



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



MINUTES OF MEETING

13 November 2018	08:30 AM	CONFERENCE ROOM A
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MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Insulin and Insulin Syringe for the Department of Health (DOH)
REFERENCE NO.	PB No. 18-365-3
ATTENDEES	<p>Bids and Awards Committee III</p> <p>Engr. Edward Saddi Chairperson Marc Hordejan Vice-Chairperson Sharon Baile Regular Member Edgardo Erce AdHoc Representative</p> <p>Procurement Division 3</p> <p>Jenefer Gemudiano Member Erica Santos Secretariat</p> <p>Bidders</p> <p>Lai Nunez Nova Nordisk Mary Ann Dobles Rebmann, Inc. Catherine Miranda Rebmann, Inc. Michelle Sanvictores Zuellig Girlie Malamug Zuellig Jeffrey Bautista RMI Patricia Ann Lorele Euromed Rochelle Isberto Euromed Lodelyn Beligolo Metro Drug Inc.</p>



	<p> Jun Insan Jewel Santos Roxan Pagay Desa Ortiza Ma. Elaine Dakila Christian Gonzales Mary Ann Gonzales Lalaine Rocero Lej Lazan Rowena Salazar Jun Caram Josie Billiones Jinalyn San Diego Noeue Inguilan Jp Laylo Charlie Palicpic Reynaldo Castro Jun Tarroga Dennis Quiambao Arnel Hinagpis Mirriam Castillo Amelie Rose Robles </p>	<p> GX Int'l. Metro Drug, Cathay Iemedia Inc. Mactycoon AAA Pharma AAA Pharma SDI Phil. Pharma MPPI Unilab Inc. Unilab Inc. RBC-MDC RBI-MDC Corp. SDI SDI MDI Technxon Zuellig GPPI Medical Center Trading Corp. Terumo EMI </p>
<p>CALL TO ORDER</p>	<p>The scheduled Pre-bid Conference started at 08:50 AM with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged. The Secretariat 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 DOCUMENTSINSTRUCTIONS TO
BIDDERS**ITB Clause 2**

The summary of the bidding activities is as follows:

Advertisement/Posting of Invitation to Bid	Nov. 5, 2018
Issuance and Availability of Bid Documents	Nov. 5, 2018
Pre-Bid Conference	Nov. 13, 2018, 8:30 AM
Last day of Submission of Written Clarification	Nov. 15 16, 2018
Last day of Issuance of Bid Bulletin	Nov. 19 20, 2018
Deadline of Submission of Bids	Nov. 26 27, 2018, 1:30 PM 9:30 AM
Opening of Bids	Immediately after the deadline of submission of Bids

ITB Clause 7

Bid opening shall be conducted on ~~Monday~~ Tuesday, November ~~26~~ 27, 2018, 9:30 AM ~~1:30 PM~~ at the Bidding Room, Conference Room, Procurement Service, Cristobal St., Paco, Manila. Bids will be opened in the presence of the Bidders' representatives who choose to attend the opening. Late bids shall not be accepted. Unsealed or unmarked bid envelopes shall be rejected also.

BID DATA SHEET

Omnibus Sworn Statement

The Chairperson reminded the prospective bidders that the e-mail address that they will provide on the Omnibus Sworn Statement should be active because all notices from the BAC will be sent through e-mail, and this is deemed received.

Filing of Income Tax Return and Latest Value Added Tax

He emphasized that this should be filed electronically in the Electronic Filing and Payment System (EFPS), and not manually.

PRE-BID CONFERENCE
PB No. 18-365-3

Supply and Delivery of Insulin and Insulin Syringe for DOH

Certificate of PhilGEPS Registration and Annex A

He cited an example that in case the Mayor's Permit under Annex A is not updated during Bid Opening, they can attach the valid and current supporting documents to prove that the Mayor's Permit is not expired. He stressed that this treatment is only acceptable during Bid Opening. He added that during Post Qualification, the Certificate of PhilGEPS Registration and Annex A should be valid and updated.

