

MINUTES OF MEETING

Wednesday, January 30, 2019	11:00 AM	CONFERENCE A
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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. 19-024-5																																													
ATTENDEES	<p>Bids and Awards Committee V</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Ms. Teresita J. Dela Cruz</td> <td style="width: 30%;">Chairperson</td> </tr> <tr> <td>Mr. Jack G. Mercado</td> <td>Vice Chairperson</td> </tr> <tr> <td>Ms. Marites B. Estrella</td> <td>AdHOC Member</td> </tr> <tr> <td>Engr. Yuji C. Hoshina, ECT</td> <td>Provisional Member (PMOIC)</td> </tr> </table> <p>Procurement Division V</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Ms. Rosemarie N. Andulan</td> <td style="width: 30%;">Secretariat</td> </tr> <tr> <td>Ms. Jessica G. Gapuz</td> <td></td> </tr> <tr> <td>Mr. Abelardo P. Gonzalez</td> <td></td> </tr> </table> <p>End-User’s Representatives</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Mr. Ronald Pastoral</td> <td style="width: 30%;">DOH-NVBSP</td> </tr> <tr> <td>Ms. Iris Chuahiong</td> <td>DOH-NVBSP</td> </tr> <tr> <td>Ms. Aiza Advincula</td> <td>DOH-NVBSP</td> </tr> <tr> <td>Mr. Ramil Bamba</td> <td>DOH-NVBSP</td> </tr> </table> <p>Prospective Bidders</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Ms. Thess Mercado</td> <td style="width: 30%;">Labtraders, Inc.</td> </tr> <tr> <td>Mr. Joey Santos</td> <td>Labtraders, Inc.</td> </tr> <tr> <td>Ms. Jill Gutierrez</td> <td>Mactycoon</td> </tr> <tr> <td>Ms. Jonus E. Yu</td> <td>Zafire Distributors</td> </tr> <tr> <td>Mr. Eric Martinez</td> <td>Omnibus</td> </tr> <tr> <td>Mr. Nancy Carmona</td> <td>Omnibus</td> </tr> <tr> <td>Ms. Roger Tusing</td> <td>Omnibus</td> </tr> <tr> <td>Ms. Patricia Marie Banan</td> <td>SDT</td> </tr> <tr> <td>Mr. Charlie Mahusay</td> <td>SDT</td> </tr> <tr> <td>Ms. Nikkie Samontan</td> <td>EMI</td> </tr> <tr> <td>Ms. Sharon Malabad</td> <td>EMI</td> </tr> </table>		Ms. Teresita J. Dela Cruz	Chairperson	Mr. Jack G. Mercado	Vice Chairperson	Ms. Marites B. Estrella	AdHOC Member	Engr. Yuji C. Hoshina, ECT	Provisional Member (PMOIC)	Ms. Rosemarie N. Andulan	Secretariat	Ms. Jessica G. Gapuz		Mr. Abelardo P. Gonzalez		Mr. Ronald Pastoral	DOH-NVBSP	Ms. Iris Chuahiong	DOH-NVBSP	Ms. Aiza Advincula	DOH-NVBSP	Mr. Ramil Bamba	DOH-NVBSP	Ms. Thess Mercado	Labtraders, Inc.	Mr. Joey Santos	Labtraders, Inc.	Ms. Jill Gutierrez	Mactycoon	Ms. Jonus E. Yu	Zafire Distributors	Mr. Eric Martinez	Omnibus	Mr. Nancy Carmona	Omnibus	Ms. Roger Tusing	Omnibus	Ms. Patricia Marie Banan	SDT	Mr. Charlie Mahusay	SDT	Ms. Nikkie Samontan	EMI	Ms. Sharon Malabad	EMI
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	Mr. Trisha Ann Mariano	EMI
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 11:15 AM 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	The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.
BID DATA SHEET	<ol style="list-style-type: none"> 1. The Representative from SDT clarified the Mayor’s Permit requirement. The PMOIC replied that the 2018 Mayor’s Permit is acceptable provided that there is proof of renewal. ITB Clause 5.4 Page 3 xxx Notwithstanding the above requirements, the bidder may opt submit the following eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership): <ol style="list-style-type: none"> a. Business Registration; b. Mayor’s Permit for 2019 or 2018 Mayor’s Permit with Proof of Renewal; c. 2017 Audited Financial Statement; d. Valid and current Tax Clearance; and e. PCAB License, if applicable xxx 2. The Vice Chairperson clarified if the SLCC is intended to include contracts pertaining to Blood Bank Reagents. The AdHOC member replied this that the intention was to include the TTIs Reagents contract as well for the SLCC. The Chairperson suggested rephrasing the SLCC requirement. The PMOIC replied that the concern is noted and it will be included in the Bid

Bulletin.

