



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



MINUTES OF MEETING

20 March 2019 10:00 AM TWG

MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Progestin Only Pill (POP) for the Department of Health (DOH)
REFERENCE NO.	PB No. 19-027-3
ATTENDEES	<p>Bids and Awards Committee III</p> <p>Engr. Edward Saddi Chairperson Marc Hordejan Vice-Chairperson Richard Garcia Provisional Member/PMOIC Edgardo Erce AdHoc Representative</p> <p>Procurement Division 3</p> <p>Erica Santos Secretariat</p> <p>End-User's TWG</p> <p>Onofria De Guzman DOH</p> <p>Bidders</p> <p>Mona Rentoria Zuellig Pharma Jun Tarroza Zuellig Pharma Cath Galera Zuellig Pharma Lalaine Rocero Phil. Pharmawealth, Inc.</p> <p>Observers</p> <p>Raphy Sanson Merck Sharp & Dohme (MSD) Carolyn Bayabos Merck Sharp & Dohme</p>
CALL TO ORDER	The scheduled Pre-bid Conference started at 10:00 AM with the Chairperson presiding.



	<p>Attendees for the activity were introduced and acknowledged. The Secretariat also stated the invited observers, however, none of them confirmed their attendance.</p> <p>Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</p>
I. BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	There were no discussion/amendments made and further instructions from the BAC under this section.
BID DATA SHEET	There were no discussion/amendments made and further instructions from the BAC under this section.
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><i>Page 69</i></p> <p>Delivery Sites</p> <ul style="list-style-type: none"> ➤ Representative from Zuellig Pharma asked the committee if all the delivery sites listed in the distribution list all have License to Operate (LTO). Ms. De Guzman said that they can ask the Supply Chain Management Office of DOH regarding this concern.
SCHEDULE OF REQUIREMENTS	<ul style="list-style-type: none"> ➤ Zuellig Pharma representative asked the committee if staggered delivery is allowed within the duration of the one hundred twenty (120) calendar days delivery period upon receipt of approved Notice to Proceed (NTP). Ms. De Guzman answered affirmatively.
TECHNICAL SPECIFICATIONS	<p><i>Page 71</i></p> <p>Primary Packaging: 1 cycle per blister pack (28 tablets per pack)</p> <ul style="list-style-type: none"> ➤ Representative from MSD asked the committee if the twenty-eight (28) tablets per pack are still necessary to be stated on the technical specifications. He added that per pack, it was already understood that it includes 28 tablets. The PMOIC answered that it was stated to specify that on one (1) cycle blister pack, there are 28 tablets.

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- Representative from Phil. Pharmawealth, Inc. clarified if all cells on the Technical Specification Form need to be filled-up. The PMOIC answered that the table should be completely filled-up.

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Page 71

Recall and Disposal

- Phil. Pharmawealth Inc.'s representative inquired if they still need to replace the products they delivered in case DOH distributes the products on the verge of its shelf life. Ms. De Guzman answered that they do not need to replace the products if that is the case and as long as they will comply with the shelf life requirement.

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Page 72

Labeling Instructions

Standard labeling instruction as approved by PFDA pursuant to Administrative Order No. 2016-0008.

In addition to the labeling requirement of PFDA:

- On each box, the following should be legibly imprinted or stickered with non-removable or permanent sticker label that is binding and with residue and tearing, if removed

Philippine Government Property – Department of Health

NOT FOR SALE ~~/RESALE~~

- On each corrugated carton, should be legibly imprinted or stickered with non-removable or permanent sticker label that is binding and with residue and tearing, if removed

Philippine Government Property – Department of Health

NOT FOR SALE ~~/RESALE~~

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- Amendment will be issued through Bid Bulletin.

xxx

- The Chairperson asked Ms. De Guzman to provide a sample illustration of the labelling instructions that will serve as a guide for the prospective bidders.
- The Chairperson clarified to the prospective bidders that no label is required for the blister pack.

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Page 73

~~6. Sample submission of the product before opening of bids.~~

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- Amendment will be issued through Bid Bulletin.

xxx

Page 73

5. Certificate of Compliance to the Electronic Drug Price Monitoring SYSTEM (EDPMS) issued by the Pharmaceutical Division (PD) of the DOH pursuant to DOH Administrative Order No. 2018-0020.

- MDS' representative raised his concern regarding the issuance of the Certificate of Compliance to the EDPMS. He said that the certificate is issued quarterly. He added that this will most likely be processed on the last week of March and will take one (1) to fifteen (15) days to be processed. Ms. De Guzman answered that based on their meeting with Pharmaceutical Division (PD), those who undergo bidding will be processed immediately.

TERMS OF REFERENCE

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


BIDDING FORMS

Page 76

xxx

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause ~~18.2~~ **17.2** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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II. TIMELINE	
POSTING IN PHILGEPS	March 13, 2019
PREBID CONFERENCE	March 20, 2019 ; 10:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	March 27, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	April 3, 2019 ; 10:00 AM
III. OTHER DISCUSSIONS	
OTHER MATTERS	The Chairperson said to the prospective bidders to put in writing all their clarifications and send it until March 23, 2019.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 12:05 PM.
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 20 MARCH 2019.
PREPARED BY	Procurement Division 3:  ERICA SANTOS Secretariat

Bids and Awards Committee III:

EDGARDO ERCE
AdHoc Representative


RICHARD GARCIA
Provisional Member/PMOIC

On Official Business

ATTY. DIVINA GRACIA BACAL
Regular Member


MARC HORDEJAN
Vice-Chairperson

CERTIFIED CORRECT


ENGR. EDWARD SADDI
Chairperson

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.