Single Largest Completed Contract (SLCC) similar to the contract to be Bid

Prospective bidder asked if they need to have different forms (Annex C) for different lots. The Vice-Chairperson answered that they just need to identify the contract that they will be using for a specific lot. The Chairperson added that if prospective bidders will bid on three (3) lots, they can submit only one (1) contract, as long as it is equal or more than 25% of the ABC. The Vice-Chairperson gave an example. The 25% of the ABC of Lot 1 is ₱ 495,000.00 and Lot 2 is ₱ 14,850,000.00. If the prospective bidders are planning to bid for Lot 1 and Lot 2 using the SLCC of Lot 1 amounting to ₱ 495,000, they cannot use it for Lot 2 because it is less than 25% of the ABC. He gave an advice regarding SLCC to the prospective bidders that if they are joining two (2) or more lots, use the lot with the highest ABC to make sure that all lots will be covered by the 25% of all the ABC.

Prospective bidder clarified if the completed contract refers to paid contract. The Chairperson answered that it refers to paid and accepted contract.

For Lot No. 4, the prospective bidder clarified if Insulin Syringe can be classified as medical supplies. On the ITB Clause 5.4, it is currently referred to any contract for drug and medicines, vaccines or biological products.

Statement of all on-going contracts and awarded but not yet started contracts

Prospective bidder asked if they need to include the attachments for the Statement of All On-going Contracts during Bid Opening. The Chairperson said that the form (Annex C-1) is required during Bid Opening, but it is up to the bidders if they want to submit the attachments during Bid Opening. He added that these documents will be evaluated during Post Qualification. He reiterate that all contracts should be declared, whether government contract or private contract.

Sample submission

For Lot 4, the Chairperson emphasized that sample submission is before Bid Opening.

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

Delivery Period

Prospective bidders asked for extension of the Delivery Period. They requested ninety (90) to one hundred twenty (120) calendar days from the receipt of the Notice to Proceed since there are many access sites. The Chairperson took note and said that this will be discussed with DOH.

DOH presented the allocation list and the Chairperson said that this will be included on the Bid Bulletin.

Allocation List

Prospective bidder asked whether the Regional Health Unit (RHU) hospital and Government Offices are included in the 1,333 access sites. They also clarified if those listed on the access sites already have their License to

	<p>Operate (LTO). They added that this is one of the requirements of Food and Drugs Administration (FDA) before they can deliver to health center.</p> <p>Prospective bidder asked DOH if those listed on the access sites are well-informed regarding delivery. They cited that they experienced rejected deliveries because some health centers do not have enough storage. DOH answered that the winning bidder should give them the schedule of delivery prior to the actual delivery.</p> <p>Prospective bidder recommended that the delivery of Insulin be done in three (3) tranches that will maintain its freshness. The Chairperson took note and said that this will be discussed with DOH.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Labeling Instructions For Lot 2 and 3, prospective bidder requested to omit the vial because the labels can be stickered or printed on the box.</p> <p>For Lot 4, prospective bidder said that the label required is too long for the packaging. The Chairperson took note of the concern and said that this will be discussed with DOH.</p> <p>Item Description For Lot 2 and 3, the prospective bidder raised that currently, they have insulin that are intramuscular (IM) / subcutaneous (SC). They said that only SC is indicated on the specification. The Chairperson took note of the concern and said that this will be discussed with DOH.</p>
<p>TERMS OF REFERENCE</p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<p>BIDDING FORMS</p>	<p>Prospective bidder asked what are the documents to be included on the Second Envelope. The Chairperson answered that only the Bid Form is included.</p>
	<p>The Chairperson reminded the prospective bidders that if they do not wish to join a specific lot, they should put the statement "No Bid", instead</p>

of putting dash, or 0, because if they do so, it will mean that they are joining the bidding for free.

II. OTHER DISCUSSIONS

OTHER MATTERS

Prospective bidder asked that since this project has four (4) Lots, they clarified if they need to submit separate Eligibility Documents if they join all Lots. The Chairperson answered that if they are planning to join two (2) lots, they can submit only one Eligibility Documents. However, they need to indicate on the envelope the Lot that they will be joining.

