

# MINUTES OF MEETING

01 December 2020	03:00 PM	TWG ROOM/GOOGLE MEET
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<b>MEETING CALLED BY</b>	<b>Bids and Awards Committee I</b>
<b>TYPE OF MEETING</b>	<b>Pre-bid Conference</b>
<b>PROJECT</b>	Procurement of Various Personal Protective Equipment (PPE) for the Department of Health (DOH) under RA No. 11494 or the Bayanihan to Recover as One Act
<b>REFERENCE NO.</b>	<b>PB No. 20-057-1</b>
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee I</b>            Engr. Nicole John D. Cabueños Vice-Chairperson            Atty. Earvin Jay I. Alparaque Regular Member            Engr. Marwan Amil Provisional Member/PMOIC            Ana Zosith A. Cañares AdHoc Member</p> <p><b>BAC Support</b>            Erica Santos Secretariat-in-Charge            Joseph De Sales Technical Working Group Member</p> <p><b>Prospective Bidders</b>            Manino Enterprise            PPI            EMI            IAP            ORTHO ONE MEDICAL            Medtecs            U-Net Distributors Corporation            JKA Safety First Trading Corp.  <i>and 9 online attendees present via Google Meet</i></p>
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>The scheduled <b>Pre-bid Conference</b> started at 03:30 PM with the Vice-Chairperson presiding. He then instructed the Secretariat to acknowledge the presence of the attendees in the room and those who joined through the video conference platform.</li> <li>The Secretariat, likewise, presented the Invitation to Observers.</li> </ol>

	<p>However, none confirmed attendance.</p> <p>3. Having the established quorum, the Vice-Chairperson asked the Secretariat to proceed with the presentation of the general requirements for government procurement of Goods.</p>
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**I. BID DOCUMENTS**

<p><b>INSTRUCTIONS TO BIDDERS</b></p>	<p><b>Page 18</b> <b>Clause 19.3 NFCC Computation</b></p> <p>xxx</p> <ul style="list-style-type: none"> <li>• For NFCC, the Vice-Chairperson emphasized that the amount should be at least equal to the total of the ABCs for all the lots or items participated in by the prospective Bidder.</li> <li>• For CLC, the amount should also be at least 10% of the total of the ABCs for all the lots or items participated in by the prospective Bidder.</li> </ul> <p>xxx</p> <ul style="list-style-type: none"> <li>• Prospective bidder asked if they opt to submit CLC and they intend to join five (5) lots, are they required to submit five (5) different CLCs for each lot, or whether one CLC for five (5) lots will suffice. <ul style="list-style-type: none"> <li>➤ <b>The Committee took note of the clarification. Amendments, if any, will be reflected in the Bid Bulletin.</b></li> </ul> </li> <li>• The Vice-Chairperson reminded that bidders with domestic preference are still required to submit NFCC or CLC.</li> </ul> <p>xxx</p>
<p><b>BID DATA SHEET</b></p>	<p><b>Page 20</b> <b>ITB Clause 5.3</b> <b>Statement of Single Largest Completed Contract</b></p> <p>xxx</p> <ul style="list-style-type: none"> <li>• One prospective bidder asked if they need to submit different SLCCs if they join various lots. <ul style="list-style-type: none"> <li>➤ <b>The Committee answered that if they join various lots, just provide the SLCC of the largest lot they are joining and it can be used as the SLCC for all the</b></li> </ul> </li> </ul>

**other lots they are participating.**

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**Page 24**  
**ITB Clause 20.2**

XXX

**Item No. 6b**

- One prospective bidder asked if they can submit the proof of application for the License to Operate (LTO). They said that the LTO was already approved, but pending the issuance. The Committee asked if the application is new or renewal. The prospective bidder answered that their application is new.
  - **The Committee answered that for new application of LTO, the LTO is required. If for renewal, they can attach the expired LTO together with the application for renewal.**
- One prospective bidder observed that the LTO as Manufacturer is not included.
  - **The Committee took note of the clarification. Amendments, if any, will be reflected in the Bid Bulletin.**

**Item No. 7**

- For the proof of availability of stocks, one prospective bidder raised her concern. They said that how can they provide the photos of the items in their warehouse, if they do not have any contract. They raised the scenario that what if they did not win the bidding, how can they store the huge quantity of the item.
  - **The Committee took note of the clarification. Amendments, if any, will be reflected in the Bid Bulletin.**

**Item No. 2**

- For the required months, the Vice-Chairperson mentioned that the minimum requirement is from May to October 2020. If they already have the November 2020 VAT Returns, they can also submit it, covering the six-month period.

