

MINUTES OF MEETING

Tuesday, August 20, 2019	10:00 AM	MEETING ROOM I
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V																										
TYPE OF MEETING	Prebid Conference																										
PROJECT	Supply and Delivery of Various Blood Bank Freezers for the Department of Health – National Voluntary Blood Services Program (DOH-NVBSP)																										
REFERENCE NO.	PB NO. 19-239-5																										
ATTENDEES	<p>Bids and Awards Committee V</p> <table border="0"> <tr> <td>Mr. Webster M. Laureñana</td> <td>Chairperson</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Vice Chairperson</td> </tr> <tr> <td>Atty. Michelle Anne B. Recto</td> <td>Regular Member</td> </tr> <tr> <td>Ms. Marites B. Estrella</td> <td>AdHOC Member</td> </tr> <tr> <td>Engr. Yuji C. Hoshina</td> <td>Provisional Member (PMOIC)</td> </tr> </table> <p>Procurement Division V</p> <table border="0"> <tr> <td>Ms. Rosemarie N. Andulan</td> <td>Secretariat</td> </tr> <tr> <td>Ms. Jessica G. Gapuz</td> <td></td> </tr> <tr> <td>Mr. Arnel B. Cunanan</td> <td></td> </tr> <tr> <td>Mr. Jules Amiel D. Angeles</td> <td></td> </tr> </table> <p>Prospective Bidders</p> <table border="0"> <tr> <td>Ms. Sherry Mabilangan</td> <td>Labtraders, Inc.</td> </tr> <tr> <td>Ms. Ann Bartolome</td> <td>Zafire Distributors</td> </tr> <tr> <td>Mr. Edgar Fernandez</td> <td>Drake Marketing</td> </tr> <tr> <td>Mr. Kristan Oliver Carida</td> <td>Drake Marketing</td> </tr> </table>	Mr. Webster M. Laureñana	Chairperson	Mr. Jack G. Mercado	Vice Chairperson	Atty. Michelle Anne B. Recto	Regular Member	Ms. Marites B. Estrella	AdHOC Member	Engr. Yuji C. Hoshina	Provisional Member (PMOIC)	Ms. Rosemarie N. Andulan	Secretariat	Ms. Jessica G. Gapuz		Mr. Arnel B. Cunanan		Mr. Jules Amiel D. Angeles		Ms. Sherry Mabilangan	Labtraders, Inc.	Ms. Ann Bartolome	Zafire Distributors	Mr. Edgar Fernandez	Drake Marketing	Mr. Kristan Oliver Carida	Drake Marketing
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CALL TO ORDER	<ol style="list-style-type: none"> The scheduled Pre-Bid Conference started at 11:00 AM with the Chairperson presiding. The PMOIC acknowledged the presence of the attendees and stated that a quorum was established. 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

The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.

BID DATA SHEET

1. The PMOIC clarified to the bidders that the VAT Returns should have been filed thru EFPS of the BIR.

ITB Clause 29.2

Page 42

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2. Value Added Tax Returns (Forms 2550M and 2550Q) or Percentage Tax Returns (Form 2551M) covering the previous six (6) months.

**The Income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS).*

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2. The PMOIC clarified that the requirement is a certification that manuals will be provided for per unit not the actual manuals of the item.

ITB Clause 29.2

Page 43

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7. Certification to provide User’s Manual in English. Two (2) Operations Manual and Two (2) Service Manual copies per unit.

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8. The PMOIC clarified that the requirement was an actual list of the engineer/technicians of the bidders and not the certification of their personnel.

ITB Clause 29.2

Page 43

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9. List of Trained Engineers/Technicians.

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SPECIAL CONDITIONS OF THE CONTRACT	The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.
SCHEDULE OF REQUIREMENTS	<ol style="list-style-type: none"> 1. The PMOIC clarified that the deadline for the submission of the demo unit will commence fifteen calendar days upon the Notice of Lowest Calculated Bidder. He added that the Committee will not issue a separate notice for the submission of the demo unit. 2. The Representative from SDT requested to have the delivery period to be change from 60 CDs to 90 CDs. The AdHoc Member replied that they cannot consider changing the delivery period since there are only three (3) sites, two in Manila and one in Cebu. The AdHoc Member also stated their concern on the fund validity of the project thus, rejecting the request to change the delivery period.
TECHNICAL SPECIFICATIONS	<ol style="list-style-type: none"> 1. The Representative from Drake clarified if there is a range of temperature for the specification. The Committee replied to have this written as a letter for clarification. TECHNICAL SPECIFICATIONS LOT 1 Page 72 xxx Fan air cooling, automatic defrost within safe temperature control xxx 2. The Representative from Drake asked what does the specification means. The PMOIC replied for the bidder to write this as a request for clarification. TECHNICAL SPECIFICATIONS LOT 1 Page 72 xxx Facility for remote alarm contact xxx
BIDDING FORMS	The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.

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 further clarified that the pages of the ANNEX "A" – Financial Bid Form of the prospective bidders should all be signed with a full signature. 3. 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 11:50 PM.
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CERTIFICATION	We certify that the foregoing is the true account of the Prebid Conference conducted on Tuesday, August 20, 2019.
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PREPARED BY	(SGD.) MS. ROSEMARIE N. ANDULAN Member, Procurement Division V
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CERTIFIED CORRECT	(SGD.) ENGR. YUJI C. HOSHINA, ECT Provisional Member, Bids and Awards Committee V (SGD.) MS. MARITES B. ESTRELLA, RN, MM, MDM AdHOC Member, Bids and Awards Committee V (SGD.) ATTY. MICHELLE ANNE B. RECTO Regular Member, Bids and Awards Committee V (SGD.) MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V
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	<p style="text-align: center;">MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V</p>
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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.