



## MINUTES OF MEETING

February 27, 2020	1:00 PM	Conference A
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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>	Supply and Delivery of Medical and Laboratory Equipment for the Bureau of Quarantine
<b>REFERENCE NO.</b>	<b>PB No. 20-013-5</b>
<b>ATTENDEES</b>	<p><b>Bids and Awards Committee V</b>          Mr. Webster M. Laureñana                      Chairperson          Mr. Jack G. Mercado                              Vice Chairperson          Mr. Jules Amiel D. Angeles                      Provisional Member (PMO-in-charge)</p> <p><b>Procurement Division V</b>          Ms. Jessica G. Gapuz                              Member          Mr. Abelardo P. Gonzalez                        Member          Mr. Arnel B. Cunanan                              Member          Engr. Yuji C. Hoshina                              Member          Engr. Nicole John D. Cabueños                   Member</p> <p><b>Prospective Bidders</b>          Ms. Dolly Villaflor                                  CTERRY ENTEPRISES          Ms. Cindy Villaflor                                  CTERRY ENTEPRISES          Ms. Marlyn Escomedo                              Golden Bat (Far East) Incorporated          Ms. Arlyn T. Villaman                              Golden Bat (Far East) Incorporated          Ms. Jacqueline De Vera                              Omnibus Bio-Medical</p>
<b>CALL TO ORDER</b>	<ol style="list-style-type: none"> <li>The scheduled <b>Pre-bid Conference</b> started at 1:32 PM.</li> <li>Engr. Hoshina acknowledged the presence of the attendees.</li> <li>He likewise reported that observers were invited but none confirmed attendance.</li> <li>Having established the required quorum, the Chairperson instructed Engr.</li> </ol>

Hoshina to discuss the General Requirements of Government Procurement.

## DISCUSSION

BID DOCUMENTS													
<b>INVITATION TO BID</b>	<p>1. The Chairperson stated that a bid bulletin to clarify will be issued that the provision is "Approved Budget of the Contract" and not "Approved Budget per Unit".</p> <p style="text-align: center;"><b>Invitation to Bid Page 4</b></p> <p style="text-align: center;">XXX</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Lot No.</th> <th style="width: 15%;">QTY</th> <th style="width: 25%;">Item / Description</th> <th style="width: 20%;">Approved Budget per unit of the Contract</th> <th style="width: 15%;">Price of Bid Documents</th> <th style="width: 10%;">Delivery Period</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">XXX</td> </tr> </tbody> </table> <p>2. The Chairperson asked if all of the prospective bidders already have their respective 2020 Mayor's permit. He stated that for those bidders that have not yet renewed their Mayor's Permit, it is acceptable to submit their 2019 Mayor's Permit accompanied with the Original Receipt as proof of renewal from the municipality or city where the business is located.</p>	Lot No.	QTY	Item / Description	Approved Budget per unit of the Contract	Price of Bid Documents	Delivery Period	XXX					
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XXX													
<b>INSTRUCTIONS TO BIDDERS</b>	<p>The PMOIC discussed the various forms included in the bid documents. No question, clarifications and/or amendments were raised.</p>												
<b>BID DATA SHEET</b>	<p>1. The Chairperson clarified that the ISO certificate must come from the manufacturer. He also added that securing the certificate would not be a problem if the bidder is an authorized distributor or reseller of the manufacturer.</p> <p style="text-align: center;"><b>BDS Clause 29.2 Page 44</b></p> <p style="text-align: center;">XXX</p> <p><i>7. Current and valid Certificate of Manufacturer's compliance with ISO and/ or CE Certificate.</i></p>												

xxx

2. One of the prospective bidder asked if the certificates to be submitted should be original. The Chairperson answered that photocopies will do but it must be certified true copies of the original.

**BDS Clause 29.2**  
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*7. Current and valid Certificate of Manufacturer's compliance with ISO and/ or CE Certificate.*

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3. The Chairperson informed the prospective bidder that warranties of the equipment are two (2) years and additional five (5) years for the parts after the warranty.

**BDS Clause 29.2**  
**Page 44**

xxx

*8. Bidder's Certificate that parts shall be available at the authorized Philippine service center/s for a period of five (5) years after the warranty period;*

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4. The Chairperson stated that the Committee will issue a bid bulletin for the training of the End-Users.

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**GENERAL  
CONDITIONS OF  
CONTRACT**

The PMOIC discussed the various forms included in the bid documents. No question, clarifications and/or amendments were raised.