**Item No. 6a**

- One prospective bidder asked if they can submit valid extension

	<p>instead of Certificate of Product Registration (CPR).</p> <ul style="list-style-type: none"> <li>➤ <b>The Committee took note of the clarification. Amendments, if any, will be reflected in the Bid Bulletin.</b></li> </ul> <p>XXX</p>
<p><b>GENERAL CONDITIONS OF THE CONTRACT</b></p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<p><b>SPECIAL CONDITIONS OF THE CONTRACT</b></p>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<p><b>SCHEDULE OF REQUIREMENTS</b></p>	<p><b>Page 36</b> <b>Submission of Sample</b></p> <p>XXX</p> <ul style="list-style-type: none"> <li>• One prospective bidder asked if they will submit one piece of sample per lot. <ul style="list-style-type: none"> <li>➤ <b>The Committee will issue a Bid Bulletin to clarify the quantity of samples to be submitted.</b></li> </ul> </li> <li>• For the Clean Gloves, the prospective bidder asked if they need to submit two (2) pieces per size. <ul style="list-style-type: none"> <li>➤ <b>The Committee took note of the clarification. Amendments, if any, will be reflected in the Bid Bulletin.</b></li> </ul> </li> <li>• <b>The Inspection Site will be clarified. In addition, one prospective bidder asked if how long the goods will be stored on the Supplier’s warehouse for the inspection. Amendments, if any, will be reflected in the Bid Bulletin.</b></li> <li>• Prospective bidder asked where they will submit the sample. <ul style="list-style-type: none"> <li>➤ <b>The Committee answered that they will submit the samples on Procurement Service.</b></li> </ul> </li> </ul> <p>XXX</p> <p><b>Page 33 to 35</b> <b>Schedule of Requirements</b></p>

**Xxx**

- Prospective bidder asked what the projected lead time of delivery of items is.
  - **The Committee referred them to Page 33 to 35 Schedule of Requirements of the Bidding Documents.**

***Page 37 to 67***  
**Technical Specification Form**

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- One prospective bidder asked if they still need to submit the Technical Specification Form of the lot they are not joining.
  - **The Committee answered that they are not required to submit the Technical Specification Form of the lots they opt not to join.**

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- The Vice-Chairperson reminded the prospective bidders to put comply on every parameter of the technical specification.

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**Item No. 1**  
**N95 Mask**

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- Prospective bidder asked if they need to submit all certifications stated on specification No. 8.
  - **The Committee took note of the clarification. Amendments, if any, will be reflected in the Bid Bulletin.**
- Prospective bidder also clarified if they can submit KN95 certification, as stated on specification No. 8.
  - **The Committee took note of the clarification. Amendments, if any, will be reflected in the Bid Bulletin.**
- Prospective bidder online asked if the standard markings on the mask still required, or mask with no markings will do as long as it complies to N95 standard.
  - **The Committee answered that as long as it complies**

**with the Technical Specifications.**

- Prospective bidder asked if the N95 they will offer is ear looped.
  - **The Committee took note of the clarification. Amendments, if any, will be reflected in the Bid Bulletin.**

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**Item No. 2  
Clean Gloves**

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- Prospective bidder asked whether the unit of measurement of Clean Gloves is piece or pair.
  - **The Committee answered that the unit of measurement of Clean Gloves is piece.**
- **The Committee mentioned that any certifications required for this item will be issued through Bid Bulletin, if any.**

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**Item No. 3  
Surgical Mask**

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- Prospective bidder asked the required color of Surgical Mask.
  - **The Committee answered that there is no specific color required.**

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**TERMS OF REFERENCE**

There were no amendments/revisions made and further instructions from the BAC under this section.

**Page 78  
Omnibus Sworn Statement (OSS)**

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- The Vice-Chairperson reminded the prospective bidders that the OSS intended for this project contains eleven (11) declarations. Any omission of the declarations can be ground for disqualification.