ITB Clause 5.4

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xxx

The Bidder must have completed, within the period specified in the Invitation to Bid and **ITB** Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

For this purpose, similar contracts shall refer to any

- **Any Contract for the Supply and Delivery of Laboratory or Blood Bank Equipment including Blood Bank Testing Reagents;**

xxx

3. The Vice Chairperson clarified to the bidders that the VAT Returns should also have proof of payment and filed thru EFPS of the BIR.

ITB Clause 29.2

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xxx

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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4. 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

xxx

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

xxx

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

	<p>personnel.</p> <p>ITB Clause 29.2 Page 43 xxx</p> <p>9. List of Trained Engineers/Technicians.</p> <p>xxx</p> <p>10. The Vice Chairperson reminded the prospective bidders that they should be wary from whom the certificate should originate from.</p>
SPECIAL CONDITIONS OF THE CONTRACT	<p>The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.</p>
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 clarified on how long the Committee will accept demo units as some units will come from abroad and will exceed the fifteen calendar day deadline. The Chairperson clarified that this will be referred to the End-user. Another bidder clarified to have the period to be change from 15 CDs to 60 CDs. The End-User Representative replied that the extension for the demo unit will depend on the IRR of RA 9184's allowable timeline. The PMOIC suggested to have stick with the original requirement and to have the bidders request for an extension when needed to be decided by the Committee.
TECHNICAL SPECIFICATIONS	<ol style="list-style-type: none"> 1. The Representative from Zafire asked if the requirement of the ambient temperature can be changed to 10°C to 32°C. The Chairperson replied that their offer is acceptable since the requirement is the minimum. <p>TECHNICAL SPECIFICATIONS LOT 1 Page 73 xxx</p> <p>External ambient temperature: Performs in an ambient temperature of +15°C to +32°C (or warmer)</p> <p>xxx</p>

- The Representative from Zafire to extend the operating temperature requirement up to -42°C. The AdHOC Member replied that the prospective bidder to write this as a request.

TECHNICAL SPECIFICATIONS

LOT 1

Page 73

xxx

Operating temperature: Temperature can be set to -18° C to -30°C with setting accuracy of +/- 1°C whatever the load.

xxx

- The Representative from Mac Tycoon asked the equivalent of the capacity in liters. The Chairperson replied that the bidder write this as a clarification in a letter.

TECHNICAL SPECIFICATIONS

LOT 1

Page 73

xxx

Capacity: At least 450 plasma bags

xxx

- Another prospective bidder asked what the standard capacity of the plasma bags in liter. The PMOIC replied that this was included as a clarification in the Bid Bulletin during the first bidding and that the plasma bag capacity was 300mL. The AdHOC Member affirmed this. She added that this will be included in the Bid Bulletin.

- A prospective bidder asked if the capacity can be ranged to 530 – 550 plasma bags. The AdHOC Member replied that the requirement is the minimum. The PMOIC also added that the implication of this request is anything higher or lower than intended range will be disqualified. The Vice Chairperson clarified that the bidder’s request was to lower the capacity to at least 530 plasma bags. The prospective bidder confirmed this. The Vice Chairperson replied that the bidder write this as a request/clarification.

TECHNICAL SPECIFICATIONS

LOT 2

Page 75

xxx

	<p>Capacity: At least 550 plasma bags</p> <p>xxx</p> <p>6. The Representative from Mac Tycoon also asked for LOT 2 the equivalent capacity in liters or cubic feet. The Chairperson replied that this concern is noted.</p> <p>7. The Representative from SDT asked what the provision “facility for remote alarm contact” implies. The AdHOC Member replied to the bidder to put this in writing so that everything will be documented.</p> <p>TECHNICAL SPECIFICATIONS LOT 2 Page 75 xxx</p> <p>Facility for remote alarm contact</p> <p>xxx</p>
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 Chairperson suggested to the prospective bidders to have their specimen signatures and initials on their respective Authority of Signatory document though this is not mandatory. She added that in cases the Financial Bid Form was only initialled, the TWG can cross-refer the sign. 3. 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. 4. A prospective bidder asked regarding the payment for the project as they have issues on delayed payment in their other bidding activities. The Chairperson replied that as long as there are no issues with the Comptroller Division of the Procurement Service, they will receive payment promptly. 5. 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 12:30 PM.
CERTIFICATION	We certify that the foregoing is the true account of the Prebid Conference conducted on Wednesday, January 30, 2019.
PREPARED BY	<p style="text-align: center;">MS. ROSEMARIE N. ANDULAN Member, Procurement Division V</p>
CERTIFIED CORRECT	<p style="text-align: center;">ENGR. YUJI C. HOSHINA, ECT Provisional Member, Bids and Awards Committee V</p> <p style="text-align: center;">MS. MARITES B. ESTRELLA, RN, MM, MDM AdHOC Member, Bids and Awards Committee V</p> <p style="text-align: center;">MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V</p> <p style="text-align: center;">MS. TERESITA J. DELA CRUZ Chairperson, Bids and Awards Committee V</p>

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.