



**Philippine International Trading Corporation
BIDS & AWARDS COMMITTEE I**

**MINUTES OF THE PRE-BID CONFERENCE VIA ZOOM VIDEO CONFERENCE
SUPPLY AND DELIVERY OF ONE (1) LOT BRAND NEW OPHTHALMIC
OPERATING MICROSCOPE AND BRAND NEW OPHTHALMIC CHAIR
AND STAND FOR THE PHILIPPINE ARMY (PA)
Bid Reference No. MPG-BI-2020-506 2nd Rebid
(Previous Bid Reference No. MPG-BI-2020-231 Rebid & MPG-BI-2019-169)
06 November 2020, 5th Floor Conference Room**

There being a quorum, Vice-Chair convened the meeting at 9:05am

In attendance are:

FOR PITC BAC-I (via ZOOM)
Christabelle P. Ebriega, Chairperson
Myra T. Alvarez, Vice-Chair
Atty. Roxanne Marie Q. Cruz, Member
Joel S. Rodriguez, Member
Atty. Mitzell Arthur R. Magdaong, Member
PITC TWG/BAC Secretariat (as per attached attendance Sheet)

FOR PROPONENT – PA (via ZOOM)
Col. Jose Rosel Reduble (MC) PA, GSC

HIGHLIGHTS OF PROCEEDINGS:

- For the record, Vice-Chair presided the pre-bid conference.
- Vice-Chair welcomed everyone to the pre-bid conference for the Supply and Delivery of One (1) Lot Brand New Ophthalmic Operating Microscope and Brand New Ophthalmic Chair and Stand for the Philippine Army (PA). After which, Vice-Chair introduced the BAC members and end-user’s representative/s from Philippine Army via ZOOM.
- Vice-Chair acknowledged the presence of I-Senz Medical Inc the only prospective Bidder present in this pre-bid conference via zoom.
- Vice-Chair informed that to be able to participate in this bid project, the prospective Bidder must have completed a Single contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC of the item being bid.

Similar contract shall mean “Medical Equipment”.

- At the same time, this bid project is open to authorized dealers, distributors or resellers for the Supply and Delivery of One (1) Lot Brand New Ophthalmic Operating Microscope and Brand New Ophthalmic Vice-Chair and Stand for the Philippine Army (PA) (hereafter referred to as GOODS) who must be Filipino citizen/sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging to citizen of the Philippines.
- Vice-Chair paused a moment to inquired if Bidder already bought Bidding Documents. If not, Bidder may acquire the complete set of Bidding Documents from Monday to Friday between 9:00am to 2:00pm upon payment of a non-refundable fee. Bidder may pay for the cost of Bidding Documents thru Cash Payment (PITC Cashier will be available from Tuesday to Thursday between 10:00AM to 2:00PM) **OR** Cash Deposit. *(for details Bidder may refer to Section. I. Invitation to Bid, (8))*

However, Bidder who previously bought Bidding Documents under Bid Ref. No. **MPG-BI-2020-231 Rebid & MPG-BI-2019-169** may acquire Bidding Documents free of charge upon presentation of the Official Receipt for the previous project.

- Vice-Chair explained that the first part of the Bidding Documents is the Instructions to Bidder which should be read by the prospective Bidder at their own good time. What will be discussed in this pre-bid conference are the documents that are required to be submitted on Bid Opening Day;
- Vice-Chair started to discuss the Envelope System:
 - **Envelope System:** The system of submission is a two envelope system wherein **Envelope 1** will contain the eligibility and technical documents and **Envelope 2** will only contain the Financial Bid.
 - **Number of Copies:** All documentary submission must come in three sets. These will be placed in 3 folders marked: "original", "duplicate" and "triplicate".
 - **Sealing/Markings:** The two envelopes will then be placed in a master envelope. The master envelope will then be sealed and marked in accordance with the instructions stated in the Bidding Documents.

