



MINUTES OF MEETING

Friday, July 19, 2019	10:00AM	MEETING ROOM 1
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE VII																		
TYPE OF MEETING	Prebid Conference																		
PROJECT	Supply, Delivery, Installation, and Training of Nucleic Acid Amplification Testing Machine for the Department of Health (DOH)																		
REFERENCE NO.	PB No 19-112-7																		
ATTENDEES	<p>Bids and Awards Committee VII</p> <table><tr><td>Mr. Vic Anthony A. Tubon</td><td>Vice Chairperson</td></tr><tr><td>Atty. Divina Gracia A. Bacal</td><td>Regular Member</td></tr><tr><td>Mr. Alvin John D. Perater</td><td>Provisional Member (PMO-in-Charge)</td></tr></table> <p>Procurement Division VII</p> <table><tr><td>Ms. Kaila M. Jaronay</td><td>Secretariat</td></tr></table> <p>End User's Representative</p> <table><tr><td>Ms. Iris Chuahiong</td><td>DOH-NVBSP</td></tr></table> <p>Bidders:</p> <table><tr><td>Mr. Dominic Maypa</td><td>Grepur Diamonde</td></tr><tr><td>Mr. John Clyor Corpuz</td><td>Grepur Diamonde</td></tr><tr><td>Ms. Rodelia Deocoreza</td><td>Grepur Diamonde</td></tr></table> <p>Observer</p> <table><tr><td>Ms. Jennifer Mae Reyes</td><td>PS- Internal Audit Division</td></tr></table>	Mr. Vic Anthony A. Tubon	Vice Chairperson	Atty. Divina Gracia A. Bacal	Regular Member	Mr. Alvin John D. Perater	Provisional Member (PMO-in-Charge)	Ms. Kaila M. Jaronay	Secretariat	Ms. Iris Chuahiong	DOH-NVBSP	Mr. Dominic Maypa	Grepur Diamonde	Mr. John Clyor Corpuz	Grepur Diamonde	Ms. Rodelia Deocoreza	Grepur Diamonde	Ms. Jennifer Mae Reyes	PS- Internal Audit Division
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CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Prebid Conference started at 10:14 AM with the Vice Chairperson presiding. 2. The Secretariat acknowledged the presence of the attendees, and stated that with the presence of the three (3) members of the BAC, the required quorum has been established. 3. The Secretariat stated BAC'S compliance with regard to the invitation of Observers. 4. The Secretariat presented the general requirements for government procurement.
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DISCUSSIONS

I. BID DOCUMENTS	
INVITATION TO BID	<p>Section I</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
INSTRUCTIONS TO BIDDERS	<p>Section II</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
BID DATA SHEET	<p>SECTION III</p> <p>ITB Clause 29.2 Page 44</p> <p>x x x</p> <p>For purposes of Post-qualification the following document(s) shall be required to be submitted within five (5) calendar days from receipt of notice from the BAC:</p> <ol style="list-style-type: none"> 1. Latest Income Tax Returns for year 2017 <u>2018</u> (BIR Form 1701 or 1702); and <p>x x x</p> <p style="text-align: center;"><i>- to amend the requirement for Latest Income Tax Returns from 2017 to 2018</i></p>
	<p>ITB Clause 29.2 Page 44</p> <p>x x x</p>

	<p>For purposes of Post-qualification the following document(s) shall be required to be submitted within five (5) calendar days from receipt of notice from the BAC:</p> <ol style="list-style-type: none"> 1. x x x 2. Latest Value Added Tax Returns (Forms 2550M or <u>and</u> 2550Q) or Percentage Tax Returns (Form 2551M) for the last six (6) months; <p>x x x</p> <p style="text-align: center;">- <i>to amend that the required forms for the Latest Value Added Tax Returns must be Forms 2550M and 2550Q</i></p>
	<p>ITB Clause 29.2 Page 44</p> <p>x x x</p> <p>For purposes of Post-qualification the following document(s) shall be required to be submitted within five (5) calendar days from receipt of notice from the BAC:</p> <ol style="list-style-type: none"> 1. x x x 2. x x x 3. x x x 4. x x x 5. Registered with the Philippine FDA-DOH (Instrument and reagents must have valid CPR issued by FDA-DOH) <p>➤ The bidder informed the body that the machine is not subject for registration. Certificate of Product Registration (CPR) is issued for the reagent while Certificate of Exception (COE) is issued for the machine, b both were issued by the FDA.</p> <p style="text-align: center;">- <i>The BAC took note of the information.</i></p>
	<p>ITB Clause 29.2 Page 44</p> <p>x x x</p> <p>For purposes of Post-qualification the following document(s) shall be required to be submitted within five (5) calendar days from receipt of notice from the BAC:</p> <ol style="list-style-type: none"> 1. x x x 2. x x x 3. x x x 4. x x x 5. x x x 6. x x x

