidders present in this pre-bid conference; namely:
 1. Inter-continental Food and Pharmaceuticals Inc.
 2. Avila Medical and Hospital Supplies
 3. Everyday Enterprise
 4. Quality Medical Trading
- 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 "Rehabilitation 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.
- 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;
- Chair started to discuss the Envelope System:
 - **Envelope System:** The system of submission is a two envelope system wherein **Envelope 1** will contain the eligibility and technical documents and **Envelope 2** will only contain the Financial Bid;

- **Number of Copies:** All documentary submission must come in three sets. These will be placed in 3 folders marked: "original", "duplicate" and "triplicate";
- **Sealing/Markings:** The two envelopes will then be placed in a master envelope. The master envelope will then be sealed and marked in accordance with the instructions stated in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

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>Bidders must submit their valid and current 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>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>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>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</p>	<p>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 Contract similar to the contract being bid within the last 5 yrs. equivalent to at least 50% of the ABC.</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: <ol style="list-style-type: none"> 1. End User's Acceptance 2. Copy of Official Receipt; 3. Sales Invoice together with Collection Receipt (They go together)
<p>Net Financial Contracting Capacity (NFCC)</p> <p>Committed Line of Credit (CLC)</p>	<p>For NFCC - A form is provided for as Annex II-A;</p> <p>As the sample form was flashed on the screen, Chair's instructions is 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 at least be equal to the ABC of the project.</p> <p>For CLC - A sample form is provided for as Annex II-B.</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>Chair reminded the Bidders that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</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> <p style="padding-left: 40px;">a. Bid Securing Declaration - A form is provided for as Annex IV.</p> <p>Bidders should use the form provided by PITC because it is complete in contents.</p> <p>In order not to miss out on anything, Chair advised Bidders to photocopy the form or scan it, and then have the authorized representative sign the form and submit it notarized.</p> <p>The other forms of Bid Security are:</p> <p style="padding-left: 40px;">b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC;</p> <p style="padding-left: 40px;">c. A Bank Draft / Bank Guarantee or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p style="padding-left: 40px;">d. Surety Bond issued by a bonding company authorized by the Insurance Commission.</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>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>Annex V 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 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 specify the Brand and Model Number of the Therapeutic Ultrasound; • All five (5) pages must be signed by the authorized representative of the Bidder. <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 Technical Specifications (1 page)</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 showing compliance to the required Technical Specifications</p>	<p>Bidders to submit Product Brochure and/or Technical Data Sheet showing compliance to the required Technical Specifications</p> <p>Note: If not in English, must be subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p>Copy of Valid and Current Certificate of Distributorship from the manufacturer of the Brand New Therapeutic Ultrasound</p>	<p>Bidders to submit copy of valid and current Certificate of Distributorship from the manufacturer of the Brand New Therapeutic Ultrasound authorizing the bidder to sell/distribute the equipment.</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 License to Operate as Medical Device Importer / Distributor</p>	<p>Bidders to submit 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>Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption</p>	<p>Bidders to submit valid and current Certificate of Product Registration (CPR) or Certificate of Exemption from the Food and Drug Administration (FDA) – Philippines</p> <p>Again, If not in English, it must be accompanied by subject to requirement per Clause 11 of the Instruction to Bidders.</p>
<p>Valid and Current ISO Certification</p>	<p>Submission of 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 Brand New Therapeutic Ultrasound. The certificate must be issued by an independent Certifying Agency.</p>
<p>List and address of Manufacturer's branch office, sales office and/or distributor's office</p>	<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"> a) Any country in Western Europe; b) USA or Canada; c) Japan
<p>List of Authorized Service Center and/or Service Engineer(s) or Technician(s)</p>	<p>Submission of List of Authorized Service Center and/or Service Engineer(s) or Technician(s) of the manufacturer in Luzon, Visayas and Mindanao (indicating address, contact numbers and email address).</p>

