

MINUTES OF MEETING

06 August 2019	01:30 PM	CONFERENCE ROOM C
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MEETING CALLED BY	Bids and Awards Committee III
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of HIV Viral Load Reagents for the Department of Health (DOH)
REFERENCE NO.	PB No. 19-091-3
ATTENDEES	<p>Bids and Awards Committee III Marc Hordejan Vice-Chairperson Joseph Balagtas Provisional Member/PMOIC Edgardo Erce AdHoc Member</p> <p>Procurement Division 3 Erica Santos Secretariat</p> <p>Agency Representatives Sarah May Flores DOH-NASPCP Luz Ramos NRL-SLH Joseph Carlo Sayco NRL-SLH</p> <p>Bidders Lodelyn Beligolo Interpharma Holdings Grace Ann Copaway Metrodrug Inc. Joliveth Asutilla Macare Medicals Inc. Florizel de Panso Macare Medicals Inc. Luis Virly Roche Philippines</p>
CALL TO ORDER	<p>The scheduled Pre-bid Conference started at 01:30 PM with the Vice-Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.</p> <p>Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</p>

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><i>Page 42, Clause 29.2, Item No. 3</i></p> <p><i>xxx</i></p> <ul style="list-style-type: none"> ➤ Representative from Macare Medicals Inc. asked if they need to submit all verifiable documents listed on the requirement for the proof of completion of the single largest contract. Vice-Chairperson clarified that not all but any verifiable documents stated can be submitted. <p><i>xxx</i></p> <ul style="list-style-type: none"> ➤ Representative from Macare Medicals Inc. inquired if the project’s fund is part of the Cash-based Budget. Vice-Chairperson answered that the as stated in the Bidding Document, the funding source for this project is through General Appropriations Act of FY2017. <p><i>xxx</i></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	<p><i>Page 62, Clause 1.1(k)</i></p> <p><i>xxx</i></p> <ul style="list-style-type: none"> ➤ Representative from Roche Philippines asked whether the tests/reagents will be solely deployed to National Reference Laboratory (NRL) – San Lazaro. He mentioned that there is a previous award of tests/reagents that may lead to overstocking or overlapping of supplies if this will be awarded. This may cause an issue with the expiration of tests/reagents. Ms. Flores of DOH answered that these tests/reagents/reagents are under year 2017, meaning this is for San Lazaro Hospital STD AIDS Cooperative Central Laboratory (SLH-SACCL). She added that whatever the SLH-SACCL will not consume, it will be reallocated to other Hub Centers.

	<p>xxx</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>First batch and second batch</p> <ul style="list-style-type: none"> ➤ Representative from Roche Philippines suggested requiring that the first and second batch should have different lot numbers to ensure that both batch have longer expiry date.
<p>TECHNICAL SPECIFICATIONS</p>	<p>Page 71</p> <p>xxx</p> <p>Compatible with existing equipment of National HIV Reference Laboratory (NRL)-San Lazaro Hospital</p> <ul style="list-style-type: none"> ➤ Representative from Macare Medicals Inc. suggested that this may be revised. He stated that since there is an existing equipment, he suggested that bidders who do not have the compatible tests/reagents that works with the existing equipment should be allowed to provide their own equipment. He added that the supplier will indicate the brand, model and serial number of the equipment to prove that the unit and the tests/reagents are match. Vice-Chairperson requested to put this in to writing to be further discussed by the BAC. <p>xxx</p> <p>Analytical sensitivity: <40 copies/ml (33 IU/ml)</p> <ul style="list-style-type: none"> ➤ Representative from Roche Philippines suggested correcting copies per ml. He mentioned that based on the World Health Organization, one copy of HIV-1 RNA is equivalent to 1.67 IU. With this, the 40 copies/ml (33 IU/ml) as required is not mathematically correct. As calculated, to attain the 33 IU/ml, it should be 20 copies/ml. On the otherhand, representative from Macare Medicals Inc. suggested omitting the 33 IU/ml. He added that the basis for the analytical sensitivity should only be the copies per ml. Vice-Chairperson requested to put this in to writing to be further discussed by the BAC.

	<p>xxx</p> <p>Fully automated sample preparation, reagent preparation and/or detection system</p> <ul style="list-style-type: none"> ➤ Representative from Macare Medicals Inc. suggested requiring the Product Code/Catalogue Number of every test/reagent to avoid manual tests/reagents. <p>xxx</p>
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.

II. TIMELINE

POSTING IN PHILGEPS	July 30, 2019
PREBID CONFERENCE	August 6, 2019 ; 01:30 PM
LAST DAY OF ISSUANCE OF BID BULLETIN	August 13, 2019
DEADLINE FOR SUBMISSION AND OPENING OF BIDS	August 20, 2019 ; 01:30 PM

III. OTHER DISCUSSIONS

OTHER MATTERS	Representative from Roche Philippines asked for the timeline from bidding to Notice to Proceed. Mr. Balagtas answered that estimated of one (1) month from the Opening of Bids is the timeline from bidding to Notice to Proceed.
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 03:30 PM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on 06 August 2019.

<p>PREPARED BY</p>	<p>Procurement Division 3:</p> <p style="text-align: center;">SGD ERICA SANTOS Secretariat</p>						
<p>CERTIFIED CORRECT</p>	<p>Bids and Awards Committee III:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>EDGARDO ERCE AdHoc Member</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>SGD JOSEPH BALAGTAS Provisional Member / PMOIC</p> </td> </tr> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>SGD MARC HORDEJAN Vice-Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <p>ON LEAVE ENGR. EDWARD SADDI Chairperson</p> </td> </tr> </table>	<p>EDGARDO ERCE AdHoc Member</p>	<p>SGD JOSEPH BALAGTAS Provisional Member / PMOIC</p>	<p>ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL Regular Member</p>	<p>SGD MARC HORDEJAN Vice-Chairperson</p>	<p>ON LEAVE ENGR. EDWARD SADDI Chairperson</p>	
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