MINUTES OF THE PRE-BID CONFERENCE

Procurement of Medicine, Medical and Dental Supplies
(IB# GA-BAC-2019-IA-15-R)
May 28, 2019 10:00 A.M.

Present were:

Bids and Awards Committee
Ms. Teresita L. Vitug - Chairperson
Ms. Avelina C. Aliangan - Vice-Chairperson
Ms. Amelia Q. Omadto - Member
Engr. Jopari P. Noceda - Member

Technical Working Group III
Engr. Kathleen Donnah P. Reotutar - Chairperson
Mr. Joseph Michael S. Patague - Legal Officer
Ms. Wilma M. Espino - Financial Officer
Engr. Allan John G. Lumibao - Technical Officer
Engr. Rowena N. Pineda - Technical Officer
Engr. Mark Alfred F. Mungcal - Technical Officer

BAC Secretariat
Ms. Rosario B. Tuazon - Head
Ms. Wilabelle S. Bulan - Member
Mr. Arnel Joseph Bagtas - Member
Ms. Kimberly Abbey M. Perez - Member
Ms. Joanna N. Oliveria - Member

Prospective Bidders
Ms. Catherine Mendoza - SGS Healthcare Co.
Mr. Jay Guarin - Steretex Medical System
Ms. Katryn Punsalang - Ercyn Enterprises
Ms. Cynthia Alviz - Ercyn Enterprises
Mr. Marianito Mahusay Jr. - One That Love Trading
Mr. Sherwin Malit - Sta. Ana Enterprises

A. Administrative Briefing
1. The Pre-Bid Conference for the Procurement of Medicine, Medical and Dental Supplies consisting of 186 LI with an ABC amounting to PhP1,294,345.00 was held on 28 May 2019, 10:00 AM at the Government Arsenal, DND, Camp
General Antonio Luna, Lamao, Limay, Bataan. The Chairperson of the Bids and Awards Committee presided over the conference.


3. Mr. Patague, TWG III Legal Officer, presented the briefing on the bidding procedures. After which, the bidders were given the opportunity to raise their concerns as shown below. Likewise, salient points were given emphasis, to wit:

B. Issues and Concerns

- **Bidding Procedure**
  
  All bidders must comply with all the requirements of Eligibility and Technical Documents to proceed with the opening of the second envelope which contains the Financial Proposal. Bidder who has the Single / Lowest Calculated Bid/s will be subjected to post-qualification to determine the responsiveness of their bids.

- **Submission and Opening of Bids**
  
  The submission and Opening of Bids will be held on 11 June 2019, 10:00 A.M. at the Government Arsenal, DND Camp General Antonio Luna, Lamao, Limay, Bataan.

- **Language of the Bid**
  
  All documents should be in English or if in other foreign language, it shall be translated and must be duly authenticated.

- **Bid Submission**
  
  Each Bidder shall submit: One (1) original / certified true copy; and Six (6) machine copies of the first and second components of its bid except for the Omnibus Sworn Statement, Bid Security and Bid Form which must be actual original. All documents shall be properly tabbed.

- **PhilGEPS Certificate and Class A Documents**
  
  During bid submission, bidders may submit their Class “A” Documents to be uploaded and maintained current and updated in the PhilGEPS, or if already registered to a Platinum Membership, the Certificate of Registration and Membership shall be submitted. In case the bidder opted to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement.

- **On-going Government and Private Contracts**
  
  Bidders must submit all their on-going government and private contracts with Notice of Award (NOA). In the absence of on-going projects, bidders should state non-applicability.

- **Single Largest Completed Contract (SLCC)**
  
  Bidders should declare single largest completed contract within five (5) years from the date of submission that is similar to the contract to be bid and the value must be at least 25% of the ABC or a statement of at least two (2) completed similar contracts and the aggregate contract awards
should be equivalent to at least 25% of the ABC and the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

Similar contracts shall refer to the manufacture and / or supply of medicine, medical and/or dental supplies.

- **NFCC Computation**
  
  The bidder’s NFCC is based on its statement of all on-going contracts and audited financial statement. In case of JV, the partner which will submit the computation of the NFCC shall also be the one which will submit the Audited Financial Statements and Statement of all on-going contracts.

  If the bidder opts to submit a Committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid.

- **Joint Venture Agreement (JVA)**
  
  All partners to the joint venture shall be jointly and severally liable to the Procuring Entity. Both parties shall submit the requirements for the submission and opening of bids.

- **Conformity with Technical Specifications**
  
  Bidders shall submit the ff:
  
  o BFAD Registration (License to Operate as Manufacturer / Supplier);

  o Certificate of Product Registration (CPR); and

  o License to Import or Certificate of Exclusive Distributorship.

- **Financial Component**
  
  It contains the Financial Bid Form which includes bid prices and the applicable Price Schedules. The Bid Validity is valid until one hundred twenty (120) calendar days from the date of opening of bids.

