



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



MINUTES OF MEETING

Wednesday, December 5, 2018	10:00 AM	Executive Lounge
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X	
TYPE OF MEETING	PRE-BID CONFERENCE	
PROJECT	Procurement of Medical and Laboratory Equipment for the Las Piñas General Hospital - Satellite Trauma Center (LPGH-STC)	
REFERENCE NO.	PB 18-422-10	
ATTENDEES	BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Webster M. Laureñana Rina Maureen M. Maurera Maria Luisa P. Cantoria PROCUREMENT DIVISION X Jayson C. Erquiza Maricel R. Vergel De Dios Barby Ann M. Villamor END-USER'S REPRESENTATIVE/S Dr. Paulo Antonio E. Clemente Araceli Trinidad S. Pelaez BIDDER/S Jomar Bagonza Eldie Fayo Garry Genova Allan Layug	Chairperson Vice Chairperson Provisional Member Alternate, Ad Hoc Representative, LPGH-STC TWG Member Secretariat TWG TWG CDx Laboratory Product Center CDx Laboratory Product Center BD JMSI
CALL OF ORDER	<ul style="list-style-type: none"> The scheduled Pre-Bid Conference started at 10:40 AM with the Chairperson presiding. 	

	<ul style="list-style-type: none"> • The Chairperson acknowledged the presence of the attendees. • Notices to the observers have been sent within the prescribed period but none attended the activity. Notwithstanding the absence of the observers, the BAC stated that there is compliance with the requirement under the rule. Thereafter, the BAC proceeded with the scheduled pre-bid conference. • The Chairperson clarified to the prospective bidders that the objective of the meeting is to clarify and address bidder's questions on the different aspects of the procurement at hand. • Having established the required quorum, the Chairperson instructed the Secretariat proceeded with the first part of presentation.
<p>HIGHLIGHTS OF ACTIVITY</p>	<ul style="list-style-type: none"> • The Chairperson asked the prospective bidders if they are already familiar with the eligibility and technical documents so as to skip the presentation and proceed with the discussion of the essential parts of the bidding documents. • All the prospective bidders agreed with the suggestion of the Chairperson and instructed the Secretariat to just present the list of requirements to the prospective bidders. • As instructed, the Secretariat presented the following: <ul style="list-style-type: none"> ▪ Authority of Signatory ▪ PhilGEPS Certificate <ul style="list-style-type: none"> ➤ To the bidders whose Annex A of said Certificate reflects not updated documents, the bidder shall submit, together with the Certificate certified true copies of the updated documents. ▪ Statement of Single Largest Completed Contract <ul style="list-style-type: none"> ➤ BDS Clause 5.4: The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. For this purpose, similar contracts shall refer to any contract for the <u>Supply and Delivery of Various Medical and Laboratory Machines and Equipment</u>. ➤ Attached as Annex "C" in Section VIII. Bidding Forms ▪ Statement of All On-Going But not yet Started Contract <ul style="list-style-type: none"> ➤ Attached as Annex "C-1" in Section VIII. Bidding Forms

- JVA; if applicable
- Bid Security
 - BDS Clause 18.1 – Bid Security with corresponding forms
 - Section VIII Bidding Forms Annex “H” Bid Securing Declaration
- Statement of Compliance with the Delivery Schedule
- Statement of Compliance with the Technical Specifications
- BDS Clause 29.2 Submission of the required documents for post-qualification purposes.
 - Requirement No. 5:
Valid PhilGEPS Registration Certificate with its updated Annex A, if bidder opted to submit the eligibility documents under the Certificate during opening of bids.
- Reminder on the: Amended RULE II, SECTION 12(a) of 2004 Rules of Notarial Practice: “Competent Evidence of Identity, the rules require the presentation of competent evidence of identity, it does not mention community tax certificates or cedula or residence certificates which, prior to the effectivity of the Rules, were the only documents that parties to instruments were required to present to notaries public.
- The representative from JMSI requested to remove/delete the requirement No. 9: Product Presentation especially for Lot No. 4. The BAC took note of the query and will be further discussed with the End-user.
- The Chairperson also clarified that under BDS Clause 29.2 Requirement No. 2, the bidder shall submit the following: brochure, manufacturer’s test certificate, manufacturer’s data sheet.
- The representative from BD clarified if it is required to submit the whole manual or just the page number. In response, the Chairperson clarified that the bidder may opt to submit a soft copy of the manual.
- Also presented to the prospective bidders the corresponding forms in the Section VIII Bidding Forms:
 - Annex “A” Bid Form
 - Annex “B” Bidder’s Omnibus Statement
- Without any further clarification from the prospective bidder, the TWG-in-Charge proceeded with discussion of Section VI Schedule of Requirements and Section VII Technical Specifications.

