



MINUTES OF MEETING

Wednesday, October 16, 2019	10:00 AM	Executive Lounge
-----------------------------	----------	------------------

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE X			
TYPE OF MEETING	PRE-BID CONFERENCE			
PROJECT	Supply and Delivery of Various Medical Equipment for Margosatubig Regional Hospital (MRH)			
REFERENCE NO.	PB No. 19-304-10			
ATTENDEES	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; vertical-align: top;"> <p>BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Engr. Chamel Fiji C. Melo Annie Jean V. Marata</p> <p>PROCUREMENT DIVISION X Jennifer M. Ancheta Maricel R. Vergel De Dios Barby Ann M. Villamor</p> <p>END-USER'S TWG Dr. Angelo Diones</p> <p>BIDDER/S Romel Cabrereros Marven Masocol Ailene Cabillan</p> </td> <td style="width: 40%; vertical-align: top; padding-left: 20px;"> <p>Chairperson Provisional Member Ad Hoc Representative, MRH</p> <p>TWG, Member Member Secretariat</p> <p>TWG, MRH</p> <p>Mactycoon Marketing Actimed Healthcare Hospitec Co.</p> </td> </tr> </table>		<p>BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Engr. Chamel Fiji C. Melo Annie Jean V. Marata</p> <p>PROCUREMENT DIVISION X Jennifer M. Ancheta Maricel R. Vergel De Dios Barby Ann M. Villamor</p> <p>END-USER'S TWG Dr. Angelo Diones</p> <p>BIDDER/S Romel Cabrereros Marven Masocol Ailene Cabillan</p>	<p>Chairperson Provisional Member Ad Hoc Representative, MRH</p> <p>TWG, Member Member Secretariat</p> <p>TWG, MRH</p> <p>Mactycoon Marketing Actimed Healthcare Hospitec Co.</p>
<p>BIDS AND AWARDS COMMITTEE X Engr. Pablo Roman C. Andres Engr. Chamel Fiji C. Melo Annie Jean V. Marata</p> <p>PROCUREMENT DIVISION X Jennifer M. Ancheta Maricel R. Vergel De Dios Barby Ann M. Villamor</p> <p>END-USER'S TWG Dr. Angelo Diones</p> <p>BIDDER/S Romel Cabrereros Marven Masocol Ailene Cabillan</p>	<p>Chairperson Provisional Member Ad Hoc Representative, MRH</p> <p>TWG, Member Member Secretariat</p> <p>TWG, MRH</p> <p>Mactycoon Marketing Actimed Healthcare Hospitec Co.</p>			
CALL OF ORDER	<ul style="list-style-type: none"> The scheduled Pre-Bid Conference started at 10:19 AM with the Chairperson presiding. The Chairperson acknowledged the presence of the attendees. Notices to the observers have been sent within the prescribed period, but none attended the activity. Notwithstanding the absence of the observers, the BAC Chairperson stated that there is compliance with the requirement under the rule. Thereafter, the BAC proceeded with the scheduled pre-bid conference. Having established the required quorum, the Chairperson asked the prospective bidders if they are already familiar with the government procurement. All of them confirmed it. In response, the Chairperson instructed the Secretariat to shorten the discussion and proceed with the essential parts of the bidding documents. 			

HIGHLIGHTS OF ACTIVITY

- The Secretariat proceeded with the discussion of the following requirements:
 1. The items to be bid with the corresponding Approved Budget for the Contract (ABC) and the Price of the Bidding Documents.

The representative from Actimed healthcare clarified if the one thousand pesos bidding documents fee is for each lot. The Chairperson clarified to the bidders that the one thousand pesos bidding documents fee is valid to all lots.
 2. BDS Clause 5.4 – The similar contract shall refer to any contract for the Supply and Delivery of Medical Equipment equivalent to at least fifty percent of the ABC of each lot. The Chairperson clarified that the bidder may submit a contract that is fifty percent of the lot with the highest ABC which could be applicable to all.
 3. BDS Clause 12.1 (a) (i) – The submission of valid PhilGEPS Certificate of Registration (Platinum Membership).
 4. BDS Clause 12.1 (a) (ii) - The bidder's SLCC similar to the contract to be bid should have been completed within five (5) years prior to the deadline for the submission and receipt of bids. Bidders shall submit separate statements for: (1) single largest similar completed contract/s; similar to the contract to be bid and (2) all on-going contracts and awarded but not yet started contracts. Attached as Annexes "C" and "C-1" in Section VIII. Bidding Forms are the standard forms for this requirement including the instructions and guidelines in the accomplishment of said forms.
 5. BDS Clause 18.1 – Bid Security
 6. BDS Clause 29.2 – Post Qualifications Requirements
- The Secretariat presented to the bidder the list of requirements to be submitted during Opening of Bids which are as follows:
 - First Envelope
 1. Authority of Signatory
 2. PhilGEPS Certificate
 3. Statement of Single Largest Completed Contract
 4. Statement of All On-Going but not yet Started Contracts
 5. NFCC or Credit Line
 6. JVA if Applicable
 7. Bid Security
 8. Statement of Compliance with the Delivery Schedule
 9. Statement of Compliance with the Technical Specifications
 10. Bidder's Omnibus Sworn Statement
 - Second Envelope
 1. Financial Bid Form (Annex A of the Bidding Documents)
- The representative from Mactycoon clarified if the price for Lot No. 4 is good for two units already. The Chairperson confirmed that the ABC is for two units.
- Having no other clarifications from the prospective bidders the TWG-in-Charge proceeded with the discussion of the following:
 1. The Schedule of Requirements under Section VI. of the bidding documents.
 2. The Technical Specifications under Section VII. of the bidding documents.
- The TWG-in-Charge instructed the prospective bidders on how to properly fill up the form

