

# MINUTES OF MEETING

November 21, 2019	10:00 AM	Meeting Room II
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<b>MEETING CALLED BY</b>	<b>BIDS AND AWARDS COMMITTEE V</b>
<b>TYPE OF MEETING</b>	<b>Pre-bid Conference</b>
<b>PROJECT</b>	<b>Supply and Delivery of Blood Tube Roller Mixer for the Department of Health-National Voluntary Blood Services Program (DOH-NVBSP)</b>
<b>REFERENCE NO.</b>	<b>PB No. 19-318-5</b>
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee V</b></p> <p>Mr. Webster M. Laureñana                      Chairperson          Mr. Jack G. Mercado                          Vice Chairperson          Ms. Rosemarie N. Andulan                  Provisional Member</p> <p><b>End-User’s Representative</b></p> <p>Ms. Iris Chuahiong                              DOH-NVBSP</p>
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>1. The scheduled <b>Pre-bid Conference</b> started at 10:03 AM with the Chairperson presiding. He then instructed the PMOIC to acknowledge the presence of the attendees.</li> <li>2. The PMOIC, likewise, presented the Invitation to Observers however none confirmed attendance.</li> <li>3. Thereafter, the PMOIC informed the Committee that no prospective bidder is present to attend the Pre-bid Conference.</li> <li>4. The Chairperson stated that the bidder’s attendance in the Prebid Conference is not mandatory and that bidders can still submit their proposals on the scheduled date of submission and Opening of Bids.</li> <li>5. Furthermore, the Chairperson added that the BAC V may assume that bidders already know the requirements for the bidding and will only declare a</li> </ol>

failure of public bidding if no bids are received during the Opening.

**DISCUSSION**

**BID DOCUMENTS**

<p><b>INVITATION TO BID</b></p>	<p>ITB Clause 2 Page 4</p> <p><b>xxx</b></p>		
	<table border="1"> <tr> <td>Advertisement/Posting of Invitation to Bid</td> <td><b>November 14, 2019</b></td> </tr> </table>	Advertisement/Posting of Invitation to Bid	<b>November 14, 2019</b>
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<p><b>INSTRUCTIONS TO BIDDERS</b></p>	<p>NO FURTHER DISCUSSION</p>		
<p><b>BID DATA SHEET</b></p>	<p>NO FURTHER DISCUSSION</p>		

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The PMOIC informed the Committee that the schedule between the last day of submission of written clarification and the last day of issuance of bid bulletin is too close and it might be difficult for the End-User to review the concerns of the prospective bidders in just a day.

**The Chairperson then suggested to move the last day of issuance of bid bulletin from 26 November 2019 to 27 November 2019. Hence, postponing the Opening of Bid until 04 December 2019 at 1:00 PM.**

**The End-User agreed to the recommendation of the Chairperson.**

GENERAL CONDITIONS OF CONTRACT	NO FURTHER DISCUSSION			
SPECIAL CONDITIONS OF THE CONTRACT	NO FURTHER DISCUSSION			
SCHEDULE OF REQUIREMENTS	<p><b>Schedule of Requirements</b> Page 72</p> <p>xxx</p>			
	LOT	DESCRIPTION	QTY./UNIT	DELIVERY PERIOD
	1	SUPPLY AND DELIVERY OF BLOOD TUBE ROLLER MIXER	25 units	Within <b>NINETY (90)</b> calendar days upon receipt of Notice to Proceed
	<p>xxx</p> <p>The Chairperson asked the End-User if they could adjust the delivery period given that the item to be delivered is not bulky and hard to manufacture. Moreover, recipient hospitals will have the required item the sooner</p> <p><b>After considering the items to be procured, the End-User agreed to reduce the delivery period from ninety (90) calendar days to sixty (60) calendar days.</b></p> <p>xxx</p> <p>Submission of Demo Unit Page 73</p> <p>xxx</p> <p>The demo unit including the automatic voltage regulator (AVR) shall be submitted to the Technical Working Group in Procurement Service – Department of Budget and Management for evaluation within fifteen (15) calendar days from receipt of notice from the BAC.</p>			

	<p>XXX</p> <p>The Chairperson instructed the PMOIC to clarify the abovementioned provision since the bidders frequently thought that the BAC will send a separate notice for the submission of demo unit when in fact the bidding document requires that the same must be presented to the TWG after the receipt of Notice of Single Calculated Bid (SCB) or Lowest Calculated Bid (LCB).</p> <p><b>The PMOIC acknowledged this matter for incorporation in the bid bulletin.</b></p>
TECHNICAL SPECIFICATIONS	NO FURTHER DISCUSSION
BID FORMS	NO FURTHER DISCUSSION

OTHER MATTERS	NO DISCUSSION
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at 11:53 AM
CERTIFICATION	We certify that the foregoing is the true account of <b>Pre-bid Conference</b> conducted on November 21, 2019.
PREPARED BY	<p>(SGD.)</p> <p><b>MS. ROSEMARIE N. ANDULAN</b> Provisional Member, Bids and Awards Committee V</p>
CERTIFIED CORRECT	<p>(SGD.)</p> <p><b>MR. JACK G. MERCADO</b> Vice Chairperson, Bids and Awards Committee V</p> <p>(SGD.)</p> <p><b>MR. WEBSTER M. LAUREÑANA</b> Chairperson, Bids and Awards Committee V</p>