ENVELOPE I – ELIGIBILITY & TECHNICAL DOCUMENTS

Class "A" Eligibility Documents	Vice-Chair's Instructions
SEC/DTI Registration Certificate	For Corporation , submission will be the SEC Registration Certificate.
Business Permit issued by the city or municipality where the place of business is located OR the equivalent document for Exclusive Economic Zones or Areas.	Bidder must submit 2020 Mayor's Permit . In case of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as post-qualification requirement.
Valid and Current Tax Clearance	Bidder must submit their valid and current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018. Vice-Chair informed the Bidder that PITC does not accept any provisional Tax Clearance, renewal certificate or claim stub because the GPPB has already issued a ruling that only the Tax Clearance itself is acceptable. Vice-Chair advised Bidder to only transact with legitimate employees of BIR.
Audited Financial Statements for 2019 and 2018	Submission will be the 2019 and 2018 Audited Financial Statements comprising of: a) Independent Auditor's Report; b) Balance Sheet; and c) Income Statements Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.
Valid and Current PhilGEPS Certificate of Registration and Membership (Platinum Registration).	If a Bidder is already a PhilGEPS Platinum Member he can submit the Platinum Membership Certificate together with the Annex "A". The Platinum Membership will substitute for the four (4) eligibility documents enumerated earlier. However, if any of the documents listed in Annex A of the certificate has expired Bidder must submit the valid and current one. Vice-Chair emphasized that any documents that have expired, the valid and current document together with the PhilGEPS Certificate must be submitted.

<p>Annex I Statement of all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid.</p>	<p>Vice-Chair's instructions to the Bidder with respect to this document is:</p> <ul style="list-style-type: none"> • Form "Annex I" is already provided in the Bidding Documents. Bidder to use Annex I; • Bidder to provide the information called for; • Additional sheets can be used for as long as the authorized representative signs the last page.
<p>Annex I-A Statement of Single Largest Completed Contract of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC of the item being bid (Annex I-A).</p> <p>"Similar" contract shall mean Medical Equipment.</p>	<ul style="list-style-type: none"> • A form is again provided; • Bidder to supply the data or information required in the form and to attach any of the following documents: <ol style="list-style-type: none"> 1. End User's Acceptance 2. Copy of Official Receipt; 3. Sales Invoice with Collection Receipt (<i>They go together</i>)
<p>Net Financial Contracting Capacity (NFCC)</p>	<p>For NFCC - A form is provided for as Annex II-A;</p> <p>As the sample form was flashed on the screen, Vice-Chair's instructions are for the Bidder to supply the necessary details as required. A formula is already provided for the Bidder to come up with the NFCC.</p> <p>The NFCC must be at least equal to the ABC.</p> <p>In case Bidder does not want to submit the NFCC, they have an option to submit Committed Line of Credit, issued by a local commercial/Universal Bank.</p> <p>FOR COMMITTED LINE OF CREDIT (CLC) - A sample form is provided for as Annex II-B;</p> <p>CLC must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank.</p> <p>Vice-Chair reminded the Bidder that the Committee does not accept any CLC issued by a Rural Bank or Savings Bank.</p>
<p>Class "B" Documents (For Joint Ventures)</p>	<p>Since prospective Bidder expressed that they will not bid as a Joint Venture, Vice-Chair skipped this portion, but stated that just in case any of them decides to enter into Joint Venture, the requirements are found in Bid Data Sheet Clause 12.1 pages 35 to 37 of the Bidding Documents.</p>
<p>Technical Documents</p>	<p>Vice-Chair's Instructions</p>
<p>Annex IV Bid Security</p>	<p>Vice-Chair enumerated the types of Bid Security acceptable to PITC. These are:</p> <p>a. Bid Securing Declaration</p> <ul style="list-style-type: none"> - A form is provided for as Annex IV; <p>Bidder should use the form provided by PITC because it is complete in contents.</p> <p>In order not to miss out on anything, Vice-Chair advised Bidder to photocopy the form or scan it, and then have the authorized representative sign form and have it notarized.</p>