<p>Annex VI Certificate of Performance Evaluation</p>	<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>Chair emphasized that the form must be in the company letterhead of Bidder's Single Largest Completed Contract Client/s.</p>
<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. 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, Chair advised Bidders to check the wordings. In case the Board appoints more than one person, it is safe that it be worded "any of the following" or "or" so that even only one person can bind the company.</p> <p>However, if not stated this way, then the Committee will look for all the names and signatures of the persons named in the Secretary's Certificate. And if one signature is missing, the submission is non-compliant and will fail.</p>
<p>Annex VII Omnibus Sworn Statement (OSS)</p>	<p>Chair informed that the OSS is standard in all government biddings.</p> <p>Chair advised Bidders to use the form that PITC provided in this Bidding Document.</p> <p>The form must be copied verbatim. But to be sure that nothing is missed out, Chair suggested that the form can be scanned or photocopied and then filled up.</p> <p>On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line.</p> <p>All blanks must be filled up, appropriate boxes must be ticked off.</p> <p>On the Authority of the Designated Representative, the portion: <u>Name, Title and Specimen Signature</u> must be filled up.</p> <p>All statements from "a" to "h" must be complete.</p> <p>The last page must be signed by the authorized representative and notarized.</p>



ATTENDANCE SHEET

PRE-BID CONFERENCE/Bid Ref. No. MPG-B1-2019-170)

Supply & Delivery of Five (5) Units Brand New Therapeutic Ultrasound for the Philippine Army (PA)

14 June 2019, 2:00 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	(Member)	3) Ma. Cristina Rosa V. Bautista	F	(Member)
4) David A. Inocencio	M	(Member)	4) Suzanne M. Martico	F	(Member)
5) Joel S. Rodriguez	M	(Member)	5) Rachel F. Ignacio	F	(Member)
6) Vivian E. Monsanto	F	(Alternate Member 1)	6) Judy Ann L. Esteban	F	(Member)
7) Irene G. Alayon	F	(Alternate Member 2)	7) Michael M. Ariesgado	M	(Member)
8) MGen Byron H Callmag AFP	M	(Provisional Member)	8) Franklin D. Iglesias	M	(Member)
9) BGen Glenn E Cruz AFP	M	(Alternate Provisional Member)	9) Louis Albert H. Quiroga	M	(Member)
			10) Jay A. Tagaca	M	(Member)
			11) Maria Eda I. Maningat	F	(Member)
End-Users			Secretariat		
1) ATC JOSE ROGER R. REVUEBE M	M	TUG Chair	1) Ma Veronica A. Morales	F	(Head)
2) SSA ANASTACIO C. NOLANAO M	M	TUG HD	2) Jane C. Arcilla	F	(Member)
3) DC CHRISTOPHER REG CRUZ M	M	PMRS-AGH	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 Officers			Observers		
1) Pio B. Bellosillo	M		1) _____		
2) Rachel F. Ignacio	F		2) _____		



Bids and Awards Committee (BAC 1)

ATTENDANCE SHEET : PROSPECTIVE BIDDERS

PRE-BID CONFERENCE

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

Name of Project

SUPPLY & DELIVERY OF FIVE (5) UNITS BRAND NEW THERAPEUTIC ULTRASOUND
FOR THE PHILIPPINE ARMY (PA)

Bid Reference No.

MPG-B1-2019-170

Time / Date & Venue

14 June 2019, 2:00 P.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 NAME/S OF REPRESENTATIVE	GENDER	COMPLETE COMPANY NAME / ADDRESS	CONTACT NOS.	E-MAIL ADDRESS	LOT NO./s	TIME-IN	BIDDERS SIGNATURE
	NIKKI RAMIREZ	F	INTER CONTINENTAL FOOD AND PHARMACEUTICALS INC 812-7856 WANT 1915 ENTRATA URBAN COMPLEX FURNVEST CRY AVALON, MOUNTINLUPA CITY		calce@icfp.com		1:30pm	
	ANNE MARIBA	M	AVILA MEDICAL AND HOSPITAL SUPPLIES 1310 KATM AVE. STA. CANT, MARIÑA	938-3705	avilamedicalandhospital supplies@yahoo.com		1:30pm	
	GUINANE MIE MARULLO	F	EVERYDAY ENTERPRISE / ANBUS COMPLEX, 81-A MC ARTHUR HIGHWAY B661, MARIÑA CROSSING, DAVAO CITY	(092) 224-0678	everyday.enterprise @yahoo.com.ph		1:50pm	
	Michael Edward Luna	M	Quality Medical Tending Unit 303, Aloha Plaza 424 Pandang Soa Avenue Burg Culiat Davao City	932-14-11	qualitymedicaltending @gmail.com		1:50	
	Joey Albert Falame	M						