



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



MINUTES OF MEETING

Wednesday, April 10, 2019	10:00 AM	EXECUTIVE LOUNGE
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	PRE-BID CONFERENCE	
PROJECT	PROCUREMENT OF MEDICAL AND LABORATORY EQUIPMENT FOR THE LAS PIÑAS GENERAL HOSPITAL – SATELLITE TRAUMA CENTER (LPGH-STC)	
REFERENCE NO.	PB No. 19-114-10	
ATTENDEES	<p>BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Rina Maureen M. Maurera Maria Luisa Cantoria</p> <p>PROCUREMENT DIVISION X Jayson C. Erquiza Maricel R. Vergel De Dios Barby Ann M. Villamor</p> <p>END USER’S REPRESENTIVE/S Araceli Trinidad s Pelaez Dr. Paulo Antonio E. Clemente</p> <p>BIDDER/S Rosalyn Pallanan Allan Layug</p>	<p>Chairperson Provisional Member / PMO-in-Charge Alternate, Ad Hoc Representative, LPGH-STC</p> <p>TWG-in-Charge Member Secretariat</p> <p>TWG-in-Charge, LPGH-STC TWG-in-Charge, LPGH-STC</p> <p>Jordal Medical Systems Inc. Jordal Medical Systems Inc.</p>
CALL OF ORDER	<ul style="list-style-type: none"> • The scheduled Pre-Bid Conference started at 10:30 AM with the Chairperson presiding. • The Chairperson acknowledged the presence of the attendees. • Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the Chairperson stated that there is compliance with the requirement under the rule. Thereafter, the BAC proceeded with the scheduled pre-bid conference. • Having established the required quorum, the BAC Secretariat proceeded with abovementioned activity. 	

- The Chairperson asked the prospective bidder if they are already familiar with the requirements of government procurement so as to shorten the presentation and proceed with the discussion of the essential parts of the bidding documents. The prospective bidder agreed with it. The Chairperson instructed the BAC Secretariat to proceed with the discussion of the list/contents of bid proposal to be submitted by the prospective bidder.
- As instructed by the Chairperson the BAC Secretariat proceeded with the discussion of the following:
 - **The Items to be Bid**
 - The Chairperson corrected that the price of the bidding documents will be one thousand pesos (P 1,000.00) covering the three (3) lots.
 - **Contents of First Envelope:**
 - Authority of Signatory
 - PhilGEPS Certificate
 - Statement of Single Largest Completed Contract
 - Statement of all on-going contracts and awarded but not yet started contracts
 - NFCC or Credit Line
 - JVA if applicable
 - Bid Security
 - Statement of Compliance with the Delivery Schedule
 - Statement of Compliance with the Technical Specifications
 - Bidder's Omnibus Sworn Statement
 - **PhilGEPS Certificate**
BDS Clause 12.1 (a)(i)
The BAC Secretariat reminded the prospective bidder that they must submit an updated PhilGEPS Certificate. She also reminded them that in case the Annex A of PhilGEPS Certificate is not updated they may still opt to submit a certified true copies of the updated documents. But the bidder shall submit valid PhilGEPS Registration Certificate with its updated Annex A as part of Post-qualification documents.
 - **Statement of Single Largest Completed Contract**
BDS Clause 5.4
The BAC Secretariat stated that as defined in the above stated clause the similar contract shall be at least fifty percent (50%) of the ABC. She also mentioned that the similar contract shall refer to any contract for the **Supply and Delivery of Various Medical and Laboratory Equipment**.

The BAC Secretariat presented to the prospective bidder the prescribed form for the SLCC. Attached as Annex "C" in Section VIII. Bidding Forms.
 - **Statement of All On-Going but not yet Started Contracts**
BDS Clause 12.1 (a) (ii)
The BAC Secretariat stated that the bidder must submit statement of all

ongoing contracts and awarded but not yet started contracts which may or may not be similar to the project as of the day before the deadline of submission of bids.

The BAC Secretariat presented to the prospective bidder the prescribed form for the Statement of All On-Going but not yet Started Contracts. Attached as Annex "C-1" in Section VIII. Bidding Forms.

➤ **NFCC or Credit Line**

The BAC Secretariat stated that the bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid. If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid.

