Republic of the Philippines
DEPARTMENT OF HEALTH
FIELD OPERATIONS
CENTER FOR HEALTH DEVELOPMENT NO. 1
ILOCOS TRAINING AND REGIONALMEDICALCENTER
City of San Fernando, La Union
Tel. No. (072) 607 6418 / 607 6422; Telefax (072) 888 3671
PHIC Accredited Healthcare Provider

MINUTES OF THE PRE-BIDDING CONFERENCE

LOT 1: SUPPLY AND DELIVERY OF VARIOUS MEDICAL AND SURGICAL SUPPLIES
LOT 2: SUPPLY AND DELIVERY OF VARIOUS HEMODIALYSIS SUPPLIES
LOT 3: SUPPLY AND DELIVERY OF VARIOUS DENTAL SUPPLIES
LOT 4: SUPPLY AND DELIVERY OF VARIOUS RADIOLOGY SUPPLIES
IB NO. 2020-GOODS-004-02-1011

Date: October 21, 2019
Venue: Motorpool Conference Room

- ATTENDANCE

* BIDS AND AWARDS COMMITTEE (BAC)
Mr. Norberto Prepose Jr.
Dr. Brenda Rosuman
Dr. Jan Paulette Velasco
Mr. Alexis Aguinaldo

* TECHNICAL WORKING GROUP (TWG)
Mr. Marlon Floresca
Ms. Beatriz Cadaoas
Ms. Cynthia Tiu
Mr. Romel Lucina

*END-USERS
Mr. Florence Galvez
Mr. Jesmene Apilado
Dr. Jessica Mercado
Mr. Salvador Somera
Ms. Christina Calubayan
Dr. Ian Batcagan

* OBSERVERS
- notified but none attended

* BAC SECRETARIAT
Mr. Marlon Ryan Espiritu
Mr. Richard R. Garrido
Ms. Kristine C. Ballon
Mr. Clarence C. Morales

*PROSPECTIVE BIDDERS
Ms. Thelma Bergonia- Indoplas Phils., Inc.
Ms. Gloria Estrella- Britesky Enterprises
Ms. Kristine Ramones- Alvez Commercial Inc.
Mr. Hener Flores- Endure Medical Inc.
Ms. Shaira Casil- Health Tech
Mr. Salvador Cayabyab- Health Solutions
Mr. Irwin Corpuz- BNAR Enterprises
Ms. Jenina Salcedo- Jayyam Enterprises
Mr. Radi Cruz- Zuellig
Mr. Joseph Cruz- Sterilab Co.
Ms. Marriane Manangan- MTC Opto Medic
Mr. Rolando Penullar- Euro Med

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Ms. Mary Claire Rondaz- Luzon Quick Serve Trading Corp.
Mr. John Stephen Paulo- Getz Bros Phils. Inc.
Ms. Cristy Abero- Conecta Pacific Med. Inc.
Ms. Jhessa Deo- Panamed Phils. Inc.
Ms. Yolivia Laoagan- Panamed Phils. Inc.
Ms. Cheng Lumibao- RBGM Medical Express Sales, Inc.
Mr. Dan John Gonzales- Luzon Quick Serve Trading Corp.
Mr. Alfredo Nery- IDS Med
Mr. Gerry Bautista- Preveniw Med Care
Mr. Benjamin Pagador Jr.- BRP Jr. Trading
Ms. Michelle Ordron- BRP Jr. Trading
Ms. Katlyn Copro- Euromed
Ms. Flordeliza Europa- Centro Med Enterprises
Mr. Kherby Manansala- Zafire Distributors, Inc.
Ms. Lorna Joyce Dameg- Zafire Distributors, Inc.
Mr. Benito Motias Jr.- CDM Marketing Center
Ms. Genalyn Carolino- Medtronic Phils. Inc.
Mr. Rino Cam-Northeast Med. Trading
Ms. Michelle Gogong- Getz Bros Pail. Inc.
Mr. William Carrera- Medlines Distributors, Inc.
Mr. Edman Dupo- Euro Pacific
Ms. Krista Mae Pambid- Patient Care Corp.
Ms. Monica Santiwan- Johnson and Johnson
Ms. Jesslefen Cuisa- Patient Care Corp.
Mr. Robert Bealtez- Health Care
Mr. Robert Valderama- Goshen
Mr. Vebor Sevilla- Pre Meditec

CALL TO ORDER

There being a quorum, the pre-bidding conference was called to order by the BAC Chairperson, Mr. Norberto Prepose Jr., at 10:22 A.M., at the Motorpool Conference Room, ITRMC, Parian, San Fernando City, La Union.