	<p>7. <u>Proof</u> With existing placements in the Philippine Instrument and testing reagents must be fully commercialized in the Philippines</p> <p>X X X</p> <p>- to clarify that it requires proofs for the item no. 7</p>
	<p>X X X</p> <p>For purposes of Post-qualification the following document(s) shall be required to be submitted within five (5) calendar days from receipt of notice from the BAC:</p> <p>X X X</p> <p>17. Lay out design, Floor plan consultation and modification of the NAT room at the Philippine Blood Center.</p> <p>In the column "Bidder's Compliance", the bidder must state "comply" against each of the individual parameters of each specification corresponding to performance parameter of equipment offered. Statement of "comply" must be supported by evidence in a bidders bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's or distributor's un-amended sales literature, unconditional statements or specification and compliance issued by the manufacturer or distributor, samples, independent test data etc., as appropriate.</p> <p>X X X</p> <p>- to remove the statement as it is required under the evidences for the statement of compliance for the technical specifications.</p>
	<p>X X X</p> <p>For purposes of Post-qualification the following document(s) shall be required to be submitted within five (5) calendar days from receipt of notice from the BAC:</p> <p>X X X</p> <p>Bidders with overdue deliveries as of the date of opening of bids are not allowed to participate in the bidding for same items.</p> <p>X X X</p> <p>- to remove the statement as it is required for PS Common use items</p>
<p>GENERAL CONDITIONS OF THE CONTRACT</p>	<p>Section IV</p> <p>There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>

<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>SECTION V There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>Section VI There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>Section VII Page 74</p> <p>X X X</p> <p><u>Standard Accessories:</u></p> <ul style="list-style-type: none"> - X X X - X X X - Start-up kit equivalent to 2,000 tests per machine <p>X X X</p> <ul style="list-style-type: none"> ➤ A bidder requested to amend the requirement for start-up kit from 2,000 tests per machine to 1,000 tests per machine. <ul style="list-style-type: none"> - <i>The BAC took note of the request and any amendment, if any, shall be reflected in the Bid Bulletin to be issued for the project.</i>
	<p>Page 74</p> <p>X X X</p> <p>Operations Manual (2 copies) Service Manual (2 copies)</p> <p>X X X</p> <ul style="list-style-type: none"> ➤ The body would like to clarify the intention of the required copies for operations and service manual, whether two (2) copies per machine or two (2) copies would be good for the two machines. <ul style="list-style-type: none"> - <i>The BAC took note of the clarification and any amendment, if any, shall be reflected in the Bid Bulletin to be issued for the project.</i>
	<p>Section VII</p> <ul style="list-style-type: none"> ➤ The bidder raised whether the project includes Scope of Work and Terms of Reference. <ul style="list-style-type: none"> - <i>The Vice Chairperson instructed the PMO-in-Charge to validate with the end user their required Scope of Works and Terms of Reference, if any, shall be reflected in the Bid Bulletin to be issued for the project.</i>

BIDDING FORMS	<p>Section VIII There were no other discussions, clarifications, amendments, inclusions and revisions under this section of the Bidding Documents.</p>
II. OTHER DISCUSSIONS	
OTHER MATTERS	<ol style="list-style-type: none"> 1. The following points were also emphasized: <ul style="list-style-type: none"> • Authority of Signatory <ul style="list-style-type: none"> - All signatures must be the authorized representative which was reflected in the Authority of Signatory. • PhilGEPS Certificate <ul style="list-style-type: none"> - It must be valid, current and updated. - The bidder may opt to submit the Annex "A" eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership) during the deadline of submission of bids, provided that it shall be submitted as part of post-qualification documents. • For the required Competent Evidence of Identity <ul style="list-style-type: none"> - Based on the Rules on Notarial Practice, only government-issued IDs bearing the photograph and signature of the affiant are acceptable evidences. Community Tax Certificate (CTC) is not allowed. • No. 10th statement under the Omnibus Sworn Statement <ul style="list-style-type: none"> - Notices shall be transmitted in any of the telephone/fax numbers and/or e-mail address/es provided under the 10th statement and are deemed received as of its transmittal (not as of receipt by the bidder) and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof. • Documents such as Bid Security (Surety Bond and Bid Securing Declaration) and Bid Form must be specific to the project. • Additional documents of the LCB must be submitted within five (5) calendar days from the receipt of the notice from the BAC. 2. Any amendment shall be reflected in the Bid Bulletin to be issued for the project. 3. It was presented the matrix of schedule of bidding activities and reiterated that should the bidders have additional queries, the same shall be in writing and last day of written clarifications will be on July 23, 2019.
ATTACHMENTS	None.

ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:15 PM
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on Friday, July 19, 2019.
PREPARED BY	Procurement Division VII <p style="text-align: center;">SGD MS. KAILA M. JARONAY Secretariat</p>
CERTIFIED CORRECT	Bids and Awards Committee VII (BAC VII) <p style="text-align: center;">SGD MR. ALVIN JOHN D. PERATER Provisional Member (PMOIC)</p> <p style="text-align: center;">SGD ATTY. DIVINA GRACIA A. BACAL Regular Member</p> <p style="text-align: center;">SGD MR. VIC ANTHONY A. TUBON Vice Chairperson</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.