	<p>The other forms of Bid Security are the following:</p> <p>b. Cash or Manager's Check issued by the local commercial/universal bank equivalent to at least 2% of the ABC issued by a Local Universal or Local Commercial Bank.</p> <p>c. Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; OR</p> <p>d. Surety Bond callable upon demand equivalent to at least 5% of the ABC.</p> <p>In case Bidder will opt for a Surety Bond, The Bidder has to submit a Certification from the Insurance Commission that the bonding company is authorized to issue Surety Bond. In addition to this, the Surety Bond should contain all the 14 grounds for the forfeiture of the Bid Security and it be written on Bond Itself.</p> <p>Vice-Chair advised the Bidder to show the 14 grounds to their bonding company so that the latter can include or type them on the copy of the bond itself.</p>
<p>Annex V-A Technical Bid Form</p>	<p>As the Technical Bid Form was flashed on the screen Vice-Chair's instructions are as follows:</p> <ul style="list-style-type: none"> • There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter"; • Bidder to put the word "Comply" on all the line item under the column "Bidder's Statement of Compliance"; • Bidder to indicate the Brand and Model Number of the following: <ol style="list-style-type: none"> 1) Brand New Ophthalmic Operating Microscope 2) Brand New Ophthalmic Chair and Stand • All five (5) pages must be signed by the authorized representative of the Bidder. <p>Vice-Chair reminded the Bidder that if there are any blanks left out unfilled, the TBF will fail because it will mean that the Bidder cannot comply with the technical specifications.</p>
<p>Annex V-A1 Technical Specifications</p>	<ul style="list-style-type: none"> • Bidder's authorized representative/s to sign the "Conforme" box provided on all pages of the Annexes.
<p>Product brochure and/or Technical Data Sheets</p>	<p>Submission of a Product Brochure and/or Technical Data Sheet for the following showing compliance to the required Technical Specifications.</p>
<p>Copy of Valid and Current Certificate of Distributorship form the manufacturer authorizing the bidder to sell/distribute the equipment</p>	<p>Bidder to submit a copy of valid and current Certificate of Distributorship form the manufacturer authorizing the bidder to sell/distribute the equipment.</p> <p>Note: If not directly issued by the manufacturer to the bidder, bidder must submit the certificate of distributorship / dealership that will link bidder to the manufacturer.</p>
<p>Valid and Current License to Operate as Medical Device Importer / Distributor</p>	<p>Submission of a valid and current License to Operate as Medical Device Importer / Distributor from the Food and Drug Administration (FDA) – Philippines issued in the name of the Bidder</p>
<p>Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption</p>	<p>Bidder to submit a Valid and Current Certificate of Product Registration (CPR) or Certificate of Exemption from the Food and Drug Administration (FDA) – Philippines;</p>
<p>Valid and Current ISO Registration Certificate (or equivalent)</p>	<p>Bidder to submit the Valid and Current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the Manufacturer of the item. The certificate shall cover the design, manufacture and production, as applicable;</p>

<p>Annex VI Certificate of Performance Evaluation</p>	<p>Vice-Chair's Instructions are as follows:</p> <ul style="list-style-type: none"> • A form is provided for as Annex VI; • The form must be in the Bidder's Client's Company Letterhead; • The rating should be at least VERY SATISFACTORY; AND • Provide all the information called for and the form must be signed by the Bidder's Client Authorized Representative
<p>Proof of Authority of the Designated Representative</p>	<p>Submission of a Proof of Authority of the Bidder's Authorized Representative:</p> <p>a) Duly notarized Special Power of Attorney – For Sole Proprietorship if owner opts to designate a representative/s; OR</p> <p>b) Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s, issued by the corporation, cooperative or the members of the joint venture.</p> <p>Provided that in the case of joint venture, each partner shall submit a separate Secretary's Certificate evidencing the authority of the designated representatives for purposes of this bidding. If one of the partners is a sole proprietorship, the owner as reflected in the DTI Registration Certificate must sign personally</p> <p>Once again, Vice-Chair advised Bidder to check the wordings. In case the Board appoints more than one person, it is safe that it be worded "any of the following" or "or" so that even only one person can bind the company.</p> <p>However, if not stated this way, then the Committee will look for all the names and signatures of the persons named in the Secretary's Certificate. And if one signature is missing, the submission is non-compliant and will fail.</p>
<p>Annex VII Omnibus Sworn Statement (OSS)</p>	<p>Vice-Chair informed that the OSS is standard in all government biddings.</p> <p>Vice-Chair advised Bidder to use the form that PITC provided in this Bidding Document.</p> <p>The form must be copied verbatim. But to be sure that nothing is missed out, Vice-Chair suggested that the form just be scanned or photocopied and then filled up.</p> <p>On the "I/We", the name of the authorized representative named in the Secretary's Certificate will appear on the line.</p> <p>All blanks must be filled up, appropriate boxes must be ticked off.</p> <p>On the Authority of the Designated Representative, the portion: <u>Name, Title and Specimen Signature</u> must be filled up.</p> <p>All statements from "a" to "h" must be complete.</p> <p>The last page must be signed by the authorized representative. Notarization is required for this OSS.</p>

