



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



MINUTES OF MEETING

12 NOVEMBER 2018 11:00 AM CONFERENCE ROOM A

MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Sputum Cups for the Department of Health (DOH)
REFERENCE NO.	PB No. 18-306-3
ATTENDEES	<p>Bids and Awards Committee III</p> <p>Engr. Edward R. Saddi Chairperson Jennefer Gemudiano Provisional Member/PMOIC Edgardo Erce AdHoc Representative</p> <p>Procurement Division 3</p> <p>Fortunato Cortez Jr. Member/Secretariat</p> <p>End-User's Representative/s</p> <p>Jeric Joseph Perey DOH Jover Francisco DOH</p> <p>Bidder/s</p> <p>Rommel Cabuenos Mactycoon Ailene Cabillan Impexcos Vina Limcangco BNAR Ent. Arnel Hinaggpis Medical Center Trading Mark Vincent Ong ZDI Robert Garua Infinite Medical Trading Kristina Tiqueuno Endure Medical Inc. Alpha de Leon Blue Sky Trading</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 11:00 AM with the Chairperson presiding. 2. Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance. 3. Having established the required quorum, the Secretariat proceeded with



	the discussion of the activity.
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I. BID DOCUMENTS




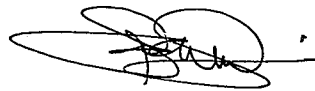
INSTRUCTIONS TO BIDDERS	There were no amendments/revisions made and further instructions from the BAC under this section.
BID DATA SHEET	<ul style="list-style-type: none"> • The Chairperson asked Mr. Erce of DOH if the similar contracts stated in the Bidding Documents is correct. Mr. Erce said that similar contracts should be Laboratory Equipments. • The Chairperson reiterated the additional documents required during post-qualification: proof of completion of single largest contract; submission of evidences/brochure, if applicable; ITRs & VAT Payments filed through the Electronic Filing and Payment System of the BIR; and Updated PhilGEPS Certificate of Registration. • The Chairperson stated the contracts to be submitted as similar contracts. He stated the additional documents to be submitted by the LCB during post-qualification stage. • The Chairperson explained about the requirement for the Single Largest Completed Contract and gave example on computing the cut-off date. The Secretariat advised the Bidders to indicate the Name of Company, Authorized Representative with Signature and the Date on Annex "C" and Annex "C-1" documents. • A Representative from Medical Center Trading asked if they need to attach additional documents on the On-going and Completed Contracts. The Chairperson replied that it's up to the Bidders if they want to attach additional documents. A Representative from Blue Sky Trading, Co., Inc. asked if they need to notarize the On-going and Completed Contracts, the Chairperson said no.
GENERAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.
SPECIAL CONDITIONS OF THE CONTRACT	There were no amendments/revisions made and further instructions from the BAC under this section.
SCHEDULE OF REQUIREMENTS	There were no amendments/revisions made and further instructions from the BAC under this section.

TECHNICAL SPECIFICATIONS	<ul style="list-style-type: none"> A Representative from Infinite Medical Trading asked if the capacity (50-60ml) should be indicated in the cups, Mr. Erce said no. The Bidder also asked about the packaging since the instruction is 1000 pieces/box or 100 plastic bags with 100 pieces but the quantity to be bid is 909,109 pieces; Mr. Erce said that one box or bag will be loose. Another concern was the shelf life of the sputum cups must be fresh commercial stock in every delivery the Bidder requested to change the number of days of delivery it will take three (3) months to manufacture with the required quantity. The Chairperson reminded that all Clarifications should put in writing as basis of discussion of the BAC if they will approved or not the extension.
TERMS OF REFERENCE	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
BIDDING FORMS	<ul style="list-style-type: none"> A Representative from Infinite Medical Trading, asked form to be submitted for the Bid Security, The Chairperson informed the Bidders that there are prescribed form for Bid Security as seen on the Bid documents.

III. TIMELINE	
POSTING IN PHILGEPS	November 05, 2018
PREBID CONFERENCE	November 12, 2018 ; 09:00 AM
LAST DAY OF ISSUANCE OF BID BULLETIN	November 19, 2018
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	November 26, 2018 ; 09:00 AM

II. OTHER DISCUSSIONS	
OTHER MATTERS	<p>The Chairperson reminded all Bidders that all Clarifications should put in writing as basis of discussion of the BAC if they will approve or not the clarification/query, to be issued as Bid Bulletin.</p>

ADJOURNMENT	<p>Having no other matters for discussion, the meeting was adjourned at 12:00 PM.</p>
CERTIFICATION	<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>FORTUNATO CORTEZ JR. Secretary</p>
<p>CERTIFIED CORRECT</p>	<p>Bids and Awards Committee III:</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="533 672 878 828">  <p>EDGARDO ERCE AldHoc Representative</p> </div> <div data-bbox="1003 672 1379 828">  <p>JENNEFER GEMUDIANO Provisional Member / PMOIC</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div data-bbox="454 873 893 985"> <p>On Official Business</p> <p>ATTY. DIVINA GRACIA BACAL Regular Member</p> </div> <div data-bbox="1050 873 1332 985"> <p>On Leave</p> <p>MARC HORDEJAN Vice Chairperson</p> </div> </div> <div style="text-align: center; margin-top: 20px;">  <p>ENGR. EDWARD SADDI Chairperson</p> </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.