

# MINUTES OF MEETING

21 May 2019	01:30 PM	CONFERENCE ROOM A
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MEETING CALLED BY	<b>Bids and Awards Committee III</b>																
TYPE OF MEETING	<b>Pre-bid Conference</b>																
PROJECT	Supply and Delivery of Divalproex Sodium, 250mg, Modified/Extended Release tablet for the Department of Health (DOH)																
REFERENCE NO.	<b>PB No. 19-162-3</b>																
ATTENDEES	<p><b>Bids and Awards Committee III</b></p> <table border="0"> <tr> <td>Engr. Edward Saddi</td> <td>Chairperson</td> </tr> <tr> <td>Marc Hordejan</td> <td>Vice-Chairperson</td> </tr> <tr> <td>Sharon Baile</td> <td>Provisional Member/PMOIC</td> </tr> <tr> <td>Edgardo Erce</td> <td>AdHoc Member</td> </tr> </table> <p><b>Procurement Division 3</b></p> <table border="0"> <tr> <td>Jennefer Gemudiano</td> <td>Secretariat</td> </tr> </table> <p><b>Agency Representatives</b></p> <table border="0"> <tr> <td>Marlene Galvan</td> <td>DOH</td> </tr> </table> <p><b>Bidders</b></p> <table border="0"> <tr> <td>Miguel Tongco</td> <td>Zuellig Pharma Corporation (ZPC)</td> </tr> <tr> <td>Catherine Joy Rantael</td> <td>ZPC</td> </tr> </table>	Engr. Edward Saddi	Chairperson	Marc Hordejan	Vice-Chairperson	Sharon Baile	Provisional Member/PMOIC	Edgardo Erce	AdHoc Member	Jennefer Gemudiano	Secretariat	Marlene Galvan	DOH	Miguel Tongco	Zuellig Pharma Corporation (ZPC)	Catherine Joy Rantael	ZPC
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CALL TO ORDER	<p>The scheduled <b>Pre-bid Conference</b> started at <b>01:30 PM</b> with the Chairperson presiding.</p> <p>Attendees for the activity were introduced and acknowledged however invited observers did not confirm their attendance.</p> <p>Having established the required quorum, the Secretariat proceeded with the discussion of the activity.</p>																

## I. BID DOCUMENTS

<b>INSTRUCTIONS TO BIDDERS</b>	<p>There were no amendments/revisions made and further instructions from the BAC under this section.</p>
<b>BID DATA SHEET</b>	<p><i>Page 42, Clause 29.2</i></p> <p><i>xxx</i></p> <p><b>4. Proof of completion of the single largest contract similar to the contract to be bid</b></p> <ul style="list-style-type: none"> <li>➤ Representative from ZPC asked if they need to include NOA and NTP during the submission of post-qualification documents. The Committee answered that any verifiable proof will do.</li> </ul> <p><i>Page 62, Clause 1.1 (k)</i></p> <p><i>xxx</i></p> <p><b>Project Sites</b></p> <ul style="list-style-type: none"> <li>➤ Representative from ZPC asked if the sites on the allocated list already have their License to Operate (LTO). He said that all sites should secure their LTO in order for them to deliver the items. He added that they will email the administrative order from DOH. The Committee took note of the concern and said that this will be discussed with DOH.</li> </ul> <p><i>xxx</i></p> <p><i>Page 43, Clause 29.2</i></p> <p><i>xxx</i></p> <p><b>6. The bidder shall submit any of the following whichever is applicable:</b></p> <p><b>6.2 If the bidder is an Exclusive/Authorized Distributor or Dealer of the products/items:</b></p> <p><b>6.2.1 Certificate or Contract from the manufacturer must be provided as proof that the bidder is an Exclusive/Authorized Distributor or Dealer of the products/items or;</b></p>

	<ul style="list-style-type: none"> <li>➤ Representative from ZPC asked the Committee if the importers can provide certification to the distributor. He stated that they encountered wherein the manufacturer only give certifications to their importers and not for distributors. The Committee took note of the concern and said that this will be discussed with DOH.</li> </ul>
<b>GENERAL CONDITIONS OF THE CONTRACT</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>SPECIAL CONDITIONS OF THE CONTRACT</b>	<p><i>Page 62, Clause 1.1 (k)</i></p> <p>xxx</p> <p><b>Project Sites</b></p> <ul style="list-style-type: none"> <li>➤ Representative from ZPC asked if the sites on the allocated list already have their License to Operate (LTO). He said that all sites should secure their LTO in order for them to deliver the items. Ms. Galvan of DOH answered that they need to coordinate and raise their concerns with Director Valencia of DOH.</li> </ul> <p>xxx</p>
<b>SCHEDULE OF REQUIREMENTS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>TECHNICAL SPECIFICATIONS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>TERMS OF REFERENCE</b>	There were no amendments/revisions made and further instructions from the BAC under this section.
<b>BIDDING FORMS</b>	There were no amendments/revisions made and further instructions from the BAC under this section.

### III. TIMELINE

<b>POSTING IN PHILGEPS</b>	May 13, 2019
<b>PREBID CONFERENCE</b>	May 20, 2019 ; 01:30 PM
<b>LAST DAY OF ISSUANCE OF BID BULLETIN</b>	May 27, 2019
<b>DEADLINE FOR SUBMISSION AND OPENING OF BIDS</b>	June 3, 2019 ; 01:30 PM

PRE-BID CONFERENCE

**PB No. 19-162-3**

*Supply and Delivery of Divalproex Sodium, 250mg, Modified/Extended Release tablet for the Department of Health (DOH)*

II. OTHER DISCUSSIONS							
OTHER MATTERS	No other matters discussed.						
ADJOURNMENT	Having no other matters for discussion, the meeting was adjourned at <b>03:00 PM</b>						
CERTIFICATION	We certify that the foregoing is true account of Pre-bid Conference conducted on <b>24 May 2019</b> .						
PREPARED BY	Procurement Division 3:  <b>SGD JENNEFER GEMUDIANO</b> Secretariat						
CERTIFIED CORRECT	Bids and Awards Committee III:  <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%; vertical-align: top;"> <b>EDGARDO ERCE</b> AdHoc Member </td> <td style="text-align: center; width: 50%; vertical-align: top;"> <b>SGD SHARON BAILE</b> Provisional Member / PMOIC </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <b>ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL</b> Regular Member </td> <td style="text-align: center; vertical-align: top;"> <b>SGD MARC HORDEJAN</b> Vice-Chairperson </td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: top;"> <b>SGD ENGR. EDWARD SADDI</b> Chairperson </td> </tr> </table>	<b>EDGARDO ERCE</b> AdHoc Member	<b>SGD SHARON BAILE</b> Provisional Member / PMOIC	<b>ON OFFICIAL BUSINESS ATTY. DIVINA GRACIA BACAL</b> Regular Member	<b>SGD MARC HORDEJAN</b> Vice-Chairperson	<b>SGD ENGR. EDWARD SADDI</b> Chairperson	
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*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.*