The Chairperson reminded the bidders that official changes will be issued through Bid Bulletin.

Prospective bidder asked if they need to submit the Bid Bulletin during Bid Opening. The Chairperson answered that this is not necessary. He reminded them to check the PhilGEPS and if they cannot download the file, personally pick-up copies from the Procurement Division III.

ADJOURNMENT

Having no other matters for discussion, the meeting was adjourned at **10:55 AM.**

CERTIFICATION

We certify that the foregoing is true account of Pre-bid Conference conducted on **13 November 2018.**

PREPARED BY

Procurement Division 3:


ERICA SANTOS
Secretariat

Bids and Awards Committee III:


EDGARDO ERCE
AdHoc Representative


SHARON BAILE
Provisional Member/PMOIC

On Official Business
ATTY. DIVINA GRACIA BACAL
Regular Member


MARC HORDEJAN
Vice-Chairperson


ENGR. EDWARD SADDI
Chairperson

CERTIFIED CORRECT

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.

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<p>CALL TO ORDER</p>	<p>The scheduled Pre-bid Conference started at 08:50 AM with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged. The Secretariat 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>	

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He emphasized that this should be filed electronically in the Electronic Filing and Payment System (EFPS), and not manually.

Certificate of PhilGEPS Registration and Annex A

He cited an example that in case the Mayor's Permit under Annex A is not updated during Bid Opening, they can attach the valid and current supporting documents to prove that the Mayor's Permit is not expired. He stressed that this treatment is only acceptable during Bid Opening. He added that during Post Qualification, the Certificate of PhilGEPS Registration and Annex A should be valid and updated.

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Sample submission

DOH presented the required layout of the packaging. They emphasized that the packaging should be present per treatment pack. The

	<p>Chairperson said that this will be included in the Bid Bulletin. The winning bidder's layout will be subject for approval of DOH.</p>
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>Delivery Period Prospective bidders asked for extension of the Delivery Period. They requested ninety (90) to one hundred twenty (120) calendar days from the receipt of the Notice to Proceed since there are many access sites. The Chairperson took note and said that this will be discussed with DOH.</p> <p>DOH presented the allocation list and the Chairperson said that this will be included on the Bid Bulletin.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Prospective bidder asked if film-coated Metformin are acceptable. The Chairperson took note of the question and said that this will be discussed with DOH.</p> <p>Primary Packaging Prospective bidder requested if the ninety (90) tablets per Treatment Pack can be changed to one hundred sixty eight (168) tablets per Pack. The DOH answered that the ninety (90) tablets per Treatment Pack requirement is the standard packaging, so it will be retained.</p>
<p>TERMS OF REFERENCE</p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>

BIDDING FORMS	<p>Prospective bidder asked what are the documents to be included on the Second Envelope. The Chairperson answered that only the Bid Form is included.</p> <p>The Chairperson reminded the prospective bidders that if they do not wish to join a specific lot, they should put the statement "No Bid", instead of putting dash, or 0, because if they do so, it will mean that they are joining the bidding for free.</p>
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OTHER MATTERS	<p>The Chairperson reminded the bidders that official changes will be issued through Bid Bulletin.</p> <p>Prospective bidder asked if they need to submit the Bid Bulletin during Bid Opening. The Chairperson answered that this is not necessary. He reminded them to check the PhilGEPS and if they cannot download the file, personally pick-up copies from the Procurement Division III.</p>
ADJOURNMENT	<p>Having no other matters for discussion, the meeting was adjourned at 10:55 AM.</p>
CERTIFICATION	<p>We certify that the foregoing is true account of Pre-bid Conference conducted on 13 November 2018.</p>
PREPARED BY	<p>Procurement Division 3:</p> <p style="text-align: center;">  ERICA SANTOS Secretariat </p>

Bids and Awards Committee III:


EDGARDO ERCE
AdHoc Representative


SHARON BAILE
Provisional Member/PMOIC

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