

MINUTES OF MEETING

Tuesday, November 26, 2019	10:00 AM	CONFERENCE B
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MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V	
TYPE OF MEETING	Prebid Conference	
PROJECT	Supply and Delivery of Plasma Freezers for the Department of Health – National Voluntary Blood Services Program (DOH-NVBSP)	
REFERENCE NO.	PB NO. 19-326-5	
ATTENDEES	<p>Bids and Awards Committee V Mr. Webster M. Laureñaana Mr. Jack G. Mercado Ms. Marites B. Estrella Engr. Yuji C. Hoshina</p> <p>Procurement Division V Ms. Rosemarie N. Andulan Ms. Jessica G. Gapuz Mr. Arnel B. Cunanan Mr. Jules Amiel D. Angeles Engr. Nicole John D. Cabueños Mr. Abelardo P. Gonzalez</p> <p>Prospective Bidders Ms. Rodelia Deocareza Mr. Dominic Maypa Ms. Thess Mercado Mr. Justine Santayana Mr. Jonus Yu</p>	<p>Chairperson Vice Chairperson AdHOC Member Provisional Member (PMOIC)</p> <p>Secretariat</p> <p>Grepcor Diamonde, Inc. Grepcor Diamonde, Inc. Labtraders Zafire Distributors, Inc. Zafire Distributors, Inc.</p>
CALL TO ORDER	<ol style="list-style-type: none"> 1. The scheduled Pre-Bid Conference started at 10:45 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

1. The PMOIC clarified to the bidders that the VAT Returns should have been filed thru EFPS of the BIR.

ITB Clause 29.2

Page 42

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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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2. 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

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

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

ITB Clause 29.2

Page 43

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	<p style="color: red;">9. List of Trained Engineers/Technicians.</p> <p>xxx</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>The PMOIC discussed the various forms included in the bid documents. No questions, clarifications and/or amendments were raised.</p>
<p>SCHEDULE OF REQUIREMENTS</p>	<p>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. The PMOIC added that in the event that the bidders will ask for an extension of the submission of the demo unit, the request should be accompanied with proof and justification.</p>
<p>TECHNICAL SPECIFICATIONS</p>	<p>1. The Representative from Labtraders asked if they can submit a manufacturer’s commitment to deliver an item with 60 Hz frequency. The Chairperson stated that this will be for discussion with the End-User. The PMOIC requested for the bidder to have this clarification in writing.</p> <p>TECHNICAL SPECIFICATIONS LOT 1 Page 72 xxx</p> <p>Power Supply Input: 220-240 VAC, 60Hz</p> <p>xxx</p> <p>2. The Representative from Zafire asked on the setting accuracy of the units. He added that their item’s accuracy is more accurate than the requirement. The Chairperson asked on what Zafire’s request would be. The Representative from Zafire replied to have the setting accuracy changed to +/- 0.1°C. The Chairperson asked on the item’s setting accuracy of the other bidders. The other prospective bidder replied that the requirement can be worded to allow the participation of Zafire for the bidding. The Chairperson stated that this will be discussed with the End-User and the Committee.</p> <p>TECHNICAL SPECIFICATIONS LOT 1 Page 72 xxx</p> <p>Operating temperature: Temperature can be set to -18° C to -30°C (Colder temperature range is acceptable) with setting accuracy of +/- 1°C</p>

	<p>whatever the load.</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 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 accompanied with the needed price schedule. 3. 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 11:45 PM.
CERTIFICATION	We certify that the foregoing is the true account of the Prebid Conference conducted on Tuesday, August 20, 2019.
PREPARED BY	<p>(SGD.)</p> <p>MS. ROSEMARIE N. ANDULAN Member, Procurement Division V</p>
CERTIFIED CORRECT	<p>(SGD.)</p> <p>ENGR. YUJI C. HOSHINA, ECT Provisional Member, Bids and Awards Committee V</p> <p>(SGD.)</p> <p>MS. MARITES B. ESTRELLA, RN, MM, MDM AdHOC Member, Bids and Awards Committee V</p>

(SGD.)
MR. JACK G. MERCADO
Vice Chairperson, Bids and Awards Committee V

(SGD.)
MR. WEBSTER M. LAUREÑANA
Chairperson, Bids and Awards Committee V

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.