➤ **Bid Security**

BDS Clause 18.1

The BAC Secretariat stated the corresponding forms and amounts for the Bid Security requirements.

She also stated that if the bidder opts to submit a Bid Securing Declaration they must use the prescribed form as indicated in the bidding document. Attached as Annex "H" in Section VIII. Bidding Forms.

➤ **Bidder's Omnibus Sworn Statement**

The BAC Secretariat presented to the prospective bidder the prescribed form for the above stated requirement. Attached as Annex "B" in Section VIII. Bidding Forms.

- Having no clarifications from the prospective bidders the BAC Secretariat proceeded with the discussion of the contents of Second Envelope:

➤ **Contents of Second Envelope:**

- The BAC Secretariat presented to the prospective bidder the prescribed form for the Bid Form attached as Annex "A" in Section VIII. Bidding Forms.

- Having no clarifications from the prospective bidders the BAC Secretariat proceeded with the discussion of the Post Qualification requirements:

➤ **Post Qualification Requirements**

The BAC Secretariat presented to the prospective bidder the requirements for the Post Qualification as stated in the BDS Clause 29.2.

- Having no clarifications from the prospective bidder the TWG-in-Charge proceeded with the discussion of the following:

➤ **Statement of Compliance with the Delivery Schedule**

The TWG-in-Charge discussed to the prospective bidder the delivery schedule for each lot.

	<ul style="list-style-type: none"> ➤ Statement of Compliance with the Technical Specifications The TWG-in-Charge presented to the prospective bidder the product Technical Specifications and discussed the prescribed form for the Technical Specifications compliance. ➤ Below are the clarifications/request of the representative from Jordal Medical Systems Inc. with regards to the Technical Specifications: <ol style="list-style-type: none"> 1. Lot No. 1 Serofuge/Serological Centrifuge: Maximum speed RPM: 10,000 – 15,000 rpm Clarification: The prospective bidder clarified if they are allowed to exceed with the Maximum speed since as per their product brochure the maximum speed is 16,000 rpm. Response: The End-user and the BAC Members took note of the clarification for discussion. 2. Lot No. 2 Dysphagia Therapy with EMG Biofeedback OLED Screen Clarification: The prospective bidder requested to change the technical Specifications to LED Screen. Response: The End-user and the BAC Members took note of the clarification for discussion. The TWG-in-Charge clarified to the prospective bidder that they must indicate a brand and model for the laptop requirement. ➤ The BAC X reminded the bidders that requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be put in writing and submitted to the BAC X on the schedule presented by the TWG-in-Charge. ➤ Timeline: <table border="1" data-bbox="475 1331 1528 1562"> <tr> <td>Last day of Submission of Written Clarification</td> <td>April 15, 2019</td> </tr> <tr> <td>Last day of Issuance of Bid Bulletin</td> <td>April 17, 2019</td> </tr> <tr> <td>Deadline for Submission</td> <td>Wednesday, April 24, 2019; 10:00AM</td> </tr> <tr> <td>Opening of Bids</td> <td>Immediately after the Deadline of Submission of Bids</td> </tr> </table>	Last day of Submission of Written Clarification	April 15, 2019	Last day of Issuance of Bid Bulletin	April 17, 2019	Deadline for Submission	Wednesday, April 24, 2019; 10:00AM	Opening of Bids	Immediately after the Deadline of Submission of Bids
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Opening of Bids	Immediately after the Deadline of Submission of Bids								
ADJOURNMENT	<ul style="list-style-type: none"> • Having no other matters for discussion, the meeting was adjourned at 11:25 AM. 								
CERTIFICATION	<ul style="list-style-type: none"> • We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Wednesday, April 10, 2019. 								

PREPARED BY

(SGD) BARBY ANN M. VILLAMOR
Secretariat

CERTIFIED CORRECT

BIDS AND AWARDS COMMITTEE X:

(SGD) MARIA LUISA CANTORIA
Alternate Ad Hoc Representative, LPGH-STC

(SGD) RINA MAUREEN M. MAURERA
Provisional Member / PMO-in-Charge

-not present-

ATTY. DIVINA GRACIA A. BACAL
Regular Member

-not present-

WEBSTER M. LAUREÑANA
Vice-Chairperson

(SGD) ENGR. PABLO ROMAN C. ANDRES
Chairperson