<p><b>SPECIAL CONDITIONS OF THE CONTRACT</b></p>	<p>The PMOIC discussed the various forms included in the bid documents. No question, clarifications and/or amendments were raised.</p>
<p><b>SCHEDULE OF REQUIREMENTS</b></p>	<p>1. The Representative from the Bureau of Quarantine is requesting to shorten the delivery period from Seventy-Five (75) days to Sixty (60) days. Having no objection from the bidders, the delivery schedule shall be revised accordingly. The Chairperson consoled the bidders that the delivery area is only in the Port Area of Manila.</p> <p><b>Section VI. Schedule of Requirements Page 72</b></p> <p><b>xxx</b></p> <p><i>Delivery Period - Within Seventy-Five (75) Calendar days from the effective date indicated in the Notice to Proceed</i></p> <p><b>xxx</b></p> <p>2. The Chairperson reminded the prospective bidders that the demo unit &amp; the item to be delivered should be the same.</p> <p>3. Engr. Hoshina added that if the prospective bidders will request for an extension of submission their product demonstration, should they be declared the LCB, it should be provided and accompanied with proof for delay and other considerations.</p> <p>4. The Chairperson clarified that the unit that was presented during product demonstration will not be part of the delivery.</p> <p><b>Section VI. Schedule of Requirements Page 73</b></p> <p><b>xxx</b></p> <p><i>"Should the Demo unit pass the post-qualification; the same shall form part of the delivery. Provided, all consumables and parts used during test shall be replaced."</i></p> <p><b>xxx</b></p>

**Lot No. 1: Analytical Balance**

1. The Chairperson reminded that the End-User requires a logo but it will be subjected to approval before it is mass produced.

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*Standard Requirements:*

*" Printing of the DOH & BOQ logo in a white vinyl sticker, 2"L & 2"W to be placed in any area of the equipment but will not affect its function or cover any marking"*

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**Lot No. 2: Animal Containment Workstation**

2. One of the prospective bidders asked if they can offer an alternative for the required ELISA-verified allergen. Also, the bidder stated that there are different kinds of standards like American and European. One of the End-User Representatives asked if it the same in the technical specifications. The bidders replied that ELISA-verified allergen is not used in biosafe cabinets. She also added that their offer is Level II. The Chairperson recommended that they write a letter to the Committee and it will be forwarded to the End-User for consideration of their request.

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*"Item Description: ELISA-verified allergen"*

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3. One of the prospective bidders asked on what is the dimension of the unit. The Chairperson replied that they will consult the dimensions to the End-User.
4. One of the prospective bidders asked if they can offer other types of filtration module. She added that their offer is almost the same with the requirement. The Chairperson suggested including it in the letter that the bidder will send.

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*"Item Description: ULPA filtration module"*

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**Lot No. 3: Colony Counter Automated**

5. One of the prospective bidders asked on what will we tested, whether dead or alive cells. One of the End User Representatives responded that it will be used for the testing of dead cells.

**Lot No. 4: External Defibrillator, Automated**

6. The Chairperson clarified if the technical specifications can be found in the brochures of the bidders, to which the bidders replied in the affirmative.

**Lot No. 7: Weighing Scale, Digital**

7. The Chairperson asked if the unit is battery operated and if it will include batteries or an extra set. The prospective bidders replied that there is a battery included in the offer.

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*"Battery operated, include 1 set of compatible batteries"*

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**Lot No. 9: pH Meter, Portable**

8. The Chairperson iterated that the unit is a battery operated and with an AC adaptor at the same time. The Chairperson stated that a bid bulletin will be issued to this effect.

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*"Calibration Power: battery operated, with suitable AC adaptor for 220V/60 hz"*

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**Lot No. 12: Trinocular Microscope with Monitor**

9. A prospective bidder from Golden Bat Marketing asked to consider a netbook with eleven (11) inches screen display for the monitor. The bidder from Omnibus asked the End-User if there is a preferred display, whether a touch screen with a small display or non-touch screen display with a big size display. A prospective bidder added that the small display is around seven (7) to nine (9) inches. The Chairperson responded that it will be discussed with the End-User, and will issue clarification on the matter.

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**xxx**

*"With compatible Touch screen LED Monitor Screen size: At least 11 inches"*

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10. The Chairperson suggested on requiring an additional SD card to which the End-User Representatives accepted. He stated that this will be issued through the bid bulletin.

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**xxx**

*"With SD card slot"*

**xxx**



<b>BID FORMS</b>	<ol style="list-style-type: none"> <li>1. Engr. Hoshina reminded the bidders that all the pages of the Annex A- Bid Form should be signed by the Authorized Representative.</li> <li>2. The Vice Chairperson suggested that the bidders should clarify in the Bid Securing Declaration on which lots they will join.</li> </ol>
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<b>OTHER MATTERS</b>	<ol style="list-style-type: none"> <li>1. The Chairperson reiterated that the documents that should be notarized are the Bid Securing Declaration, Omnibus Sworn Statement, and the Authority of Signatory. The Chairperson clarified that there are two (2) forms of the Authority of Signatory. He iterated that if the business is sole proprietorship, they need to issue a Special Power of Attorney while a Secretary's Certificate if it is corporation.</li> </ol>
<b>ADJOURNMENT</b>	Having no other matters for discussion, the meeting was adjourned at 3:03 PM
<b>CERTIFICATION</b>	We certify that the foregoing is the true account of the <b>Pre-bid Conference</b> conducted on February 27, 2020.
<b>PREPARED BY</b>	<b>(SGD)</b> <b>MR. JULES AMIEL D. ANGELES</b> PMOIC, Bids and Awards Committee V
<b>CERTIFIED CORRECT</b>	<b>(SGD)</b> <b>MR. JACK G. MERCADO</b> Vice Chairperson, Bids and Awards Committee V  <b>(SGD)</b> <b>MR. WEBSTER M. LAUREÑANA</b> Chairperson, Bids and Awards Committee V