I. TOPIC DISCUSSED

❖ Invitation to Bid

- Source of Funds: National Expenditure Program of 2020
- ABC:

PROJECT NAME	ABC (PhP)	BID DOCS FEE Not to exceed:
LOT 1: SUPPLY AND DELIVERY OF VARIOUS MEDICAL AND SURGICAL SUPPLIES	59,053,126.85	30,000.00
LOT 2: SUPPLY AND DELIVERY OF VARIOUS HEMODIALYSIS SUPPLIES	6,163,146.00	7,000.00
LOT 3: SUPPLY AND DELIVERY OF VARIOUS DENTAL SUPPLIES	999,995.00	1,000.00
LOT 4: SUPPLY AND DELIVERY OF VARIOUS RADIOLOGY SUPPLIES	1,135,332.00	2,000.00
TOTAL	**67,351,599.85**	

- Delivery of the Goods is required for a period of one (1) year, on the scheduled dates stated in the approved Purchase Order (PO)
- Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project
- Deadline of submission of bids shall be on November 4, 2019 (10:00 a.m.)
- Opening of bids shall be on November 4, 2019 (10:15 a.m.) at the Motorpool Conference Room, ITRMC, Parian, City of San Fernando, La Union. Late bids shall not be accepted.
- It was emphasized that the project will be undertaken through the Early Procurement Activity. The Guideline for the Conduct of Early Procurement Activity (GPPB Resolution No. 14-2019, dated 17 July 2019) also emphasized as follows:

✓ IMPLEMENTING GUIDELINES

3.1 EPA shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract, for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year, pending approval of their respective funding sources. GPPB Resolution No. 14-2019, dated 17 July 2019 Page 6 of 20

3.2 The award of contract for Procurement Projects undertaken through EPA may be made only upon: 3.2.1 approval and effectivity of their respective funding sources, to wit: (i) GAA; (ii) Corporate Budget; (iii) Appropriations Ordinance; or (iv) loan agreement in the case of FAPs; or 3.2.2 the reenactment of the previous year's budget which constitutes the current year's authorized budget, when authorized by the Constitution, law or rules.

3.3 PEs are encouraged to undertake EPA to ensure the timely delivery of goods, implementation of infrastructure projects and rendition of consultancy services.

✓ BID VALIDITY

The PE may request the bidders to extend the validity of their bid securities beyond one hundred twenty (120) calendar days, prior to their expiration, if the funding source for the Procurement Project has yet to be approved and made effective.

A change in the form of the bid security is allowed if this is made prior to the expiration of the bid validity sought to be extended.

If the bidder refuses to extend the bid validity, the PE shall reject the bid submitted by said bidder.

✓ PROCUREMENT TIMELINES

The conduct of EPA from posting to recommendation of the BAC to the HoPE as to the award of the contract shall observe the mandatory timelines set forth in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act No. (RA) No. 9184, including the period for re-bidding which shall be within fifteen (15) days after each GPPB Resolution No. 14-2019, dated 17 July 2019 Page 8 of 20 declaration of failure of bidding, which may be extended up to thirty (30) days upon approval of the HoPE.

✓ AWARD OF CONTRACT

7.1. Notwithstanding the mandatory procurement timelines provided in Section 37 of RA No. 9184, Procurement Projects undertaken through EPA may be awarded upon approval and effectivity of the GAA, reenacted budget, appropriations ordinance, corporate budget or loan agreement, as the case may be.

7.2. If the amount authorized for a Procurement Project has been reduced, the PE may still make an award if the contract price to be awarded is within the amount GPPB Resolution No. 14-2019, dated 17 July 2019 Page 9 of 20 authorized in the GAA, reenacted budget, appropriations ordinance, corporate budget, or loan agreement regardless of the posted ABC.

7.3. The HoPE shall not award any Procurement Project if the amount therefor has been withdrawn or in the event the amount authorized in the GAA, reenacted budget, appropriations ordinance, corporate budget, or loan agreement is lower than the amount of contract to be awarded.

7.4. In all instances, the HoPE has the authority to exercise the reservation clause under Section 41 of RA No. 9184, which grants the HoPE the right not to award the contract if, for any justifiable and reasonable ground, the award of the contract will not redound to the benefit of the government.