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**Page 72 to 75**

**Bid Form**

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- The Vice-Chairperson reminded the prospective bidders to write "0" or dash ("-") or "No Bid" on the lots they are not joining, including in the Total Amount in Words.
- In addition, he also mentioned that the Bid Form including Schedule of Prices should be signed on each and every page by the authorized representative.
- The prospective bidder asked if they can submit only one (1) set of eligibility and technical documents if they opt to join various lots.
  - **The Committee answered that they can submit one (1) set of eligibility and technical document for various lots. He emphasized that inside the eligibility and technical documents, only the Technical Specification Form, Schedule of Requirements and Bid Form will vary. He added that the two envelopes will be submitted, one set of original and one set of Copy No. 1 envelope.**
- One prospective bidder asked if there will be an issue if they submit two different prices on different lots on the same item.
  - **The Committee answered that there will be no issue as long as the submitted price proposal for both lot are within the Approved Budget for the Contract (ABC).**
- One prospective bidder asked if the authorized representative should certify that the documents inside Copy No. 1 are true copy of the original.
  - **The Committee answered that bidders are encouraged that their bid shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative.**

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**Page 76 to 77**

**Schedule of Prices**

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	<ul style="list-style-type: none"> <li>• The prospective bidder asked if they still need to breakdown the costs on the form, or they can just put the total price. <ul style="list-style-type: none"> <li>➤ <b>The Committee answered that they need to accomplish the form accordingly.</b></li> </ul> </li> </ul>
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## II. TIMELINE

POSTING IN PHILGEPS	27 November 2020
PREBID CONFERENCE	01 December 2020, 03:00 PM
LAST DAY OF ISSUANCE OF BID BULLETIN	05 December 2020
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	09 December 2020, 10:00 AM

## III. OTHER DISCUSSIONS

OTHER MATTERS	<ul style="list-style-type: none"> <li>• One prospective bidder asked if the Committee requires the type-written label or the hand-written label on the envelope of their Bid Proposal. <ul style="list-style-type: none"> <li>➤ <b>The Committee answered that any will do as long as the details on the label of the envelope are legible and complete.</b></li> </ul> </li>   <li>• Prospective bidder online asked the difference between letter N and Q of the Checklist for Technical and Financial Documents. <ul style="list-style-type: none"> <li>➤ <b>The Committee answered that the documents letter N and Q are the same.</b></li> </ul> </li>   <li>• Prospective bidder online asked when will the Notice to Proceed be issued once award of contract has been made. <ul style="list-style-type: none"> <li>➤ <b>The Committee answered that they cannot tell the timeline for the issuance of Notice to Proceed.</b></li> </ul> </li>   <li>• Prospective bidders were advised to put in writing and email their additional clarifications. The BAC I will issue a bid bulletin to the changes or modification and clarification to be made with regards to the Bidding Documents which will be posted in the Procurement Service website and at any conspicuous place within the premises of the Procuring Entity.</li>   <li>• Prospective bidder asked where to include the brochures. <ul style="list-style-type: none"> <li>➤ <b>The Committee answered that they can include it</b></li> </ul> </li> </ul>
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	<p style="text-align: center;"><b>anywhere the bid proposal.</b></p> <ul style="list-style-type: none"> <li>• One prospective bidder asked if there is a possibility of extension of deadline of submission of bids since December 8 is declared holiday. <ul style="list-style-type: none"> <li>➤ <b>The Committee took note of the clarification. Amendments, if any, will be reflected in the Bid Bulletin.</b></li> </ul> </li> <li>• Prospective bidder asked until when they can buy the bidding documents. <ul style="list-style-type: none"> <li>➤ <b>The Committee answered that they can buy the bidding documents prior to the deadline of submission of bids.</b></li> </ul> </li> <li>• Prospective bidder asked if the Apostille for N95 still required. <ul style="list-style-type: none"> <li>➤ <b>The Committee answered that Apostille is still required for foreign documents.</b></li> </ul> </li> <li>• The Committee reminded the prospective bidders to be wary of the deadline of submission of bids to avoid disqualification.</li> </ul>
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at <b>05:00 PM.</b>
<b>CERTIFICATION</b>	We certify that the foregoing is true account of Pre-bid Conference conducted on <b>01 December 2020.</b>
<b>PREPARED BY</b>	<p>BAC Secretariat:</p> <p style="text-align: center;"><b>ERICA SANTOS</b> Secretariat</p>
<b>REVIEWED BY</b>	<p style="text-align: center;"><b>WEBSTER M. LAUREÑANA</b> OIC-Procurement Division V</p>
	Bids and Awards Committee I:

<b>CERTIFIED CORRECT</b>	<b>ANA ZOSITH A. CAÑARES</b> AdHoc Member	<b>ENGR. MARWAN AMIL</b> Provisional Member / PMOIC
	<b>ATTY. EARVIN JAY I. ALPARAQUE</b> Regular Member	<b>ENGR. NICOLE JOHN D. CABUEÑOS</b> Vice-Chairperson
	<b><i>ON OFFICIAL BUSINESS</i></b> <b>DICKSON T. PANTI</b> 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.*