

MINUTES OF MEETING

Thursday, February 21, 2019	2:00 PM	CONFERENCE B
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																
TYPE OF MEETING	Prebid Conference																
PROJECT	Supply and Delivery of Various Transfusion Transmissible Infections (TTIs) Reagents for the Department of Health – National Voluntary Blood Services Program (DOH-NVBSP)																
REFERENCE NO.	Public Bidding No. 19-052-5																
ATTENDEES	<p>Bids and Awards Committee V</p> <table border="0"> <tr> <td>Ms. Teresita J. Dela Cruz</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Vice Chairperson</td> </tr> <tr> <td>Engr. Yuji C. Hoshina, ECT</td> <td>Provisional Member (PMOIC)</td> </tr> </table> <p>Procurement Division V</p> <p>Ms. Jessica G. Gapuz Ms. Rosemarie N. Andulan Mr. Abelardo P. Gonzalez</p> <p>End-User’s Representatives</p> <table border="0"> <tr> <td>Ms. Aiza Advincula</td> <td>NVBSP</td> </tr> <tr> <td>Ms. Iris Chuahiong</td> <td>NVBSP</td> </tr> <tr> <td>Ms. Irene Cunanan</td> <td>NVBSP</td> </tr> </table> <p>Prospective Bidders</p> <table border="0"> <tr> <td>Mr. Julius Cesar Antonio</td> <td>Abbott Laboratories</td> </tr> <tr> <td>Mr. Rey Ruena</td> <td>J&JK Medical Trading</td> </tr> </table>	Ms. Teresita J. Dela Cruz	Chairperson	Mr. Jack G. Mercado	Vice Chairperson	Engr. Yuji C. Hoshina, ECT	Provisional Member (PMOIC)	Ms. Aiza Advincula	NVBSP	Ms. Iris Chuahiong	NVBSP	Ms. Irene Cunanan	NVBSP	Mr. Julius Cesar Antonio	Abbott Laboratories	Mr. Rey Ruena	J&JK Medical Trading
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 2:10 PM with the Chairperson presiding. 2. The PMOIC acknowledged the presence of the attendees and stated that a quorum was established. 3. Mr. Hoshina then informed the Committee that observers were invited but none confirmed attendance. With the sending of the Invitation, however, the requirement is deemed to have been complied with. 																

DISCUSSION

BID DOCUMENTS	
INSTRUCTIONS TO BIDDERS	<p>The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.</p>
BID DATA SHEET	<p>1. The PMOIC clarified that the EQAS requirement should be from the bidder’s clients who are using their reagents and that it should be listed in their “List of Clients” unless it had preceded the three (3) year requirement.</p> <p>Section III. BID DATA SHEET</p> <p>ITB Clause 29.3, Page 43, Item 7 and 8 xxx</p> <p>With very satisfactory local or international EQAS.</p> <p>xxx</p> <p>List of Clients for the last three (3) years.</p> <p>xxx</p> <p>2. The Representative from J&JK asked if the bidders can include projects that are not supplied by them directly, i.e. their distributors, but having the same brand. The PMOIC replied that this is not acceptable and that the bidder should only include transactions installed and supplied by their company directly.</p> <p>Section III. BID DATA SHEET</p> <p>ITB Clause 29.2, Page 43, Item No. 6 xxx</p> <p>Track record within the last three (3) years rated with very satisfactory performance (At least one (1) local or international installation). Certification to be issued by previous clients/installations.</p> <p>ITB Clause 29.2, Page 43, Item No. 8 xxx</p> <p>List of Clients for the last three (3) years.</p> <p>xxx</p> <p>3. The Representative from J&JK asked if the delivery of the reagents can be</p>

	<p>extended up to two (2) weeks upon notice. The PMOIC replied that the requirement was laxer compared than that of the bidding in DOH. He added that the End-User may not allow anymore extension on this as the reagents although the bidder may still write this in a letter as a request.</p> <p>Section III. BID DATA SHEET ITB Clause 29.2, Page 43, Item No. 6 xxx</p> <p>Notarized certification that the supplier will replace the stocks with a shelf-life of not less than six (6) months and deliver the stocks within one (1) week from receipt of notice.</p> <p>xxx</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>1. The PMOIC clarified if there are separate controls, calibrators, etc. for the reagents, these will need a separate Certificate of Product Registration from the FDA.</p> <p>SECTION VII. TECHNICAL SPECIFICATIONS Page 73 xxx</p> <p>Provision of reagent specific controls in the manufacturer’s kit:</p> <ul style="list-style-type: none"> - Positive and Negative controls - Calibrators <p>Other Consumables (if applicable)</p> <p>xxx</p> <p>2. The PMOIC clarified that the “Reference” column in the Technical Specifications form should be filled up on where the bidder’s compliance with the specifications can be verified.</p> <p>3. The PMOIC discussed the other provisions included but no questions were raised.</p>
<p>BIDDING FORMS</p>	<p>The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.</p>

II. OTHER DISCUSSIONS

OTHER MATTERS	<ol style="list-style-type: none"> 1. The PMOIC reiterated the notarization of the documents. He added that the identification card used for the notarization must be stated as well as the identification number pursuant to notarization rules. 2. The PMOIC stated that the pages of the ANNEX "A" – Financial Bid Form of the prospective bidders should all be signed with a full signature. 3. The PMOIC clarified that should the Committee does not release a Bid Bulletin on the allowable period as stated in the bidding documents; it means that the requirements were retained. 4. The Chairperson stated that if the bidders still have any questions/clarifications, they can put it in writing and send it within the prescribed period stated in the bidding documents.
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ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 3:05 PM.
CERTIFICATION	We certify that the foregoing is the true account of the Prebid Conference conducted on Thursday, February 21, 2019.
PREPARED BY	ENGR. YUJI C. HOSHINA, ECT Provisional Member, Bids and Awards Committee V
CERTIFIED CORRECT	MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V MS. TERESITA J. DELA CRUZ Chairperson, Bids and Awards Committee V

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.