



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



MINUTES OF MEETING

Wednesday, December 5, 2018

2:00 PM

CONFERENCE ROOM B

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VI (BAC VI)
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply, Delivery and Installation of Operating Microscope for the Department of Health – National Children’s Hospital (DOH-NCH)
REFERENCE	PB 18-424-6
ATTENDEES	<p>Bids and Awards Committee VI: Mr. Joseph Conrad D. Dueñas Chairperson Atty. Michelle Anne B. Recto, LL.M. Regular Member Mr. Marc DLR. Hordejan Provisional Member Dr. Phillip Morales Ad Hoc Member, DOH-NCH</p> <p>Procurement Division VI: Mr. Joshua Felino Julian F. Dulce Secretariat Mr. Jerome Jerold A. Catapang Member</p> <p>National Children’s Hospital: Mr. Marc Egan S. Bolotano TIAC Mr. Clarkson K. Navarro Representative Ms. Ma. Loribel Celda Representative Ms. Gemma R. Suarez TWG</p> <p>Prospective Bidder: Ms. Charity Lavarias Medilight Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 2:15 PM with the Chairperson presiding. 2. The Chairperson acknowledged the presence of the attendees. 3. The Secretariat presented the Invitation to Observers; however, none of them attended. 4. Having established the required quorum, the Secretariat proceeded with the discussion of the general requirements for government procurement.



DISCUSSION

I. BID DOCUMENTS	
INVITATION TO BID	<p>The Chairperson reminded the bidder that the last day for written clarification will fall on Sunday, thus, the written clarification will be accepted until its next working day.</p>
INSTRUCTIONS TO BIDDERS	<p>"NO DISCUSSION"</p>
BID DATA SHEET	<p>BDS Clause No. 29.2</p> <p>xxx</p> <p>6. Submission of the following:</p> <ul style="list-style-type: none"> a. Submission of Operator/User manual in English Language; b. Submission of Service/Technical and Maintenance Manual in English Language; <p>xxx</p> <p>The prospective bidder inquired if a certification will suffice the abovementioned requirement.</p> <p>The Chairperson asked if there are available manuals from any websites. The prospective bidder answered in the affirmative. The Chairperson, in turn, said that a printed of it will suffice the requirement.</p> <p>The prospective bidder also inquired if the post-qualification documents listed under BDS Clause No. 29.2 needs to be submitted during the Opening of Bids.</p> <p>The Provisional Member answered that it will be required to be submitted within five (5) calendar days upon issuance of the Notice of Single/Lowest Calculated Bid.</p> <p>The prospective bidder further inquired whether an e-mailed certification from the manufacturer needs to be certified true copy.</p> <p>The Chairperson replied in the affirmative. He added that the original document shall also be provided.</p>
GENERAL CONDITIONS OF THE CONTRACT	<p>"NO DISCUSSION"</p>
SPECIAL CONDITIONS	<p>"NO DISCUSSION"</p>

OF THE CONTRACT	
SCHEDULE OF REQUIREMENTS	"NO DISCUSSION"
TECHNICAL SPECIFICATIONS	"NO DISCUSSION"
BIDDING FORMS	"NO DISCUSSION"
OTHER MATTERS	"NO DISCUSSION"
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 2:50 PM
CERTIFICATION	We certify that the foregoing is the true account of the Pre-bid Conference conducted on December 5, 2018.
PREPARED BY	Procurement Division VI: (SGD) JEROME JEROLD A. CATAPANG Member
CERTIFIED CORRECT	Bids and Awards Committee VI: (SGD) MARC DLR. HORDEJAN Provisional Member DR. PHILLIP MORALES Ad Hoc Member, DOH-NCH ATTY. MICHELLE ANNE B. RECTO, LL.M. Regular Member (SGD) JOSEPH CONRAD D. DUEÑAS Chairperson