- **Statement of Compliance**
  
  The bidder must state in the last column opposite each parameter and required specifications, either “Comply” or “Not Comply”. All pages shall be properly signed.

- **Grouping and Evaluation of Bids**
  
  Awarding for the project is per item.

- **Post – Qualification (PQ)**
  
  Within five (5) calendar days from receipt by the bidder of the Notice from the BAC that the bidder has the Single / Lowest Calculated Bid/s, the bidder shall submit the following:

  a) Latest Income & Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS)

  b) Registration Certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives

  c) Mayor’s Permit
d) Tax Clearance  
e) Latest Audited Financial Statement  
f) Company profile of the bidder

NOTE: Except for tax clearance, foreign bidders shall submit the appropriate equivalent document filed in their country of origin or certificate of non-existence.

• **Terms of Payment**

The terms of payment shall be as follows:

Payment of ninety-five percent (95%) shall be made thru:

a) Modified Disbursement Scheme (MDS) Checks or Direct Payment Scheme via bank debit system through issuance of Advice to Debit Account (ADA) of Supplier (DBM Circular 2013-16 dated December 23, 2013) after delivery and acceptance at the Government Arsenal; or

b) Letter of Credit (LC) after delivery and presentation of Inspection Acceptance Report (IAR) duly signed by the Inspection Acceptance Committee and written advice of payment duly signed by the Director, Government Arsenal.

The remaining five percent (5%) shall be retained to cover warranty obligations, to be released after three (3) months or upon submission of an equivalent special bank guarantee, and for LC, upon written advice of payment duly signed by the Director, Government Arsenal.

All charges for the opening of LC and / or Incidental expenses thereto (i.e. bank commission, documentary stamp, tax, cable, etc.) shall be for the account of the supplier.

• **CONCERNS / QUERIES**

1) **POST QUALIFICATION REQUIREMENTS**

➢ Ms. Punsalang of Ercyn Enterprises mentioned that eFPS is currently having system error so she asked if they could just submit the ITR manually paid through the Land Bank. C, BAC asked the other prospective bidders if they have the same problem. Mr. Mahusay commented that maybe the system error occurring is only in Region III since they have no problem with it. Ms. Espino, Financial Officer of TWG III, cited that there would be no problem at all if they submit the manually paid. Foregoing considered, C, BAC granted the request of Ms. Punsalang.

➢ Mr. Guarin of Steretex Medical System asked if they could submit the Post Qualification Requirements after bid opening since the Single / Lowest Calculated Bid is yet to determine. C, BAC replied that a written notification for the submission of PQ documents will be issued to bidder who was declared as LCB / SCB.
2) TECHNICAL REQUIREMENTS

➢ Ms. Punsalang of Ercyn Enterprises requested if they could submit the Certificate of Product Registration (CPR) during Post Qualification instead of bid opening. She explained that although they could provide it during bid opening, the problem is, during delivery they might substitute some of the products since the market is sometimes running out of stock. And to avoid dealing issues with COA, it is better to submit the CPR during post qualification to avoid replacement of what they have submitted during bid opening. Mr. Mahusay added also that it is practical to submit the CPR during post qualification to lessen the volume of their documents to be submitted. The BAC realized the bidder’s concern and they unanimously agreed that the CPRs may be submitted during PQ, thus, a corresponding Supplemental Bid Bulletin shall be issued for the matter.

3) EXPIRATION DATE FOR DRUGS AND MEDICINES

➢ Ms. Punsalang of Ercyn Enterprises asked if they could supply with a shelf life of less than two (2) years but they would submit a notarized after sales guarantee letter that if ever the medicines would not be consumed before the indicated expiration date, they have to replace it with new ones. Mr. Patague, Legal Officer of TWG III, asked if there are items that are not consumable for two (2) years. Ms. Punsalang answered that those emergency medicine such as ampules, vials and even simple Vitamin C are ideally consumable for six (6) months only. VC, BAC advised them to officially write their concerns and email it to the GA BAC Secretariat until May 30 for referral to Dra. Mendoza, our Chief of Hospital, for comment.

4. Having no other matters to discuss, the BAC adjourned the meeting at 11:00 AM.

Prepared by:

KIMBERLY ABBEY M. PEREZ
Secretariat

Noted by:

MS. TERESITA L. VITUG
Chairperson, GA - BAC
# GOVERNMENT ARSENAL
DEPARTMENT OF NATIONAL DEFENSE

**PRE-BID CONFERENCE**

**MEDICINE, MEDICAL AND DENTAL SUPPLIES**

**GA-BAC-2019-IA-15-R**

**BAC / TWG III / SEC**

**Attendance Sheet**

Government Arsenal, DND

Camp General Antonio Luna, Lamao, Limay, Bataan

**May 28, 2019 10:00 A.M.**

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