



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



## MINUTES OF MEETING

Thursday, September 20, 2018

10:00 AM

EXECUTIVE LOUNGE

|                   |   |  |
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| MEETING CALLED BY | <b>BIDS AND AWARDS COMMITTEE V</b>  |  |
| TYPE OF MEETING   | <b>Prebid Conference</b>  |  |
| PROJECT           | Supply and Delivery of Various Transfusion Transmissible Infections (TTIs) Reagents for the Department of Health – National Voluntary Blood Services Program (DOH-NVBSP)  |  |
| REFERENCE NO.     | <b>PB 18-289-5</b>  |  |
| ATTENDEES         | <p><b>Bids and Awards Committee V</b><br/>         Ms. Teresita J. Dela Cruz Chairperson<br/>         Mr. Jack G. Mercado Vice Chairperson<br/>         Engr. Yuji C. Hoshina, ECT Provisional Member (PMOIC)<br/>         Ms. Marites B. Estrella, RN, MM, MDM AdHOC Member</p> <p><b>Procurement Division V</b><br/>         Ms. Rosemarie N. Andulan<br/>         Engr. Nicole John D. Cabueños<br/>         Ms. Jessica G. Gapuz<br/>         Mr. Webster N. Laureñana</p> <p><b>End-User's Representatives</b><br/>         Ms. Vanessa Mae F. Joven NVBSP</p> <p><b>Prospective Bidders</b><br/>         Mr. Emery Gonda Lifeline Diagnostics Inc.<br/>         Mr. JM Martinez Lifeline Diagnostics Inc.</p> |  |
| CALL TO ORDER     | <ol style="list-style-type: none"> <li>The scheduled Pre-Bid Conference started at <b>11:00 AM</b> with the Chairperson presiding. The end-user stated that they were late due to traffic.</li> <li>The PMOIC acknowledged the presence of the attendees and stated that a quorum was established.</li> <li>Mr. Hoshina then informed the Committee that observers were invited but none confirmed attendance. With the sending of the Invitation,</li> </ol>   |  |

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|   | however, the requirement is deemed to have been complied with.   |
| <b>DISCUSSION</b>                         |  |
| <b>BID DOCUMENTS</b>                      |  |
| <b>INSTRUCTIONS TO BIDDERS</b>            | <p>1. The prospective bidder from Lifeline clarified the line:</p> <p><i>"Bidders should have completed within Five (5) years prior to the date of submission and receipt of bids, a contract similar to the project"</i></p> <p>The supplier asked if the requirement was every year for the last five years. The Chairperson replied that it not necessarily every year and that the bidder should have completed a contract similar to the project within five (5) years prior to the date of opening of bids.</p>  |
| <b>BID DATA SHEET</b>                     | <p>1. The Supplier asked if the VAT Returns needed for post-qualification is for six months. The Committee replied that there will be six VAT Returns to be submitted and that the requirement will be rephrased in a bid bulletin.</p>  |
| <b>SPECIAL CONDITIONS OF THE CONTRACT</b> | <p>The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.</p>  |
| <b>SCHEDULE OF REQUIREMENTS</b>           | <p>1. The Representative from Lifeline requested that the delivery period for the reagents be changed from 45 to 60 days. The End-User granted the request for the delivery period to be within sixty calendar days and the change is to be issued as a bid bulletin.</p> <p>The End User asked if the sites in Metro Manila can be provided with the reagents first if awarded. The Supplier replied that the site in Manila will be provided with the items within the original 40 calendar period and that their request for a change to 60 calendar days was for the other sites.</p> <p><b>Schedule of Requirements</b><br/><b>Page 69</b><br/>xxx</p> <p><b>DELIVERY PERIOD</b></p> <p>Within <u>Sixty (60)</u> Calendar Days from the effective date indicated in the Notice to Proceed</p> |
| <b>TECHNICAL SPECIFICATIONS</b>           | <p>1. The supplier from Lifeline clarified if the needed units to be delivered will be two (2) machines per site. The Committee replied affirmatively. The AdHoc Member also added if the supplier has an existing installation on the delivery sites; the prospective bidder can deliver a backup machine</p>   |

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| <p><b>TECHNICAL SPECIFICATIONS</b></p> | <ol style="list-style-type: none"> <li>1. The supplier from Lifeline clarified if the needed units to be delivered will be two (2) machines per site. The Committee replied affirmatively. The AdHoc Member also added if the supplier has an existing installation on the delivery sites; the prospective bidder can deliver a backup machine only.</li> <li>2. The Supplier clarified if the backup unit should be the same as the main machine. The PMOIC replied that the backup unit should still be complying with the technical specifications. The AdHoc Member stated that the three sites with the highest collection rates of blood bags be provided with backup machines that are fully automated. The Prospective Bidder stated that they can provide this. The AdHoc Member stated that semi-automated backup machines can be acceptable for the other three remaining sites.</li> <li>3. The Supplier asked if the requirement for the HCV assays' detection capability can be lowered. The AdHoc Member stated that the requirement was already lowered. The Committee took note of this and informed the bidder that this will be clarified in a Bid Bulletin.</li> <li>4. The prospective bidder asked if the requirement "<b>AND</b>" be changed to "<b>OR</b>" as not all machines has both capabilities. The AdHoc Member granted the request and this will be included in the Bid Bulletin.</li> </ol> <p><b>TECHNICAL SPECIFICATIONS</b><br/> <b>Page 73</b><br/> xxx</p> <p>"With a random access <del>and</del> or batch testing capabilities"</p> |
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| <p><b>BIDDING FORMS</b></p> | <p>The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.</p> |
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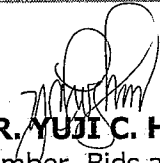
| <p><b>II. OTHER DISCUSSIONS</b></p> |  |
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| <p><b>OTHER MATTERS</b></p>         | <ol style="list-style-type: none"> <li>1. The Representative from Lifeline asked if there is a checklist for the documents to be submitted during Bid Opening. The PMOIC replied that the suggested sequencing will be shown on the presentation for the General Rules on Government Procurement and that the suppliers can photograph the slide.</li> <li>2. The Supplier from Lifeline also asked what they are going to submit if the renewal of the PhilGEPS Certification is under process. The PMOIC replied that the old PhilGEPS Certificate can be submitted during Opening along with an Official Receipt of renewal. The renewed PhilGEPS Certificate will be submitted as part of the post-qualification documents.</li> </ol> |

3. The supplier also asked if the Community Tax Certificate is still needed along with another identification card for notarization. The Committee replied that it is not anymore needed and that an identification card with a photograph and signature of the individual issued by a government agency will suffice.

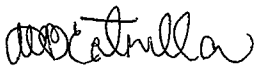
**ADJOURNMENT** Having no other matters for discussion, the meeting was adjourned at **12:20 PM.**


**CERTIFICATION** We certify that the foregoing is the true account of the **Prebid Conference** conducted on Thursday, September 20, 2018.

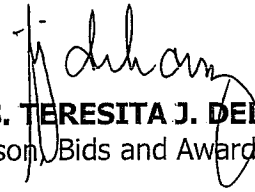
**PREPARED BY**

  
**ENGR. YUJI C. HOSHINA, ECT**  
 Provisional Member, Bids and Awards Committee V

**CERTIFIED CORRECT**

  
**MS. MARITES B. ESTRELLA, RN, MM, MDM**  
 AdHOC Member, Bids and Awards Committee V

  
**MR. JACK G. MERCADO**  
 Vice Chairperson, Bids and Awards Committee V

  
**MS. TERESITA J. DELA CRUZ**  
 Chairperson, Bids and Awards Committee V

*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.*