7.5. Notwithstanding the approval and effectivity of the GAA, reenacted budget, appropriations ordinance, corporate budget or loan agreement, as the case may be, PEs shall not award contracts for Procurement Projects requiring Special

Allotment Release Order or Sub-Allotment Release Order until the same has been issued, secured or released. Mr. Norberto Prepose Jr. also presented samples.

❖ Instruction to Bidders

- It was emphasized that all documents required under the Eligibility and Technical Checklist must be submitted regardless of whether or not it is applicable to the bidder. If not applicable, write/type "Not Applicable" on the face of the particular form.
- All documents must be arranged, numbered and tabbed according to the attached Checklist which forms part of this Bidding Document.
- The Eligibility and Technical Checklist must be duly accomplished and attached as first page in the Eligibility and Technical Component. The Financial Checklist must be duly accomplished and attached as first page in the Financial Component.
- Bid Security: The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the BDS, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) of ABC
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) of ABC

❖ Checklist of Requirements

- The checklist must be attached as the 1st page of the Eligibility and Technical Component and of the Financial Component and shall be provided on all the copies to be submitted.
- The form's 3rd column [ATTACHED (√ or X or n/a)] must be filled up.
- Checklist for Eligibility and Technical Component was presented.
- Checklist for Financial Component was presented.

❖ Bid Data Sheet

- Similar Contract:

LOT	SIMILAR CONTRACT
1	Supply and Delivery of Medical/Surgical Supplies
2	Supply and Delivery of Hemodialysis Supplies
3	Supply and Delivery of Dental Supplies
4	Supply and Delivery of Radiology Supplies

- Subcontracting is not allowed.
- The bidder's SLCC similar to the contract to be bid should have been completed within two (2) years prior to the deadline for the submission and receipt of bids.
- The bid security shall be valid for a period of 120 calendar days from the date of the opening of bids.
- Partial bids are allowed. Bidders shall have the option of submitting a proposal for any or all items and evaluation and contract award will be undertaken on a per item basis. Items shall not be divided further into sub-items for the purpose of bidding, evaluation, and contract award.
- In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.
- Color of envelopes: Green
- It was emphasized that the color of the envelopes is for filing purposes only and not a ground for disqualification.

- Additional Requirement:
  Attach a thumb drive containing an electronic copy of the following (please do not delete any item):
  - Section VI. Schedule of Requirements
  - Section VII. Technical Specifications
  - Price Schedule for Goods Offered from Within the Philippines
  - Price Schedule for Goods Offered from Abroad

❖ Format and Signing of Bids
- Bidders shall submit their bids through their duly authorized representative using the appropriate forms. Bidding Forms on or before the deadline specified in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements, and the second shall contain the financial component of the bid.
- Forms must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- The the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- Each and every page of the Bid Form, including the Schedule of Prices shall be signed by the duly authorized representative/s of the Bidder.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

❖ Sealing and Marking of Bids
- The bidder shall submit 3 copies (Original, Copy 1 and Copy 2) of their Technical and Eligibility and the Financial Proposals.
- Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. Technical and Financial Components should enclosed in separate envelopes otherwise it is a sufficient ground for disqualification of bid.

❖ Special Conditions of the Contract
- The inspections and tests that will be conducted are: Physical inspection and quality test upon delivery
- The period for correction of defects in the warranty period is ten (10) calendar days after pull out.

❖ Forms
- The forms included in the bidding documents were discussed and presented : Bid Form, Price Schedule for Goods Offered from Abroad, Price Schedule for Goods Offered from Within the Philippines, Contract Agreement Form, List of All Ongoing Contracts, Omnibus Sworn Statement, Bank Guarantee Form for Advance Payment, Bid Securing Declaration Form, Statement of Single Largest Completed Contract (SLCC), Net Financial Contracting Capacity (NFCC), Vendor Product Mercury-Content Disclosure, Checklist for Eligibility and Technical Documents and Checklist for Financial Proposal.
- It was emphasized on the project requirement that the Vendor Product Mercury-Content Disclosure form should be submitted regardless of whether or not it is applicable to the bidder. If not applicable, fill-out the vendor name, name of vendor's agent, address, telephone, fax then sign and write "Not Applicable" on the face of the form.
- The BAC also emphasized the need to attached the PLATINUM PhilGEPS Certificate of Registration and Membership **or** Class "A" Documents
- In case the bidder opted to submit their Class "A" Documents, the PLATINUM PhilGEPS Certificate of Registration and Membership shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184

III. TECHNICAL SPECIFICATIONS

- The specifications were presented to the prospective bidders, these were reviewed and discussed by the body.