for the Schedule of Requirements and Technical Specifications

- The TWG-in-Charge also clarified to the prospective bidders that as stated in the Technical Specifications the bidder must submit a Commitment Letter that they will provide a soft and hard copy of Service and Operations Manual. They must also submit a soft copy via Flash drive of Service and Operations Manual during Opening of Bids.
- Below are the questions, clarifications and requests raised by the prospective bidders:

No.	Company Name	Questions/Clarifications /Requests	Response
1.	Actimed	Lot No. 2 Dimension (mm): 850x520x1045 Requested to modify the requirement into: 850x520x950 (min)	The BAC took note of the request and be further discuss with the End-user.
2.	Actimed	Lot No. 2 Guard rail: Aluminum Requested to modify the requirement into: Guard Rail: Aluminum or Stainless Steel	The End-user approved the request of Actimed
3.	Actimed	Lot No. 2 Drawer: ABS Plastic 1 small drawer, 3 medium drawers, 1 large drawer Requested to modify the requirement into: Drawer: ABS Plastic 2 small drawers, 2 medium drawers, 1 large drawer	The BAC took note of the request and be further discuss with the End-user.
4.	Actimed	Lot No. 5 Bolus Rate: 1-999.9ml/h, 1-999.9ml Requested to modify the requirement into: Bolus Rate: 100-1500ml	The BAC took note of the request and be further discuss with the End-user.
5	All bidders	Lot No. 7 Sensitivity x1/4 to x2 For Clarification on the unit of measure	The End-user to clarify this requirement to be issued on the bid bulletin.

- Lastly, the TWG-in-Charge discussed the Project Site and Bidding Timeline.
- The BAC X reminded the bidders that requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be put in writing and submitted to the BAC on the schedule provided.
- The BAC will issue a supplemental/bid bulletin to the changes or modification and clarification to be made with regards to the bidding documents which will be posted in the PHILGEPS, the website of the

	<p>Procuring Entity concerned, if available, and at any conspicuous place within the premises of the Procuring Entity.</p>				
ADJOURNMENT	<ul style="list-style-type: none"> Having no other matters for discussion, the meeting was adjourned at 11:04 AM. 				
CERTIFICATION	<ul style="list-style-type: none"> We certify that the foregoing is true account of PRE-BID CONFERENCE conducted on Wednesday, October 16, 2019. 				
PREPARED BY	<p style="text-align: center;">(SGD) BARBY ANN M. VILLAMOR Secretariat</p>				
CERTIFIED CORRECT	<p>Bids and Award Committee X:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> <p>(SGD) ANNIE JEAN V. MARATA Ad Hoc Representative, MRH</p> <p style="text-align: center;">- not present -</p> <p>ATTY. DIVINA GRACIA A. BACAL Regular Member</p> </td> <td style="width: 50%; text-align: center;"> <p>(SGD) ENGR. CHAMEL FIJI C. MELO Provisional Member</p> <p style="text-align: center;">- not present -</p> <p>WEBSTER M. LAUREÑANA Vice-Chairperson</p> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <p>(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson</p> </td> </tr> </table>	<p>(SGD) ANNIE JEAN V. MARATA Ad Hoc Representative, MRH</p> <p style="text-align: center;">- not present -</p> <p>ATTY. DIVINA GRACIA A. BACAL Regular Member</p>	<p>(SGD) ENGR. CHAMEL FIJI C. MELO Provisional Member</p> <p style="text-align: center;">- not present -</p> <p>WEBSTER M. LAUREÑANA Vice-Chairperson</p>	<p>(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson</p>	
<p>(SGD) ANNIE JEAN V. MARATA Ad Hoc Representative, MRH</p> <p style="text-align: center;">- not present -</p> <p>ATTY. DIVINA GRACIA A. BACAL Regular Member</p>	<p>(SGD) ENGR. CHAMEL FIJI C. MELO Provisional Member</p> <p style="text-align: center;">- not present -</p> <p>WEBSTER M. LAUREÑANA Vice-Chairperson</p>				
<p>(SGD) ENGR. PABLO ROMAN C. ANDRES Chairperson</p>					