



Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE
BIDS AND AWARDS COMMITTEE



MINUTES OF MEETING

12 November 2018	10:00 AM	CONFERENCE ROOM A
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MEETING CALLED BY	Bids and Awards Committee III	
TYPE OF MEETING	Pre-bid Conference	
PROJECT	Supply and Delivery of HIV Viral Load Reagents for the Department of Health (DOH)	
REFERENCE NO.	PB No. 18-288-3	
ATTENDEES	<p>Bids and Awards Committee III</p> <p>Engr. Edward Saddi Chairperson Atty. Divina Gracia Bacal Regular Member Edgardo Erce AdHoc Representative</p> <p>Procurement Division 3</p> <p>Erica Santos Secretariat Jennefer Gemudiano Member</p> <p>End-user's TWG</p> <p>Jover Francisco DOH</p> <p>Observer</p> <p>Jeric Perez NTPMO</p> <p>Bidders</p> <p>Joliveth Asutilla Macare Medicals Inc. Florizel De Paro Macare Medicals Inc. Justine Rivera Getz Bros. Phils. Inc. Rialyn Martin Getz Bros. Phils. Inc. Alexander Mendoza Getz Bros. Phils. Inc. Ulleysis Tuazon Roche</p>	



	<p>Annielyn Dizon Grace Copaway</p> <p>Metro Drug Inc. Metro Drug Inc.</p>
<p>CALL TO ORDER</p>	<p>The scheduled Pre-bid Conference started at 10:35 AM with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged. The Secretariat stated the invited observers, however, none of them confirmed their attendance.</p> <p>Having the established the required quorum, the Secretariat proceeded with the discussion of the activity.</p>
<p>I. BID DOCUMENTS</p>	
<p>INSTRUCTIONS TO BIDDERS</p>	<p>There were no discussion/amendments made and further instructions from the BAC under this section.</p>
<p>BID DATA SHEET</p>	<p>Certificate of PhilGEPS Registration and Annex A</p> <p>The Chairperson cited an example that in case the Mayor's Permit under Annex A is not updated during Bid Opening, they can attach the valid and current supporting documents to prove that the Mayor's Permit is not expired. He stressed that this treatment is only acceptable during Bid Opening. He added that during Post Qualification, the Certificate of PhilGEPS Registration and Annex A should be valid and updated.</p> <p>Statement of all on-going contracts and awarded but not yet started contracts</p> <p>Prospective bidder asked if they need to include the attachments for the Statement of All On-going Contracts during Bid Opening. The Chairperson said that the form (Annex C-1) is required during Bid Opening, but it is up to the bidders if they want to submit the attachments during Bid Opening. He added that these documents will be evaluated during Post Qualification. He said that if the Bid Opening is on November 13, 2018</p>



and the bidders had a contract the day before the Bid Opening, they should indicate it in the form. He also emphasized that the space provide for the date should be same as the date of the Bid Opening.

Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid

Prospective bidder clarified if the amount of the Single Largest Completed Contract (SLCC) is equivalent to 25% or 50%. Chairperson said that it is 25 % because these items are expendable. One of the prospective bidders inquired if aggregated contracts can be accepted for the SLCC. The Chairperson answered that aggregated contracts is not acceptable.

Joint Venture (JV)

Prospective bidder noticed that in some bidding, the JV between two (2) entities have different line of business. They asked if the BAC will allow JV with pharmaceutical entity since these are highly technical items. The Chairperson took note of the question and said that this will be discussed with DOH.

Similar Contracts

Prospective bidder asked if the instruments used for viral loading, extraction, preparation and detection, can be included for the similar contracts. The Chairperson took note of the question and said that this will be discussed with DOH.

GENERAL CONDITIONS OF THE CONTRACT

There were no discussion/amendments made and further instructions from the BAC under this section.




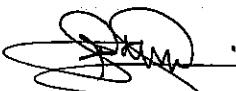
SPECIAL CONDITIONS OF THE CONTRACT	<p>There were no discussion/amendments made and further instructions from the BAC under this section.</p>
SCHEDULE OF REQUIREMENTS	<p>There were no discussion/amendments made and further instructions from the BAC under this section.</p>
TECHNICAL SPECIFICATIONS	<ul style="list-style-type: none"> • Prospective bidder requested DOH to give identification to the existing equipment being referred in the Technical Specification as the existing equipment of National Reference Laboratories (NRLs). The Chairperson took note of the question and said that this will be discussed with DOH. • Prospective bidder said that one of the technical requirements is the Amplication Preparation/HIV Test version 2.0 Kit of 48 test. They requested that since different brands would have different formats/packaging, they will base it on the required number of test which is 22,080 tests in relation to the ABC • Regarding the sample input tubes, 288 pieces per rack-85 racks, K tips 12X36 pieces per rack, K-tubes 10X96 tubes per box-20 boxes, prospective bidder requested if they can include other ancillary consumables in the financial documents in relation to the number of test required • Prospective bidder requested for the revision of analytical sensitivity. They suggested basing the specification on the World Health Organization (WHO) guideline of 1000 copies per ml, on which the objective of the viral loading program is to determine whether to use the first line of therapy or proceed to the second line of therapy and requested to follow the guideline of WHO. The Chairperson took note of the question and said that this will be discussed with DOH.

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TERMS OF REFERENCE	There were no discussion/amendments made and further instructions from the BAC under this section.
BIDDING FORMS	There were no discussion/amendments made and further instructions from the BAC under this section.

II. TIMELINE	
POSTING IN PHILGEPS	November 5, 2018
PREBID CONFERENCE	November 12, 2018 ; 10:00 am
LAST DAY OF ISSUANCE OF BID BULLETIN	November 19, 2018
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	November 26, 2018 ; 10:00 am

III. OTHER DISCUSSIONS	
OTHER MATTERS	<p>Additional questions were raised by prospective bidders:</p> <ul style="list-style-type: none"> • Prospective bidder asked if it is possible for the Notice of Award to be cancelled anytime. The Chairperson said that it depends on the agency but per RA 9184, cancellation is possible in any stage of the procurement process. • Prospective bidder asked if they need to also submit the Bid Bulletin. The Chairperson answered that this is not necessary. He reminded them to check the PhilGEPS and if they cannot download the file, personally pick-up copies from the Procurement Division III. <p>The Chairperson requested the prospective bidders to put in writing the queries and clarifications they raised during Pre-bid Conference and all necessary changes will be issued through Bid Bulletin. He added that prospective bidders are allowed to submit written clarification until November 15, 2018.</p>

<p>CERTIFICATION</p>	<p>We certify that the foregoing is true account of Pre-bid Conference conducted on 12 November 2018.</p>
<p>PREPARED BY</p>	<p>Procurement Division 3:</p> <p style="text-align: right;">  ERICA SANTOS Secretariat </p>
<p>CERTIFIED CORRECT</p>	<p>Bids and Awards Committee III:</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p style="text-align: center;">  EDGARDO ERCE AdHoc Representative </p> <p style="text-align: center;">  ATTY. DIVINA GRACIA BACAL Regular Member </p> </div> <div style="width: 45%;"> <p style="text-align: center;"> On Official Business JOSEPH BALAGTAS Provisional Member/PMOIC </p> <p style="text-align: center;"> On Leave MARC HORDEJAN Vice-Chairperson </p> <p style="text-align: center;">  ENGR. EDWARD SADDI Chairperson </p> </div> </div>

Note: For the purpose of this Minutes and for better understanding of its contents, the following rules shall apply: (a) ~~Double Strike-out~~ – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.