IV. BIDDERS' CLARIFICATIONS

LOT 1: SUPPLY AND DELIVERY OF VARIOUS MEDICAL AND SURGICAL SUPPLIES	
For item # MSO213: Activated Glutaraldehyde 2.45%, representative from Centro Med Enterprises offered ro range it from 2% to 2.45%.	- Mr. Romel Lucina, TWG, explained that this is their requirement and they will retain it
For item # MSS296, MS0499, MS0500, MS0501 and MS0502: Surgical Gloves (OR), Representative from Health Tech offered pair for the packaging size instead of box	- The matter was discussed by the body. They then agreed to convert it into pairs and this was immediately changed
Representative from Health Tech clarified about Item # MS0070: Anesthesia Breathing Circuit, if it is really 2 limbs or 3 limbs. She also asked if the basis of the SLCC is the total ABC.	- Mr. Romel Lucina said that it is a set and only dual limb - Mr. Richard Garrido, BAC Secretariat member, said that SLCC is based on the total ABC of the items that the bidders will bid on
Representative from MDREX offered the following: Item # MS0839 - Offer: 2.5 ml - 3 ml Item # DM0499 - Offer: 1-1.5 ml	- Dr. Jan Paulette Velasco, BAC member, called the end-user Dr. Mervin De Guzman. The end-user agreed to ranged the Item # MS0839 from 2.5 ml to 3 ml. - The end-user said that they will retain their requirement for the item # DM0499
Representative from Johnson and Johnson offered the following: Item # Circular Stapler 28mm, size of staple - Offer: 28 mm - 29 mm; 5.5 mm open length perimeter Item # Stapler Linear 60mm - Offer: 55mm - 60mm Item # Stapler Linear 80mm - Offer: 75mm - 80mm	- Mr. Romel Lucina called the end-user Dr. Melendez. The end-user said that they will retain their requirements for all the items
Representative from Patient Care Corp. offered the following: Item # MS0521: Suture Cutting 20mm - Offer: 19-20mm Item # MS0007 - Clarified if it is per roll Item # MS0241 - Offer: 185cm-200cm soft PVC tubing Item # MS0517: Round 37mm - Offer: Can give 2, cutting from the tip, body is round Suture: Silk 1-0 Round 32-36mm - Offer: 31-36mm	- Mr. Romel Lucina agreed that it could be ranged from 19 mm to 20 mm. - Mr. Romel Lucina said that it is per roll. This was immediately changed to rolls instead of roll/box. - For item MS0241, MS0517: Round 37mm and Suture: Silk 1-0 Round 32-36mm, Mr. Romel Lucina said that they will retain their requirements

Representative from Patient Care Corp. mentioned that the ABC of item # MS0523 (Suture: Absorbable synthetic 6-0 Cutting DA) should be PHP 270,000.00 and the ABC of item Suture: Absorbable synthetic 7-0 Cutting DA should be PHP 30,000.00. She also clarified what ABC to be followed for the Item MS0256: IV catheter/cannula g16 with wings and MS0256: IV catheter/cannula g16 with injection port, steril	- For the item # MS0523, Mr. Romel Lucina said that his was a typographical error and was immediately corrected, the changes will be included in a bid bulletin to be posted 7 days before the deadline of submission of bids. - Mr. Romel Lucina said that the ABC for item # MS0256 will retain as it is
Representative from Getz Bros Pail. Inc. offered the following: Item # MS1526: Hydrofiber foam - Offer: 10's/box Item # MS1525: Hydrofiber dressing - Offer: 5's/box Item Hydrocolloid Controlled Gel Formula Dressing - Offer: 5's/box; (20x20cm) Item Hydrocolloid Controlled Gel Formula Dressing Extra Thin - Offer: 10's/box	- Mr. Romel Lucina accepted the offers and this was immediately changed
Representative from Panamed Phils. Inc. asked if there will be changes to the ABC of item # MS0242: Infusion administration set for pedia (microset)	- Mr. Norberto Prepose Jr., BAC Chairperson, explained that they cannot adjust the ABC
Representative from Medtronic Phils. Inc. offered the following: Item # MS0519 (round and cutting), MS0522 (round) - Offer: 1/2 – 3/8 circle Item Suture: Cutting - Offer: 1/2 – 3/8 circle; 19-20mm needle Item # MS0531 - Offer: 9-9.3mm 3/8 needle	- Mr. Romel Lucina accepted the offers and this was immediately changed
Representative from Goshen offered the following: Item # Guidewire J-tip 35mm - Offer: PTFE; pc for unit of measurement Item # Guidewire - Offer: .25-150cm straight, pc for unit of measurement	- Mr. Romel Lucina accepted the offers and this was immediately changed
Representative from Luzon Quick Serve Trading Corp. Item # 69: Disinfectant sol.(Non-Glutaraldehyde) - Offer: compatible with surgical instruments, capable of **5-6 minutes** killing time/soaking time; **14-28 days** active	- Mr. Romel Lucina accepted the offer and this was immediately changed

