

MINUTES OF MEETING

May 26 , 2020

10:30 AM

Conference A

MEETING CALLED BY	BIDS AND AWARDS COMMITTEE V
TYPE OF MEETING	Pre-bid Conference
PROJECT	Supply and Delivery of Medical and Laboratory Equipment for the Bureau of Quarantine
REFERENCE NO.	PB No. 20-019-5
ATTENDEES	<p>Bids and Awards Committee V Mr. Webster M. Laureña Chairperson Mr. Jack G. Mercado Vice Chairperson Mr. Jules Amiel D. Angeles Provisional Member (PMO-in-charge)</p> <p>Procurement Division V Ms. Rosemarie N. Andulan Member Member Mr. Arnel B. Cunanan</p> <p>Prospective Bidders Mr. Jerald Almonte Almonte Enterprise</p>
CALL TO ORDER	<ol style="list-style-type: none">1. The scheduled Pre-bid Conference started at 10:41 AM.2. Ms. Andulan acknowledged the presence of the attendees.3. He likewise reported that observers were invited but none confirmed attendance.4. Having established the required quorum, the Chairperson instructed Ms. Andulan to discuss the General Requirements of Government Procurement.

DISCUSSION

BID DOCUMENTS

INVITATION TO BID	The PMOIC discussed the various forms included in the bid documents. No question, clarifications and/or amendments were raised.
INSTRUCTIONS TO BIDDERS	The PMOIC discussed the various forms included in the bid documents. No question, clarifications and/or amendments were raised.
BID DATA SHEET	<p>1. A prospective bidder asked if the Statement of Largest Contract Capacity will be 50% in total of all lots that he will join. The Chairperson answered that it is per lot, not the total of all lots to be bid. Also he added that the bidder can use the SLCC to the other lots that the bidders wishfully to bid.</p> <p>Section III. Bid Data Sheet BDS Clause 5.4 Page 40</p> <p>xxx</p> <p>“The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.”</p> <p>xxx</p> <p>2. The Chairperson clarified that only Mayor’s Permit for 2020 will be accepted and will remove the 2019 Mayor’s Permit. Also the Chairperson asked the bidder that if they have 2020 Mayor’s Permit. The prospective bidder responded affirmative.</p> <p>Section III. Bid Data Sheet BDS Clause 12.1(a)(i) Page 41</p> <p>xxx</p> <p>“ b. <i>Mayor’s Permit for 2020; or 2019 Mayor’s permit with proof of renewal</i>”</p> <p>xxx</p> <p>3. The Chairperson stated that the BAC will release a clarification through a Bid Bulletin regarding to the Audited Financial Statement and Tax Clearance. Because BIR issued a memo for extending the deadline of online payment due</p>

	<p>to pandemic crisis.</p> <p>Section III. Bid Data Sheet BDS Clause 12.1(a)(i) Page 41</p> <p>xxx</p> <p><i>"c. Audited Financial Statement for the year 2018;"</i> <i>"d Valid and current Tax Clearance;"</i></p> <p>xxx</p> <p>4. The Chairperson added that when submitting Bid Security Manager’s check it can be individual per lot or it can be combined, provided that the bidder must identify what lots that they will be joining and same as in surety bond.</p> <p>5. The Vice-Chairperson clarified if the documents to be passed by the bidders are per individual lot. The Chairperson answered that if the certification from the manufacturer covered the other lots as long as identify its brand and model.</p>
<p>GENERAL CONDITIONS OF CONTRACT</p>	<p>The PMOIC discussed the various forms included in the bid documents. No question, clarifications and/or amendments were raised.</p>
<p>SPECIAL CONDITIONS OF THE CONTRACT</p>	<p>The PMOIC discussed the various forms included in the bid documents. No question, clarifications and/or amendments were raised.</p>

SCHEDULE OF REQUIREMENTS

1. The PMOIC clarified that the Joint Technical Working group is BOQ not DOH in the Submission of the Demo unit.

**Section VI. Schedule of Requirements
Submission of Demo Unit
Page 41**

xxx

"The Bidder shall submitted the demo units to the Joint TWG of BOQ ~~DOH~~-PS DBM at the PS-DBM Complex for the hereunder lots within fifteen (15) calendar days after receipt of notice of Single/ Lowest Calculated Bid from the BAC"

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2. The Chairperson 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.

TECHNICAL SPECIFICATIONS

Lot No. 7: Weighing Scale, Digital

1. The prospective bidder asked if it is must be battery operated. The PMOIC reply that it is battery operated

**Section VII. Technical Specifications
Page 83**

xxx

"Battery operated, include 1 set of compatible batteries"

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Lot No. 9: pH Meter, Portable

2. The Bidder asked about regarding about the range of the Temperature. The Chairperson also encourages the bidder to send a email to the BAC regarding clarifications that they will found.

	<p>Section VII. Technical Specifications Page 85</p> <p>xxx</p> <p><i>"Operating temperature: 0-4.5°C "</i></p> <p>xxx</p>
<p>BID FORMS</p>	<ol style="list-style-type: none"> 1. The Chairperson suggests that use the bid forms that are included in bidding documents. Because there are provision that is included but none in the other bid forms. 2. Also the Vice-Chairperson stated that when accomplishing the Bid form fill up the blank space beside the bid bulletin numbers so that they are assured that they read every bid bulletin issued by the BAC. 3. The Vice Chairperson suggested that the bidders should clarify in the Bid Securing Declaration on which lots they will join.

<p>OTHER MATTERS</p>	<ol style="list-style-type: none"> 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. 2. The prospective Bidder asked what is the difference of amount of contract and the value of outstanding contracts. The chairperson explained that the amount of contract is the unperformed portion of the contract and the value of outstanding contracts are the value of the delivered items in the contract.
<p>ADJOURNMENT</p>	<p>Having no other matters for discussion, the meeting was adjourned at 12:09 PM</p>
<p>CERTIFICATION</p>	<p>We certify that the foregoing is the true account of the Pre-bid Conference conducted on May 26, 2020.</p>

<p>PREPARED BY</p>	<p style="text-align: center;">(SGD) MR. JULES AMIEL D. ANGELES PMOIC, Bids and Awards Committee V</p>
<p>CERTIFIED CORRECT</p>	<p style="text-align: center;">(SGD) MR. JACK G. MERCADO Vice Chairperson, Bids and Awards Committee V</p> <p style="text-align: center;">(SGD) MR. WEBSTER M. LAUREÑANA Chairperson, Bids and Awards Committee V</p>