- Below are the clarifications of the prospective bidder:

Clarification Request	Response
<p>SECTION VII TECHNICAL SPECIFICATIONS Page 73 From MAC TYCOON:</p> <p>Lot No. 1: Blood Culture Incubator (with Desktop Computer and Compatible UPS) Fluorescence Detection Technology</p> <p>The prospective bidder requested that the requirement be either Fluorescence Detection Technology or Colorimetry principle</p>	<p>The BAC took note of the request and will be further discuss with the End-user</p>
<p>SECTION VII TECHNICAL SPECIFICATIONS Page 76 From MAC TYCOON:</p> <p>Lot No. 4: Serofuge/ Serological Centrifuge</p> <p>Maximum speed: RPM: 10,000 – 15,000 RPM</p> <p>The prospective bidder requested to reduce the maximum speed of RPM.</p>	<p>As per End-user, to retain the original requirement.</p>

- Below are the corrections/instructions to the prospective bidders by the TWG-in-charge:
 - SECTION VII TECHNICAL SPECIFICATIONS Page 73
Lot No. 1: Blood Culture Incubator (with Desktop Computer and Compatible UPS)

The TWG-in-Charge instructed the prospective bidders to indicate the brand and model for the Desktop Computer and Compatible UPS.

 - But as per BD, the Desktop Computer and Compatible UPS is variable per instrument / machine. The prospective requested not to indicate the brand since it depends on the third party.
All bidders agreed with it.

- The BAC has agreed that the prospective bidders must submit a Certificate of Undertaking that the proposed Desktop Computer and UPS is compatible to the machine.
- The Technical Specifications of Lot No. 3 has been copy pasted from Lot No. 2, the TWG requested to the PMO-in-Charge the correct Technical Specifications of Lot No. 3. The BAC will issue a supplement/bid bulletin for the correction of technical specifications for lot no. 3.
- Without any further clarifications form the prospective bidders the TWG proceeded with the discussion of the summary of the bidding activities.

Last day of Submission of Written Clarification	December 07, 2018
Last day of Issuance of Bid Bulletin	December 12, 2018
Deadline for Submission and Opening of Bids	Wednesday December 19, 2018; 10:00 AM

- The TWG-in-Charge emphasizes the requirements under BDS Clause 29.2: Post Qualification Requirements.
 - Requirement No. 12: Certificate that the brand is in the local market for at least five (5) years.
The representative from JMSI requested to reduce the requirement from five (5) years to two (2) years only. The BAC took note of the request and will be further discuss with the End-user.
- Additional discussion of the TWG are as follows:
 - SCC Clause 1.1 (k) Project Sites
 - SCC Clause 11 Terms of Payment
- The BAC reminded the bidder that requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be put in writing and submitted to the BAC on the schedule provided.
- The BAC will issue a supplemental/bid bulletin to the changes or modification and clarification to be made with regards to the bidding documents which will be posted in the PHILGEPS, the website of the Procuring Entity concerned, if available, and at any conspicuous place within the premises of the Procuring Entity.

ADJOURNMENT	<ul style="list-style-type: none"> • Having no other matters for discussion, the meeting was adjourned at 11:39 AM.
CERTIFICATION	<ul style="list-style-type: none"> • We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Monday, November 5, 2018.
PREPARED BY	<p style="text-align: center;">(SGD) BARBY ANN M. VILLAMOR Secretariat</p>
CERTIFIED CORRECT	<p>Bids and Award Committee X:</p> <p style="text-align: center;">(SGD) MARIA LUISA P. CANTORIA Alternate Ad Hoc Representative, LPGH-STC</p> <p style="text-align: center;">(SGD) RINA MAUREEN M. MAURERA Provisional Member</p> <p style="text-align: center;"><i>(NOT PRESENT)</i> ATTY. DIVINA GRACIA A. BACAL Regular Member</p> <p style="text-align: center;">(SGD) WEBSTER M. LAUREÑANA Vice-Chairperson</p> <p style="text-align: center;">(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson</p>