ENVELOPE 2 – FINANCIAL ENVELOPE

Annex VIII
Financial Bid Form

Envelope 2 will contain the Financial Bid of the Bidder. Vice-Chair's instructions are as follows:

- There is an instruction on the top most part of the form that states "Please use this Bid Form. Do not retype or alter";
- Bidder has to indicate the bid amount both in figures and in words in the Financial Bid Form;
- Bidder must fill out all line items. If an item is to be given free, Bidder must indicate "0";
- Forms to be signed by the bidder's authorized representative

Vice-Chair explained that the Financial Bid Form cannot be retyped. It may be photocopied for purpose of the other 2 copies required.

- The Vice-Chair opened the floor for questions/clarifications. Hereunder are the details:

Bidder's Query/Clarification/s	Committee's Reply
I have a technical question regarding Main Microscope – total magnification can we make it in ranges from 4.4x to 26.4x?	
	Vice-Chair: the total magnification is 4x, 5.3x, 8.5x, 13.6x, 21.2x, and your request is 4.4x to 26x?
Yes ma'am.	
	Sir may I request you to put your request in writing?
I will email it to PITC?	
	Vice-Chair: Yes sir, you may send your written queries to the email address provided in the Bidding Documents (chairbac1@pitc.gov.ph), we also encourage you to send your queries thru email because we are in alternative work arrangement. Our reply will be in a Bid Bulletin which will be posted in PhilGEPS and PITC website.
Also, the field of view, can we also make it in ranges?	
	Vice-Chair: okay sir, please also include that in your letter.
	Vice-Chair: do you have any other technical concerns?
For the Microscope we only have two concerns, and we also have 4 concerns for the Ophthalmic, anyway, we will email our queries within the day ma'am.	
	Yes sir, I also suggest raising your questions right away and not wait for the last day to ask/raise your concern because we are only given seven (7) days to issue the corresponding Supplemental Bid Bulletin. and the Philippine Army has to deliberate if your requests/queries are acceptable to them.
	So, it will be better to send your letters, so they can address your queries right away.
Noted ma'am.	
	And if you decided to participate, please also buy the Bidding Documents way ahead the schedule. Because the BAC Secretariat will not accept your bid if you haven't paid for the cost of the Bidding Documents.

Just to confirm the cost of Bidding Documents, its 5,000 pesos?	
	Vice-Chair: Sir in the Invitation to Bid, the cost of the Bidding Documents is only 2,800.00pesos.
	Have you participated from the previous bidding?
No ma'am, its our first time in PITC.	
	okay, so if you decided to participate please pay for the Bidding Documents way ahead the Bid Opening day.
Last question, since its pandemic others are practicing the online submission of Bidding Documents, but for this project?	
	Vice-Chair: you will submit your bid physically in the office, and you may observe the Opening of Bids via ZOOM. you also need to register and request for the ZOOM link a day before the scheduled conference.
	Any other concerns?
Is there a specific color of the folder?	
	Vice-Chair: any color will do. Just take note of the envelope system and the sealing and markings per BDS ITB Clause 20.3 and 20.4.
	Thank you for your attendance, we will wait for your letter.

OTHER MATTERS:

- Bidder must **sign** or **initial** each and every interlineation, erasure, overwriting and correction made on their bids. Failure to do so shall result in the invalidation and rejection of their bids.

- **For questions/clarifications:**

CHAIR

Bids and Awards Committee I

Philippine International Trading Corporation (PITC)

5th Flr, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

Email: chairbac1@pitc.gov.ph

Note: Maximum size of email with attachment is six (6) MB only

BID SCHEDULE:

- Bidder can send queries/concerns until **13 November 2020** (Friday)
- The Bid Opening is scheduled on **23 November 2020** (Monday, 4:00pm)

ADJOURNMENT:

- There are no other matters discussed, the pre-bid conference was adjourned at 9:35am

MINUTES TAKEN BY:



ATTY. MARIA GUDELIA C. GUESE

Head, BAC-I Secretariat
LMC

REVIEWED BY:



MYRA T. ALVAREZ
Vice-Chairperson, BAC-I

APPROVED BY:



CHRISTABELLE P. EBRIEGA
Chairperson, BAC-I