Bidder offered the following: Item # MS0549 - Offer: g 19-21 needle Item # MS0551 - Offer: g. 18-19 needle	- Mr. Romel Lucina accepted the offer and this was immediately changed
Representative from Health Care offered the following: Item # 69: Disinfectant sol.(Non-Glutaraldehyde) - Offer: capable of 10 minutes killing time/soaking time Item # MS0207: Gigli saw - Offer: Size 12-19.6"	- Mr. Romel Lucina said that they will retain their requirements
Representative from MTC Opto Medic clarified about unrenewed Certificate of Product Registration	- Dr. Jan Paulette Velasco said that they should attached the receipt of renewing the Certificate
Representative from RBGM Medical Express Sales, Inc. asked for the size of the suture for item Suture: Coated Braided Polyester	- Mr. Romel Lucina said that the size is 4.0
For item # 364 Suture:2-0 round 30 mm, Representative from RBGM Medical Express Sales, Inc. offered 26-30mm needle	- Mr. Romel Lucina accepted the offer and this was immediately changed
Representative from Micel clarified on the supporting documents of SLCC	- The BAC said that SLCC should be supported with Contract and End User's acceptance or official receipt only
Bidder asked about the bidding documents fee for the project	- Mr. Richard Garrido answered that the bidding document fee is still based on the total ABC of the items that the bidders will bid on. Bidders may proceed to the BAC Sec. office for the ranges of bid docs fee.
For item Self Sealing Sterilization Pouch, bidder offered size: at least 25cm	- Mr. Romel Lucina accepted the offer and this was immediately changed to 9cmx25cm/ at least 25cm
LOT 2: SUPPLY AND DELIVERY OF VARIOUS HEMODIALYSIS SUPPLIES	
Representative from Health Tech offered the following: Item # MS0252 - Offer: **curved Fr 12.0-14x15-16** cm double lumen, **synthetic/polyurethane** Item # MS0189 - Offer: polyurethane Item # MS0385 - Offer: 15-15.5 Fr.	- Mr. Jesmene Apilado, End-User, accepted the offer and this was immediately changed
Representative from RBGM Medical Express Sales, Inc. offered the ff.: Item # MS0385 - Offer: 14.5-15.5 Fr. Item # MS0252 - Offer: scalpel instead of stab knife - Offer: Range from 3 to 5 cc	- Mr. Jesmene Apilado, End-User, accepted the offer and this was immediately changed

* Mr. Jesmene Apilado also changed the specs of item # MS0375 to 5/10ltrs instead of 10 ltrs	
Representative from Medlines Distributors, Inc. offered the ff.: Item # MS00135 - Offer: 1.3-1.5m, remove: F6 Item # MS0029, MS0030, MS0031 and MS0030 - Offer: Remove- 659 Item # MS0762 - Offer: Remove the word solar	- Mr. Jesmene Apilado, End-User, accepted the offer and this was immediately changed
* Representative from Northeast Med. Trading asked for the extension of bid opening - The BAC agreed not to extend the Bid Opening	

There were no clarifications or questions asked for the following:

- Lot 3: Supply and Delivery of Various Dental Supplies
- Lot 4: Supply and Delivery of Various Radiology Supplies

V. ADJOURNMENT

There were no more concerns and questions regarding the project to be bid, the pre-bid conference were adjourned at 1:01 P.M.

Recorded/Prepared by:

KRISTINE C. BALLON
BAC Secretary

Certified correct by:

CLARENCE C. MORALES
Head, BAC Secretariat

REVIEWED AND ATTESTED BY THE BAC MEMBERS PRESENT:

Mr. Norberto Prepose Jr.

Dr. Brenda Rosuman

Dr. Jan Paulette Velasco

Mr. Alexis Aguinaldo