

CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 10:15 AM with the Chairperson presiding. 2. The PMO-in-charge acknowledged the presence of the attendees. 3. It was likewise reported that observers were invited but none confirmed attendance. 4. The PMOIC was then instructed by the Chairperson to proceed with the presentation of the general requirements for government procurement of goods.
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DISCUSSION

I. BID DOCUMENTS

INVITATION TO BID	NO DISCUSSION
INSTRUCTIONS TO BIDDERS	<p>20. SEALING AND MARKING OF BIDS page 26-27</p> <p>Representative from Drake Marketing Corp. inquired if there is a requirement for the color of the envelope to be used.</p> <p>The committee responded in the negative.</p> <p>xxx</p> <p>PREPARATION OF BIDS</p> <p>Blue Sky requested to be clarified if they needed to prepare bid proposal for each lot.</p> <p>The committee explained that bidders are required to submit one (1) bid proposal containing the following documents that will determine the lots you intended to participate:</p> <ol style="list-style-type: none"> i. Bid security equivalent to the amount of participating lots or bid securing declaration ii. Conformity with delivery schedule for participating lots iii. Conformity with technical specifications for participating lots; and iv. Financial Bid form for participating lots <p>The rest of the documents were the same and applies for all the lots.</p>

<p>BID DATA SHEET</p>	<p>BDS Clause 12.1(a)(ii) Page 41</p> <p>Zafire Distributors, Inc. asked if it is required to submit the proof of on-going contracts or simply the summary.</p> <p>The committee clarified that the bidder just need to submit the list/summary of on-going contracts.</p> <p>xxx</p> <p>MRL Cybertec asked also if it is required to submit the supporting documents for Single Largest Completed Contracts (SLCC)</p> <p>The committee answered in the affirmative and informed the bidder that the supporting documents for the SLCC must be submitted together with post-qualification documents. During the opening of bids, the requirement is just the form for SLCC, duly accomplished and signed.</p> <p>xxx</p> <p>BDS Clause 29.2 Page 44 xxx</p> <p><i>Warranty Certificate of the three (3) years for parts and service, upon delivery, inspection and acceptance duly issued by the Manufacturer and Prospective Bidder.</i></p> <p>In the warranty certificate, MRL Cybertec, Inc. requested to reduce the period from three (3) to two (2) years.</p> <p>The committee will discuss the request with the End-User.</p>
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>GCC Clause 16 page 54-55</p> <p>Zafire Distributors, Inc. requested to be clarified with regards to the inspection of the equipment, in case of the winning bidder.</p> <p>The committee explained, based on the awarded blood bank refrigerator, the inspection division together with the representative from DOH-NVBSP inspected and tested the equipment in the warehouse of the supplier prior the on-site delivery. Further, upon delivery of the equipment, the recipient hospital/blood center facility will examine the equipment if it is the same to the inspected and tested unit and if it is still in good condition despite of the transit.</p>

<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>SCC Clause 1.1(k) page 63</p> <p>Drake Marketing Corporation asked if the requirement is on-site delivery.</p> <p>The committee responded in the affirmative.</p> <p>SCC Clause 17.3 page 69</p> <p>One (1) Three (3) years after acceptance of the delivered Goods.</p> <p>The committee clarified the requirement.</p>
<p>SCHEDULE OF REQUIREMENTS AND SUBMISSION OF SAMPLE</p>	<p>SCHEDULE OF REQUIREMENTS</p> <p>The End-User representative recommended to the committee to lessen the delivery duration for Lot No. 2, since it only consist of one (1) unit.</p> <p>No adverse comment from the prospective bidders, thus the delivery period for Lot No. 2 will be amended to ninety (90) calendar days.</p> <p>xxx</p> <p>SUBMISSION OF DEMO UNIT</p> <p>The PMO-in-charge emphasized that the commencement of five (5) calendar days period for the submission of post-qualification documents and fifteen (15) calendar days period for the submission of demo unit is from receipt of notice of Single Calculated Bid (SCB) or Lowest Calculated Bid (LCB).</p> <p>xxx</p> <p>The representative from Blue Sky requested to conduct the product demonstration in one of their installed sites.</p> <p>The committee took note of the request and will relay it to the End-User for their comments</p> <p>xxx</p> <p>SeroDiagnostic Trading inquired if it is possible that the demo unit will be submitted in their warehouse. Likewise to conduct the evaluation of the sample.</p> <p>The committee took note on this matter and will discuss it to the End-User.</p> <p>xxx</p>

The PMO-in-charge give emphasis to the Automatic Voltage Regulator (AVR) that will be submitted together with the demo unit.

