



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



MINUTES OF MEETING

15 MAY 2019 1:30 PM CONFERENCE ROOM B

MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Eye Screening Equipment for the DOH
REFERENCE NO.	PB No. 19-160-3
ATTENDEES	<p>Bids and Awards Committee III</p> <p>Edward Saddi Chairperson Marc Hordejan Vice-Chairperson Sharon Baile Provisional Member/PMOIC Edgardo Erce AdHoc Member</p> <p>Procurement Division 3</p> <p>Jennefer Gemudiano Secretariat</p> <p>End-User's Representative/s:</p> <p>Marlene Galvan DOH Onofria De Guzman DOH Maria Rosario Uy DOH</p> <p>Bidders</p> <p>Analyn Villaruz Olten Instruments Phils. Corp. Jharamé Cabrera MTC Opto-Medic, Inc. Elvie Matundan MTC Opto-Medic, Inc. Imran Hanif Surgicom Trading Corp. Marilou Flores Medical Gallery Trading Co. Leslie Villanueva Medical Gallery Trading Co. Jessie Rae Liwanag Mac Tycoon Marketing Francis Abad Clavins Entreprises Paulyn Pacinos One Top Medical</p>



CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-bid Conference started at 1:30 PM 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	<p>A bidder asked what contracts can be considered as similar contracts. The Chairperson replied any similar single contract pertaining to medical and hospital supplies which amounts to 50% of the total contract price of the lot.</p> <p>Page 43</p> <p>XXX</p> <p>6. The bidder shall submit any of the following <u>documents</u> whichever is applicable:</p> <p>XXX</p>
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	<p>Item # 1: Snellen Chart</p> <p>A bidder suggested to put a range on the thickness of the Snellen Chart, stating that bulbs being use nowadays are thinner. Another bidder suggested to consider the range of minimum of three and maximum of 5</p>

bulbs per Snellen Chart, the Chairperson suggested to put into writing their concern about this matter and the BAC will address the issue.

The Chairperson asked suppliers about the distance of 10 feet or 20 feet from the Snellen Chart, if there will be a difference in results, he asked to include this also in their letter as clarifications.

Item # 2: Eye Occluder

A bidder said that it would be too small to put the prescribed labelling, she suggested to put the labelling on the boxes instead. The Chairperson said to put into writing their query on this item.

Item # 3: Pinhole Occluder

A requirement that the material should be latex free. The Chairperson asked the Bidders if there is a testing center that can conduct such test, the bidders replied none. So the Chairperson said the bidder will be required during Post Qualification to submit a certification from the manufacturer that the items #2 and #3 are latex free.

Item #4: Diagnostic Set with Ophthalmoscope, Fiber Optic Otoscope
The Committee clarified the specs as follows:

Page 79

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Ophthalmoscope

- 1 piece (head & handle)

Fiber-Optic Otoscope

- High Performance Fibre Optics with 4mm diameter
- 2.5V LED, or Xenon & Vacuum Illuminations
- ~~2~~ 1 pieces (1 piece head and 1 piece handle) (head and handle)
- 3x magnifying lens and wide viewing window
- Connection via screw thread and dimmable light control system
- ~~4~~ 5 disposable ear funnels per size: 2.5mm, 3.0mm, 4.0mm

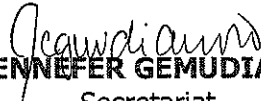
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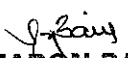
A bidder raised that the bulb is not included in the warranty. The Chairperson said to include this information/comment on your letter of clarification.

TERMS OF REFERENCE	There were no amendments/revisions made and further instructions from the BAC under this section.
BIDDING FORMS	There were no amendments/revisions made and further instructions from the BAC under this section.

III. TIMELINE	
POSTING IN PHILGEPS	May 7, 2019
PREBID CONFERENCE	May 15, 2019
LAST DAY OF ISSUANCE OF BID BULLETIN	May 22, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	May 29, 2019

II. OTHER DISCUSSIONS	
OTHER MATTERS	<ol style="list-style-type: none"> 1. A Bidder asked how come the items were bided as one (1) lot when some items are independent from each other specially the diagnostic set. DOH responded that they did it on purpose to make sure that the bidder will bid for all the items and not only on the Diagnostic set leaving the Snellen chart. DOH admits that they really need to purchase the Snellen chart as well. 2. A bidder asked what will the BAC consider the bids on per item basis or a per lot basis. The Chairperson replied the lowest bid for the whole lot. 3. The Chairperson encouraged and reminded the bidders/suppliers that they have until May 17, 2019 to submit their written clarifications.

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:45 PM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 15 MAY 2019 .
PREPARED BY	Procurement Division 3:  JENIFER GEMUDIANO Secretariat

CERTIFIED CORRECT	Bids and Awards Committee III:	
	EDGARDO ERCE AldHoc Representative	 SHARON BAILE Provisional Member / PMOIC
	On Official Business ATTY. DIVINA GRACIA BACAL Regular Member	 MARC HORDEJAN Vice-Chairperson
	 ENGR. EDWARD SADDI Chairperson	

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.