LOT NO. 1 BLOOD BANK REFRIGERATOR, 1-DOOR, UPRIGHT, AT LEAST 50 BAG CAPACITY OF 450 ML

XXX

Standard Features:

- *Capable to set a maintained temperature range of 2°C to 6°C*

The representative from Endure Medical, Inc. requested to adjust the requirement for the maintaining temperature to 3°C to 5°C.

The committee noted this matter, subject for approval of the End-User.

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LOT NO. 1 BLOOD BANK REFRIGERATOR, 1-DOOR, UPRIGHT, AT LEAST 50 BAG CAPACITY OF 450 ML

XXX

Standard Features:

- *Accessible interior light switch*

Omnibus Bio-medical Systems, Inc. request for clarification about the accessible interior light switch.

The PMO-in-charge clarified that the unit must have a accessible switch on the outer surface of the unit to turn on/off the interior light.

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LOT NO. 1 BLOOD BANK REFRIGERATOR, 1-DOOR, UPRIGHT, AT LEAST 50 BAG CAPACITY OF 450 ML

XXX

Safety Features: Audible/Visual Alarms:

- *Push button alarm tests*

With regards to the requirement **Push button alarm tests** in Lot No. 1, MRL Cybertec, Inc. requested to adopt the wordings in Lot No. 2 and 3, that is:
Alarm test capable

The committee took note of the request and will review and discuss it with the End-User.

XXX

TECHNICAL
SPECIFICATIONS

	<p>LOT NO. 1 BLOOD BANK REFRIGERATOR, 1-DOOR, UPRIGHT, AT LEAST 50 BAG CAPACITY OF 450 ML, LOT NO. 2 BLOOD BANK REFRIGERATOR, 1-DOOR, UPRIGHT, AT LEAST 50 BAG CAPACITY OF 450 ML, and LOT NO. 3 BLOOD BANK REFRIGERATOR, 1-DOOR, UPRIGHT, AT LEAST 50 BAG CAPACITY OF 450 ML</p> <p>xxx</p> <p><i>Standard Features:</i></p> <ul style="list-style-type: none"> • <i>With adjustable leveling feet for stabilization</i> <p>MRL Cybertec, Inc. requested to include the caster wheels, in lieu of adjustable levelling feet.</p> <p>The committee noted the request and will discuss it with the End-User</p>
BID FORM	NO DISCUSSION
OTHER MATTERS	<p>The PMO-in-charge informed the prospective bidders that the requirements for this project is the same in previous bidding, that are: approved budget per lot, places of delivery, technical specifications and delivery schedule.</p> <p>xxx</p> <p>The PMO-in-charge explained to the prospective bidders that this project is composed of three (3) lots, and the bidders may choose the lot/s to participate with.</p> <p>xxx</p> <p>Omnibus Bio-medical raised that during the implementation of a similar project, the issuance of the Property Transfer Request (PTR) by the Department of Health – National Voluntary Blood Services Program (DOH-NVBSP) is taking long (more or less 30 calendar day) which poses a problem since, the supplier cannot proceed with the delivery as scheduled without the said PTR.</p> <p>She also added that there were cases wherein the delivery site is not yet ready or there is no space provided for the equipment. Likewise, there are instances that the recipient facility do not have knowledge about the project nor the delivery of the equipment.</p> <p>The End-User replied that the winning bidder can coordinate directly to them to give assistance in requesting the PTR and also to notify the recipient hospital/facility regarding the delivery of the equipment. Further, the bidder can claim extension of delivery duration provided that the accountable for the delay is the End-User.</p>

	<p>xxx</p> <p>The Vice-Chairperson remind the prospective bidders to make sure that all the technical requirements are already incorporated in the demo unit before submitting. Likewise the technical representative of the supplier must have comprehensive knowledge in the unit demonstrating.</p>
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:45 AM
CERTIFICATION	We certify that the foregoing is a true account of the Pre-bid Conference conducted on August 16, 2019.
PREPARED BY	<p>The Procurement Division V:</p> <p style="text-align: center;">(Sgd.) ENGR. NICOLE JOHN D. CABUEÑOS Provisional Member</p>
CERTIFIED CORRECT	<p>Bids and Awards Committee V:</p> <p style="text-align: center;">(Sgd.) MR. JACK G. MERCADO Vice-Chairperson</p> <p style="text-align: center;">(Sgd.) MR. WEBSTER M. LAUREÑANA Chairperson</p>

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.